



Responsible Party's Information:

Company: _____

Contact Name: _____

Address: _____

Phone: _____ Ext: _____ E-mail: _____

Event Information:

Event Description: _____

Museum Location: _____

Event Date: _____ Number of expected guests: _____

Set up time: _____ Break down by: _____ off premises by: _____

Vendors' Contact Information:

Event Planner (If applicable): _____ Telephone: _____

Caterer: _____ Telephone: _____

Other vendors' delivery schedule:

Equipment delivery time: _____ Pick up time: _____

Floral delivery time: _____ Audio visual delivery time: _____ Musicians' arrival: _____

Alcoholic Beverages:

Will alcohol be served during your event? _____ (yes/no) if so, what type? Circle all that apply:

Wine Mixed drinks hard liquor Beer

Will be an admission charge for your event? (Yes / No) is a TABC permit needed? (Yes / No)

(For additional information, please refer to the Food and Beverage section.)

No facility rental reservation is confirmed until the Facility Rental Contract has been filled out and a 50 % down payment has been received.

Selected areas of the International Museum of Art & Science, (*IMAS*) are available for rental for all type of social gatherings such as: business meetings, banquets, receptions, and other events. Please note that such activities may not interfere with the normal public operation of the IMAS and are subject to the policies and procedures listed below. The **IMAS reserves the right to provide service to anyone and it does not discriminate on race, gender, or educational background. Functions must not compromise IMAS's mandate to care for and preserve its collections.**

A signed agreement and a **nonrefundable** deposit of 50% of the rental fee is required to reserve your date. Any changes made to the contract, including date and time, must be made at least thirty (30) days in advance. The balance of the rental fee shall be paid in full no later than a week prior the event. **A \$25.00 fee is charged for any returned check.**

The IMAS requires that a single contact person be designated to represent the sponsoring group/organization in all matters regarding event arrangements. Changes to any aspect of the event will only be made at the request of the designee indicated on the agreement.

General Guidelines:

- No flash photography is allowed in the galleries
- No leaning against the wall
- No smoking anywhere inside any of the facilities or on the grounds
- Open flames or any fires in violation of the local fire code are strictly prohibited
- No fog machines
- No food or beverage are allowed in the galleries
- No gum or popcorn
- No bubbles, rice, bird seed, confetti, crazy-string, glitter, sparkles, or other foreign objects may be used or thrown out on Museum property
- No organic flowers inside the building
- Under no circumstances shall exhibits or exhibit furniture be moved
- No unsupervised children are allowed in the galleries
- Children under 16 should be accompanied by an adult
- The IMAS reserves the right to eject or remove any person deemed by the IMAS personnel to be behaving improperly
- Umbrellas and large packages should be left at the front desk
- Lectures, guided tours, and other similar gallery activities need prior approval
- Works of Art should not be touched unless specifically allowed to do so by guide or signage
- Special permission s requires for any professional filming photography in the galleries. Ask the security on duty in the galleries or the staff at the front desk
- For personal photography, please follow signage and general guidelines
- Off-duty officers, based on City of McAllen requirements, will be needed for events over 200 guests or where alcohol is being served. The renter is required to hire officers directly.

Food and Beverages:

- The IMAS is not responsible for catering event rentals.

- The rental party provides all food and beverages for the event. Food and beverages must be contained in pre-approved areas only. Temporary food permits are the responsibility of the renter.
- No cooking, cooking stations, open flames, or sterno are allowed at the IMAS. Please keep this in mind when making food arrangements.
- Wine, beer, hard liquor or any mixed drinks are permitted only after hours of operation.
- Ticketed events or events where alcohol is served will require a Temporary TABC permit, obtained by the renter.

Rental Set-Up and Tear-Down:

- All set-ups must be placed at least 6 feet away from all gallery walls, and/or any sculptures within the IMAS.
- All decorations are limited to centerpieces.
- Same day set-up and tear-down of event is required unless prior arrangements are made with the IMAS.
- Set-up is allowed no more than two hours prior to the event. Any additional time is subject to an additional fee. An open hours setup fee will be included at \$350 per day for these cases.
- Any special lighting must be pre-approved by the IMAS staff.
- A fee of \$100 per day will be charged for items left behind on the IMAS premises after 24 hours. The IMAS is not responsible for any items left overnight.
- The use of candles or open flame is forbidden. A \$100 fine will be issued if rental party does not abide by this rule.
- All decorations or enhancements must be pre-approved by IMAS. A \$100 fine will be issued to the Rental Party for unapproved items including but not limited to: tape, wire, staples, glitter, streamers, confetti, aerosol silly string, cascarones, glue, duct tape, and the use of bubbles, rose petals, rice and or/any similar items is prohibited on the IMAS premises.
- All deliveries and event personnel must enter through predetermined designated areas. The IMAS front entrance may not be used for deliveries of equipment and/or materials for the event without prior authorization from the IMAS.
- A staff member will inspect the rental area before the final balance is paid in full. Rental Party is responsible for the area to be clean, including placing trash in its proper place.
- Clean-up is the responsibility of the rental party within one hour after the scheduled event end time. If additional clean-up service is needed by the IMAS personnel; a cleanup service fee of \$150.00 per hour will be issued to the final balance.
- No live animals are allowed at the IMAS premises. Service dogs are welcome.
- No organic flower arrangements or live plants are allowed inside the museum facility.

Entertainment:

- Rental party is responsible for all entertainment arrangements and will be required to notify the IMAS staff at least two weeks in advance of their equipment requirements, including electrical set-up and delivery schedule. The IMAS will not be able to lend any piece of IMAS equipment or assist with equipment set-up.
- The individual, group or organization seeking use of the IMAS assumes liability for damage to the museum and its exhibits by the Rental Party's contractors; including but not limited to outside vendors, such as rental companies, florists, musicians, etc.
- The Rental Party agrees to defend, indemnify and hold blameless the IMAS from all claims arising from ordinary usage of the IMAS premises. It is understood and agreed that the Rental Party is solely responsible for the conduct of the organization, guest, caterers, and any other services provided.
- In the event of damage to the IMAS facility, its exhibits, equipment or furnishings beyond ordinary use, the Rental Party agrees to pay the cost of repairs, restoration or replacement.

- The Rental Party is required to obtain a certificate of insurance for the duration of the event including setup time, the event, and breakdown.

Cancellation Policy:

IMAS requires that any requested changes to date and/or times of events must be made at least thirty (30) days before event. The IMAS is a non-profit organization, hence, deposit will not be refunded for cancellations.

The Rental Party will abide by the agreed upon hours for the reception. The IMAS requires that the responsible party assist in advising any person that remains after the stated hours. If the Rental Party exceeds agreed contracted time or reception, a rate per hour will be charged.

For office use only:

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- **Facility Rental fee:** \$ _____
 - **Additional hour(s) rental fee:** \$ _____
 - **Security deposit (*Refundable upon area verification*):** \$ _____
 - **Clean up services fee (*If applicable*):** \$ _____
 - **Off-duty officer(s) fee (*If applicable*):** \$ _____
 - **Rental Equipment:** \$ _____
 - **Piano Use:** \$ _____
 - **Piano Tuning:** \$ _____
 - **Deposit fee (*Non-refundable*):** \$ _____
 - **Remaining Balance (*due two weeks prior event*):** \$ _____

The payment agreed upon by the contract may change if its conditions are changed by the user (time, location, security, etc.).

I, the Responsible Party, understands and agreed upon:

Responsible Party’s Signature _____ **Date** _____

Facility Coordinator Representative’s Signature _____ **Date** _____

Special Notes:

The International Museum of Art & Science

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