

Treehouse Museum Rental Policies



The Elizabeth Stewart Treehouse Children's Museum is located in the heart of downtown Ogden and provides a magical storybook setting for any gathering or event. Your guests will have an opportunity to socialize surrounded by a backdrop of unique and beautiful, interactive exhibits.

The Elizabeth Stewart Treehouse Museum opened its doors at 347 22nd Street in Ogden in August 2006. The Museum's primary goal is to provide exhibits and programs for children and families that promote family literacy and early learning through children's literature from around the world, the arts, and geography and history. Treehouse Museum is a private, nonprofit educational organization.

Because of the level of our attendance, the whole Museum is not available for rental during normal Museum hours. The party rooms and/or the theater may be available for rental during operating hours, depending on the public and school programming schedule. (See price list.)

The entire Museum can be rented for \$1,200+ after normal Museum hours for two hours and 1/2 hour of set up and take down. This rental fee includes three to four Treehouse staff and general custodial clean-up after the event. The Museum is at its best with up to 400 to 500 guests at an event.

Because of the nature of our organization, no alcohol, drugs, or tobacco may be served or used at the Museum during any event. Commercially prepared food may be served in designated areas.

Areas acceptable to serve food:

- ☞ Lobby
- ☞ Party Rooms (1st Floor)
- ☞ Art Garden (2nd Floor)

Areas *not* acceptable to have food:

- ☞ Exhibit Spaces
- ☞ Castle Theater (except for box lunches or breakfasts as approved by the Director).

Currently no fund raising solicitation for other organizations – even other non profits – may be conducted at a rental event. No admission may be charged for events held at the Museum. Again, no alcohol may be served at any event and smoking is prohibited.

A certificate of insurance must be provided to Treehouse Museum with Treehouse named as an additional insured for all whole museum rentals.

For more information, contact Lynne Goodwin, Executive Director at 801-394-9663 or treehouse@treehousemuseum.org or see our web site at <http://www.treehousemuseum.org>

Rental Guidelines



Food and Drink:

- ☞ Patrons must serve commercially prepared or catered food. No home-cooked food may be served.
- ☞ Food may be served only in designated areas
- ☞ No red or orange punch or drinks may be served.
- ☞ Food must enter the building prepared and fully cooked.
- ☞ No alcohol may be served. Smoking is prohibited.
- ☞ Lighted Sterno fuel containers for warming food trays must to be attended by a responsible catering employee at all times.
- ☞ At stand-up events, drop-off stations must be placed within the food areas to allow guests to properly dispose of trash and unconsumed food and beverages. In addition, a responsible attendant must be stationed at appropriate entrances/exits to enforce restrictions on movement of guests with food and beverages.

Security and Insurance:

- ☞ For whole Museum rentals after hours, regardless of the size of the anticipated audience, a certificate of insurance naming Treehouse as an additional insured must be provided showing at least \$1 million in general liability event coverage.
- ☞ If an event involves children or young adults, then adequate chaperones need to be provided by the renter at a ratio of one chaperone for every five children.
- ☞ Any damage to exhibits or extra cleaning such as carpet cleaning will be assessed by the Executive Director after the event and will be billed to the renter's credit card.

Flowers/Décor:

- ☞ Cut flowers are preferred over soil-potted plants.
- ☞ All flowers and plants must be arranged and trimmed before entering the building.
- ☞ All flowers and plants may be visually inspected for insects or other issues by Visitor Services Manager or the Executive Director.
- ☞ All flowers and plants must be removed from Museum after event. Nothing may be left overnight inside the Museum.
- ☞ Only battery operated candles and lanterns are allowed in the Museum.
- ☞ No nails, hooks, tacks, screws, staples, wire, tape or any other adhesives may be placed on or in walls, fixtures or exhibits.
- ☞ No airborne decorations may be used including, but not limited, to balloons,

bubbles, or butterflies.

