



## A.W. PERRY MUSEUM RESERVATION POLICY

The guidelines outlined below will answer many of your questions about the use of this site for special events. Reservations will be made only after the renter has read, agreed to abide by and signed the contract, and paid the rental fee and security deposit. Restrictions may apply. Rental of the grounds does not mean exclusive use of the entire Museum or its other facilities. *The A. W. Perry Homestead Museum is first, and foremost, a historic house museum.* There are some rules that you may not encounter at other rental facilities. EVERYONE involved in the event is expected to follow the rules and requests of Museum staff. Please give serious consideration to our rules and policies before making your reservation. If you have any other questions or wish to reserve the site for your event, contact the Museum for more information at 972-466-6380.

### **Areas Available for Rent**

Areas available for reservation are outside of the structures and therefore are not climate controlled and are exposed to the elements. We recommend renters have a back up plan for outdoor functions. Museum exteriors and grounds are available for reservation only during the months of March through October and only outside of regular Museum visitor hours. The interiors of the Museum and barn are NOT available for rent.

### **Wrap around Veranda and front yard**

#### **Ideal for:**

Weddings, family reunions, corporate celebrations, commercial photography and special programs

**Capacity:** up to 100

**Fees:** \$200 for 3 hours, \$75 each additional hour

**Security Deposit:** \$150

### **Barn**

#### **Ideal for:**

Weddings, family reunions, corporate celebrations, commercial photography and special programs

**Capacity:** up to 100

**Fees:** \$200 for three hours, \$75 each additional hour

**Security Deposit:** \$150

### **Guidelines**

At least one staff member of the Museum must be on site during the event.

The use of nails, stickpins, tape, paint or any other material that could have irreversible effects on the Museum building is not allowed. Open flames, including candles are not allowed. All decorations must be removed from the Museum at the end of the event. Failure to remove decorations/signs at the end of the event will result in the loss of the refundable deposit. The person renting the grounds is expected to inform Museum staff of their decorating plans one week prior to event.

The use of tents or other equipment is subject to approval by the curator. Supplies and portable furniture for special events cannot be delivered before your scheduled rental time and must be retrieved immediately following the event within the time limits set in the rental agreement. Storage is not available. Decoration

and clean up must be done in the period allotted on your rental agreement since other events may be scheduled for the same day as yours.

The Museum may be used as a backdrop for photos/video prior to and during your reservation at no additional charge. However, no images will be taken inside any structure. Please contact the Museum staff to schedule a photo shoot prior to your reservation.

Taped music or small acoustical combos will be allowed. A string quartet, harpist or strolling violinists ideally fit the atmosphere of the house. Use of a DJ is not permitted. Amplified music is not permitted. City of Carrollton noise ordinance restrictions must be strictly followed. The renter and musician must agree that the volume will be immediately lowered upon request of the Museum or other city of Carrollton staff.

All applications for special events are subject to approval by the Curator of the Museum. A signed Rental Agreement, refundable deposit of \$150.00, and rental fee is required to confirm your date.

In the case of an event sponsored by a corporate or non-profit entity, the Museum requires coverage of your activities at the Museum by general liability insurance. Proof of insurance must be submitted prior to the event.

We recommend that you plan for inclement weather and either reserve an indoor space elsewhere and/or rent a tent.

Events are scheduled outside of the Museum's regular hours and the interior will not be accessible during your event.

There are no spaces available inside the Museum or on the site for changing or styling.

No climbing, sitting or standing on fences, trees or outbuildings.

Alcohol is prohibited in city parks by city ordinance.

The deposit is non-refundable and non-transferable after 48 hours of executing contract and will not be refunded in the case of a cancellation after that time. General cancellations may be made up to thirty (30) days prior to the event for a rental fee refund of all but a \$5 administrative processing fee. If the event is cancelled within thirty (30) days of the event all rental fees are forfeited. Your signature indicates your acceptance of all regulations herein.

If damages occur beyond the amount of the damage deposit, you will be held responsible for the difference. The renter is responsible for all clean up and related items. Trash must be bagged and left in designated area. Museum staff will inspect the area after the rental is complete. Failure to clean up or remove your items, personal, rented or otherwise, will result in staff time being deducted from the security deposit at the rate of \$25.00 per hour for clean up.

All renters agree to pay for any damage done to the facility or grounds by themselves, their guests, caterers, or employees during or pertaining to their rentals. If damage should occur, notification will be given to the renter as soon as damages have been determined. If repairs or clean up by Museum staff is required the renter will be financially responsible for the cost of the repairs or clean up not covered by the deposit.

The deposit is a separate fee and is deposited. Refund checks will be mailed to the individual who reserved the space within seven to fourteen days after the scheduled reservation and/or when all conditions of the contract are met: non-damage to facility or museum and park property, cleaning, trash removal, decorating requirements, rental equipment removal, and not exceeding rental time allotments.

**Non-Commercial Photography**

If you are not utilizing the Museum as part of a scheduled reservation, it is permissible to use the Museum and Park as a backdrop for family portraits or professional photography shoots. For an annual fee of \$75.00 professional photographers may use the Museum as a backdrop to shoot business family portraits or non-commercial images. Professional photographers must schedule their appointments with Museum staff to ensure there is no potential conflict with other renters, scheduled tours, or educational programs. After paying the annual fee, a professional photographer may utilize the Museum over the next year, during dawn to dusk. The Museum often schedules tours, programs and site rentals outside of its regular posted visitor hours, so it is imperative for photographers to schedule their photo shoots ahead of time with the staff to avoid potential conflicts.

