

## Chinese American Museum of Chicago

### Raymond B. & Jean T. Lee Center

#### Rental Policies

Thank you for your interest in hosting your event at the Chinese American Museum of Chicago. The Museum is located in the middle of the busy Chinatown commercial area, with many restaurants and gift shops nearby. The Museum offers an interesting cultural stop to visitors of Chinatown. Facility rentals are available to individual members of the Museum as well as corporations.

#### Rental Fees

Rental time, to be determined, includes set-up and clean-up times. The Museum can accommodate up to 60 guests.

What Renters pay	Rate*	Others
a. <b>Space.</b> The use of the meeting space on the fourth floor.	\$150 per hour, with a minimum of two hours.	The time must not interfere with regular Museum activities.
b. <b>Staffing</b>	\$60 per hour for each worker, with a minimum of two workers, two hours minimum.	\$100 per hour per person during the time extension period.
c. <b>Catering arrangements</b>	Renters should discuss catering details with the Museum prior to finalizing contract with caterers.	The Museum may place an extra charge for letting the caterer use designated space within the Museum.

\*A discounted rate is available for not-for-profit, tax-exempt organization under section 501(c)(3) or other section of the Internal Revenue Code. A copy of the IRS determination letter must be provided to the Museum.

## **Payments**

No date is firm until the Museum has received from the Renter a non-refundable deposit equivalent to 50% of the space and staffing fee along with a signed Agreement 10 working days prior to the event. The remainder of the fee is due five working days prior to the event. Payment may be made by cash, check or credit. Make checks payable to Chinatown Museum Foundation at 238 W. 23<sup>rd</sup> Street, Chicago, IL 60616. Phone: (312) 949 1000, Fax (312) 949 1001.

## **Use of Space**

All activities must take place within the rental space as defined in the Agreement. The Museum staff members will be at liberty to be present within the rental space. The rental space cannot be sublet to any users. Animals are not allowed within the Museum.

The Museum will not allow the use of fire, incense, lit candles, smoke machines, bubbles, running water, and any heavy-duty electrical appliances within the Museum. Smoking is not permitted inside the Museum.

Vendors and guests may not attach anything to the wall of the Museum. Decorations must be free standing.

Furniture must have non-scratch material at points where it touches the Museum floor or wall. The Museum does not allow the use of any moving machine or objects. Dancing is not allowed unless it is part of the rental agreement.

Renters must keep the sound effect low so that noise shall not be audibly objectionable to neighbors.

## **Activities**

Religious, political meetings, any form of gambling or related activities are not permitted at the Chinese American Museum of Chicago.

Any Organization seeking to use the Museum's facilities for an event involving an admission charge or fund-raising must be qualified as a not-for-profit, tax-exempt organization under section 501(c)(3) or other section of the Internal Revenue Code. A copy of the IRS determination letter must be provided to the Museum prior to executing the contract.

## **Undesirable activities**

The Chinese American Museum of Chicago must receive an agreement in which the intended activities are listed. The Renter shall not use facilities for anything other than original contracted Agreement.

The Museum does not allow the selling or exchange of goods for money by renters and their guests within the premises. The Museum should also be given samples of display or printed materials intended to be shown or distributed. If it appears to the Museum that the Renter may be engaged in activities which are contrary to the interests or Mission of the Museum or which appear unethical or to be in violation of the

law, the Museum may, without being under any liability, refund or abate any charges paid or due herein, cancel any exhibit space allocation which may have been made to vendor and require vendor to immediately vacate the Museum space.

Events cannot create any hazard or undue hardship to the Museum and its collections, exhibits, facilities, staff or visitors.

The taking of photographs or videotaping exhibit items is strictly prohibited without written permission. Renters wishing to photograph the exhibit must submit a request in writing to the Museum.

The Renter assumes full responsibility for the conduct of all persons attending the event and for any damage done to any part of the Museum, its collections, exhibit spaces, or the premises during any time the rented premises are occupied by the Renter's guests, agents, invitees, employees, or independent contractors.

### **Care of Premises**

The Museum asks Renters leave the facility in the same condition that they found it. Renters will be held liable for any damage to furniture, equipment, furnishings, structures, and/or building, real property (trees, shrubs, etc.)

### **Exit**

All aisles leading to exit doors must be kept clear and unobstructed. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside.

### **Refreshments**

Exhibitors may serve food and beverages outside the gallery space in the presence of a licensed caterer. Renters may employ caterers of their choice and will supply the names and phone numbers of all caterers to the Museum at least seven working days before the event date. The caterer will satisfy the Museum's terms for setting up no earlier than 24 hours prior to the event.

The Museum is not responsible for the set up and removal of refreshment, props and decorations. The Museum does not provide storage facilities for events. All items used in conjunction with an event must be brought to the Museum and immediately removed after the event.

## Facility Rental Event Checklist

The Museum's Mission as a cultural and educational institution guides its operating procedures. Any event held at the Chinese American Museum of Chicago must adhere to certain guidelines.

**Liability, Insurance, and Indemnification.** The reserving organization, its officers and members agree to indemnify and hold harmless the Museum from any expense occasioned by any suit or claims as a result of any injury in tort or contract to any person resulting from the organization's use of Museum facilities, and agrees to furnish Museum with insurance protections.

**Certificate of Liability Insurance.** Renters renting space at the Museum are required to submit a Certificate of Liability Insurance in the amount of \$500,000 naming the Chinatown Museum Foundation, the Chinese American Museum of Chicago—Raymond B. and Jean T. Lee Center, their officers, employees and volunteers as additional insured.

**Publicity Materials.** All promotional copy, guest invitations and printed materials relating to Renter's event at the Museum must be submitted to the Museum for review and approval before being distributed to the guests. A formal copy of the mailed invitation is required for our files.

**Cancellation of Rental Space.** Upon written notice to the Museum, Renters may cancel their reserved space. If cancellation is made and received by the Museum 14 working days before the event date, a charge of 50% of the entire space fee will be imposed. For cancellation made less than three working days prior to the event, a charge of 100% of the entire space fee will be imposed regardless of whether the Renter has made an initial deposit. If Renter is cancelled by the Museum for failure to comply with any of the terms of the Agreement of Museum Rental Space, then the Renter is subject to the same terms of this cancellation policy as well as those terms set forth in the Agreement.

Alcohol served by Renter must provide additional proof of insurance in writing 24 hours prior to event date.

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Signature:

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Date:

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Signature:

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Date:

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