- ☞ We encourage limited use of decorations, since Treehouse Museum is quite unique in its existing décor. Final décor plans must be approved by the Treehouse Executive Director at least one week prior to the event.
- ☞ Because of the hardwood floor on the stage of the theater, no tap, clog, or ballet point dancing is allowed and items placed or used on the stage must be lifted into position on carpets or rugs provided by Treehouse staff.
- ☞ The Treehouse grand piano is available for use at \$50. Tuning prior to a concert needs to be arranged with Treehouse staff. Treehouse staff must supervise moving the piano.
- ☞ No backstage access or restroom use for dressing is available, unless prior arrangements are made. Additional fees for this use may be charged.

Clean-up:

- ☞ The renter must remove all food, garbage, equipment and decorations brought into the facility for the event.
- ☞ All garbage cans located in the event utilized spaces (kitchen, dock, Art Garden, etc.) must be emptied at the conclusion of the event by the renter or their helpers. Treehouse will provide plastic garbage bags for the cans.
- ☞ All food and garbage must be removed from the building and taken off the premises or taken to the dumpster on the west side of the building at the conclusion of the event.
- ☞ If any event is planned to end at a time that results in the Museum being open to the public before the next regularly scheduled custodial cleaning, the Treehouse Executive Director will arrange for an additional visit from a Treehouse Custodial Crew. The cost of additional custodial cleanings, which may include carpet cleaning, will be paid for by the party renting the Museum for the event and will be a minimum of \$75. If carpets are deemed by the Director to need extra cleaning following a rental, then a fee of \$300 will be billed to the renter.

Photography:

- ☞ As per the Museum's policy, no flash photography or additional lighting is allowed in the theater and in some of the exhibit spaces. Please talk to staff about photography needs.

Parking:

- ☞ Limited parking is available adjacent to the Museum. A Disabled parking stall is located on the west side of the building and a bus drop off area is located at the front of the building.
- ☞ Vehicles may load and unload by the sidewalk but may not park on the sidewalk. Vehicles parked on the sidewalk will be ticketed and/or towed.
- ☞ Guests at events are responsible for the security and safety of their own vehicles.

Other Information:

- ☞ Round tables and chairs can be provided for seating up to 60 people. These are placed in the Art Garden and/or Party Rooms.
- ☞ Three to four Treehouse staff will be on hand to man the entry counter, monitor exhibits, and assist with questions. Trained staff to provide activities in the spaces or to operate lights or sound in the theater are available by prior arrangement. If the Treehouse sound and lights are used, then Treehouse staff must run them. Any rehearsal time with Treehouse staff will be billed at \$20 per hour. There may be additional charges for art and exhibit supplies.
- ☞ If a renter needs to set up the night before for a morning event, that set up time must be negotiated in advance and will be billed at \$50 an hour.
- ☞ Patrons must respect the facility and act in a considerate manner at all times. Violation of these policies will result in an additional fee to the patron.
- ☞ Treehouse Museum is a drug, smoke, and alcohol free building. No alcohol or tobacco may be served or used at any event at the Museum in the building or in the parking area.

Billing:

- ☞ A rental agreement for events other than birthday parties must be signed at least four weeks prior to the event.
- ☞ The total rental amount must be paid at the time of booking or, if a school, at the event itself. A receipt will be given to the renter, along with a copy of the signed agreement and rental policies, and a duplicate receipt will be attached to the rental agreement.

Cancellation Policy:

- ☞ Cancellations received at least two weeks prior to the event will receive a refund of the rental fee minus a \$20 nonrefundable fee.
- ☞ No refunds will be given for cancellations made less than two weeks prior to the rental date.

**For bookings or more information, contact Lynne at 801-394-9663
or treehouse@treehousemuseum.org or see our web site at treehousemuseum.org.**



Treehouse Museum Rental Agreement:

THIS AGREEMENT IS ENTERED INTO BETWEEN TREEHOUSE CHILDREN'S MUSEUM AND THE RENTER IDENTIFIED HERE:

Renter:

First _____ Last _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Phone(s) _____

Email _____ Fax _____

Event Information:

Date of Rental: _____ Time of Rental: _____

Areas Reserved: _____

“Set Up” Time: _____ “Tear Down” Time: _____

Guest Arrival Time: _____ Guest Departure Time: _____

Estimated Number of Adult Guests: _____ Estimated Number of Children Guests: _____

Number of Chaperones to be Provided: _____

Caterer: _____ Phone: _____

Brief Description of Event and Areas in the Museum to be Used: _____

Notes on Event: _____

Rental Fees to Be Paid at Time of Rental:

Facility: _____

Other Fees: _____

Total Rental Fee _____

Date Paid: (Receipt attached.) _____

The entire rental fee must be paid four weeks prior to the event. If payment is not received, the Museum has the right to cancel the event. Cancellations can be made no less than two weeks prior to the event, but a \$20 cancellation fee is non-refundable.