**Commercial Photography**

The Museum grounds may be used as a backdrop for your photo shoot. All site rental fees and guidelines will apply. Additional permission must be obtained in advance if any image of the Museum or outbuildings is used for promotion of the project. Permission will not be granted for images to be used as a symbol or logo. The Museum will be presented with a gratis copy of the final work.

**Photography fees**

\$200 for 3 hours, 3 hour minimum

\$75 each additional hour

\$500 – 10-hour day rate



**A. W. Perry Homestead Museum  
Reservation Contract**

1509 N. Perry Road  
Carrollton, TX 75006  
972-466-6380

**Mailing address:**

A. W. Perry Homestead Museum  
P.O. Box 110535  
Carrollton, TX 75011-0535

<b>OFFICE USE ONLY</b>	
Date received:	_____
Received by :	_____
Contract Executed:	_____
Deposit Received:	_____
Payment Received:	_____
Decorating Plan Rcvd:	_____
Check #	_____

Name (please print) \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Event type: \_\_\_\_\_

Event Date: \_\_\_\_\_

Rental Space: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Rental Time: from: \_\_\_\_\_ to: \_\_\_\_\_

# Of Guests: \_\_\_\_\_

<b>Rental Space</b>	<b>Max Occupancy</b>	<b>Deposit</b>	<b>Fees</b>	<b>Ck #</b>
Wrap around Veranda and front yard (\$200 for 3 hours, \$75 each additional hour)	100	\$150	_____	_____
Barn (\$200 for three hours, \$75 each additional hour)	100	\$150	_____	_____
<b>Professional Photographer Fees</b> Annual fee \$75			_____	_____
<b>Commercial Photography Fees</b> \$200 for 3 hours, \$75 @ additional hour			_____	_____
\$500 – 10-hour day rate			_____	_____

**APPLICANT AGREES TO ABIDE BY THE FOLLOWING:**

- The interiors of the Museum and barn are NOT available for rent.
- All areas available for reservation are on the exterior of the structures and therefore are not climate controlled and are exposed to the elements. The City of Carrollton recommends renter have a back up plan for outdoor functions.
- Museum exteriors and grounds are only available for reservation outside of the Museum’s regular visitor hours.
- The use of a controlled substance or alcohol is prohibited on the premises, and persons under the influence of such substances or intoxicants will be further prohibited. (City Ordinance #11A-5(16).)
- Smoking on the Museum grounds is not permitted.
- It is unlawful to sell or offer for sale any food, drinks, confections, merchandise, or services, unless such person has a written agreement or a permit issued by the Parks and Recreation Department. (City Ordinance #11A-5(16).)
- The Museum representative is permitted the authority to determine unacceptable behavior of individuals while on the premises, with the right to cancel reservations or request an offender to leave.
- Applicant agrees to abide by all City, State and Federal laws.
- Use shall be denied those violating City Ordinances and Policies.
- A list of pre-approved rental equipment suppliers can be obtained from the Museum.
- Parking is free. The parking lot has a maximum capacity of 20 spaces.
- Use of nails, tacks, staples, tape or adhesives of any kind is prohibited.
- Open flames are not permitted, including candles.
- Birdseed may be thrown outside but not rice or confetti.
- The person renting the grounds is expected to inform Museum staff of their decorating plans one week prior to the event.
- Renter is responsible for all set up and clean up within the rental time allotment.
- Renter has received a site map outlining the area rented by this agreement with property lines of the Museum and Park clearly outlined.
- Service Personnel: If rental equipment (tents, chairs, tables, etc.) will be used, persons renting the Museum grounds must sign the equipment rental company agreement form and forward proof of insurance two weeks before rental date.
- Number of Guests: Theater style seating (wedding, recital, etc.) is 100-person maximum.
- Security Deposit: Reservation dates are bound by the first deposit and contract received on a “first come, first served” basis. Your security deposit holds your date. It will be refunded to you after your event, provided no damage occurred and all the rules of this contract were followed. As signer of this contract you are responsible for any damage. We reserve the right to retain all or part of this deposit.
- Rental Fee: The full rental fee is due at time of approval of reservation. The deposit will not be applied to the rental fee.
- Refunds/Cancellation: The deposit is non-refundable and non-transferable after 48 hours of executing contract and will not be refunded in the case of a cancellation after that time. General cancellations may be made up to 30 days prior to the event for a rental fee refund of all but a \$5 administrative processing fee. If the event is cancelled within thirty (30) days of the event all rental fees are forfeited. Your signature indicates your acceptance of all regulations herein.

**To secure your date the Museum must receive:**

1. Completed and Signed Contract
2. Security Deposit, payable to the City Of Carrollton
3. Rental Fee, payable to the City Of Carrollton

- *I have received, read and agree to comply with all of the Guidelines for Special Events. Failure to follow guidelines and/or any request of Museum staff may result in total forfeiture of renter’s Deposit.*
- *I agree to indemnify the A. W. Perry Homestead Museum and agree to be solely and absolutely liable with all respect to any and all claims, suits, or judgments against the Museum, myself, or any of my guests that may arise from use of the Museum by myself or any of my guests.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_