Payment Information:

Credit Card Type: _____

Number: _____

Expiration Date: _____

Security Code: _____

Rental Agreement (Continued)

1. The Renter agrees to cooperate with appropriate Treehouse Children’s Museum staff and further agrees that at all times while using the Museum it will permit the presence of security and Treehouse staff to protect the exhibits and to maintain order and communication. **1. Initial _____**

2. The Renter agrees it will cooperate with Treehouse Children’s Museum staff in all respects in connection with the event. Without limiting the generality of the foregoing, the Renter agrees to abide by the following rules:

- Renter will not damage or disturb any exhibits or exhibit areas. No nails, hooks, tacks, screws, staples, wire, tape of any kind, or another other adhesives may be placed on or in walls, fixtures, or exhibits. Flowers/plants and all decorations must be approved by the Treehouse staff.
- Renter will not bring food or beverages of any kind into exhibit areas not identified as being areas where food is permitted.
- Renter will serve no alcohol and will not allow caterers or guests to bring any to the Museum or into the parking areas.
- At “stand-up” events, drop-off stations must be placed within the food areas to allow guests to properly dispose of trash and unconsumed food and beverages. In addition, a responsible attendant must be stationed at appropriate entrances and exits to enforce restrictions on movement of guests with food and beverages.
- Renter will not bring, or permit his/her guests to bring any airborne decorations such as balloons, butterflies, or bubbles into the Museum.
- Smoking is prohibited in or around Treehouse Children’s Museum.
- Renter will not block or otherwise inhibit the free use of streets, sidewalks, facilities, or entrances and exits to the Museum, nor allow its caterers or guests to do so.
- Renter will not take or allow its guests to take flash photography unless approved by Treehouse staff. **2. Initial _____**

3. Caterers must be approved by the Museum. Caterers are required to clean and remove all garbage and sweep and mop their work areas, including the party rooms and kitchen if they are used. If the caterer does not meet these requirements, it becomes the responsibility of the Renter.

3. Initial _____

4. Votive candles or other types of candles are not allowed. Battery operated candles and lanterns may be used. **4. Initial _____**

5. All flowers and plants must be arranged and trimmed before entering the building and approved by the Treehouse Director. All flowers and plants must be removed after the event. Nothing may be left overnight inside the Museum. **5. Initial _____**

6. Alcoholic beverages are not allowed and smoking is not allowed. **6. Initial _____**

7. This agreements creates no lease, sale or other interest in Museum facilities, but it is only a revocable, temporary permission to use a specific Treehouse space, which permission is condi-

tioned on the Renter's full compliance with the provisions of this agreement.

7. Initial

8. The individual signing this agreement below for any organization, group, or as a single individual is nevertheless personally obligated under the terms of this agreement. Any damages or defacement of any kind will be assessed to the Renter.

8. Initial

9. The Renter agrees to indemnify and hold harmless the Treehouse Museum, its staff, employees, or volunteers and the Board of Directors of the nonprofit Treehouse Museum from any and all injury, damage, loss to persons, or personal property that results from or is in any way connected to the rental or use of Museum property by the Renter.

9. Initial

10. If the Renter is an entity or an organization, the individual signing this agreement hereby represents that he or she is duly authorized to sign this agreement on behalf of such entity or organization and to bind the entity or organization to the terms of this agreement.

10. Initial

THIS RENTAL AGREEMENT IS AGREED TO AND APPROVED BY:

For Treehouse Children's Museum _____
Title _____
Date _____

For the Renting Organization or Person _____
Title _____
Date _____

Treehouse Children's Museum
347 22nd Street
Ogden, Utah 84401
801-394-9663 (Phone)
801-528-5128 (Fax)
treehouse@treehousemuseum.org