



# NATIONAL ELECTRONICS MUSEUM

P.O. BOX 1693, MS 4015, BALTIMORE, MD 21203

410-765-0230 FAX 410-765-0240

WWW.NATIONALELECTRONICSMUSEUM.ORG

NEMUSEUM.ADM@GMAIL.COM

LOCATION: 1745 WEST NURSERY ROAD, LINTHICUM, MD 21090

## Rules for Special Event Planners and Caterers—Conference Room

*Effective January 2012*

*The following rules and policies have been set in order to protect the museum's exhibits, artifacts, personnel, and those using the facility. If there are any questions, please call 410-765-0230.*

The National Electronics Museum welcomes business and technical societies to host luncheons and meetings within a museum atmosphere. However, because of the museum atmosphere **certain care must be taken to protect the museum collections**. The museum reserves the right to refuse planners or caterers who breach the rules or engage in inappropriate behavior.

The museum reserves the right to refuse to rent for events that it determines to be inappropriate.

### **About the Facility**

The museum conference room can hold up to 25 people, 16 seated at the conference table and 9 around the perimeter of the room.

The conference room has a speaker phone and an LCD projector for renters. Wireless internet is available. All other equipment must be rented from an outside vendor, and it is the responsibility of the group, not the museum, to obtain such equipment

There is **no smoking** allowed in the building. Smoking is permitted outside.

Weekday meetings must end at 4:30pm. Evening meetings should end promptly at the time scheduled.

### **Reservations**

Reservations should be made at least 30 days in advance. A deposit of \$25.00 is due at the time of reservation. Please make an appointment if you wish to see the room. When reserving a block of time, please include time for setup and break down in order to restore the room to its original condition.

### **Caterers/Set-up-Clean-up**

The renter is responsible for all set up, clean up, and leaving the room in an orderly condition.

Catering and equipment rentals must be arranged by the renting party. Renters must advise caterers and equipment providers to contact the museum directly at least one week prior to the event to arrange equipment set-up and removal.

No tables or chairs can be set up in the museum exhibit galleries. At no time should an event inconvenience or limit access to the museum or its visitors during the museum's open hours (Monday-Friday, 9:00am-4:00pm, Saturdays 10:00am-2:00pm).

Because deliveries are made through the front door of the museum only (the loading lock is **not** available for deliveries), care must be taken not to disrupt normal operating procedures. Doors cannot be left open; no equipment is to be left unattended in the lobby or in the museum galleries, and caterers and guests are not allowed anywhere in the building beyond the museum galleries and meeting rooms (see attached map).

Caterers and/or event planners are liable for any damage to the museum's walls or carpets that occur during an event.

Caterers and/or event planners will not make alterations of any kind to the museum's galleries or exhibits.

All decorations, supplies, and accessories must be taken away at the end of an event. The museum is not responsible for items that are left behind.

For everyone's safety and protection, a staff member is on duty throughout the event. *Since most events occur after normal museum open hours, please show courtesy to the staff member on duty and end your event on time.*

### **Insurance**

All Caterers must provide the Museum with a current Certificate of Insurance with aggregate \$1 million coverage for bodily injury and property damage liability protection. In addition, if liquor is to be served, the certificate must include \$1 million in liquor liability. The certificate must name the National Electronics Museum as additional insured with respect to its operations at the property. The insurance certificate must be renewed annually and kept on file with the museum.

### **Liability**

At this time, contracting parties are not required to provide a certificate of general public liability insurance to cover NEM and their guests at the National Electronics Museum during an event. However, the contracting party agrees to assume full financial liability and responsibility for any damage to or loss of objects or property belonging to the National Electronics Museum and to hold harmless, indemnify and defend the National Electronics Museum from and against any claims of personal injury or property damage arising from such use by the contracting party, their vendors, and/or their guests.

### **Parking**

**All those attending Pioneer Hall or Conference Room events during museum hours must park in the lot at the end of the building.** However, there are two handicapped spots available in the museum lot. Caterers/event planners should be made aware of the additional parking lot at the end of the building, and for activities during museum hours (Monday-Friday, 9:00am-4:00pm, Saturdays 10:00am-2:00pm), catering crews should be notified that they must park in that lot. There are approximately 12 spaces in the museum lot marked for museum personnel and visitors only.

**Miscellaneous**

Your organization or your caterer is responsible for obtaining any necessary licenses. Alcoholic beverages that are served become the sole responsibility of the renter. The renter agrees that National Electronics Museum, its staff and officers will not be responsible for any liability and costs that may occur as the result of damage or injury caused by a person in a state of intoxication.

The renter will not violate, nor will the renter permit violation of, any federal, state, or local law or regulation in connection with the function, including but not limited to the illegal sale or serving of alcoholic beverages, any illegal gambling, or any breach of peace.

The Museum cannot assume liability for damage, whether willful or not, caused by accidents, fire, water, acts of God, neglect, loss or theft of equipment or personal items owned, leased or borrowed by your organization.

**Force Majeure**

This agreement may be canceled any time without penalty to the National Electronics Museum if in the opinion of the Museum Director any portion of the property necessary to the intended use has become unsafe or unsuitable for such use and/or if acts of God, war, terrorism, weather and/or any related event prohibits such use of the National Electronics Museum. In such a case, the proposed event may be rescheduled for a date mutually acceptable to the Museum and the contracting party. If rescheduling is not feasible, the deposit will be refunded.

**INDEMNIFICATION AND LIABILITY**

Renter agrees to indemnify and hold the National Electronics Museum harmless from all claims, liability, damage, injury penalty, fine or loss, directly or indirectly, by any persons, authority or entity for injuries to persons or property or damage which in any way result from the use of said or to premises by the Renter; and if suit or proceeding shall be brought against National Electronics Museum on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by servants, invitees, licensees, or guests of Renter or any other person, the Renter, at its sole expense, will defend same, and will pay any judgments which may be recovered against National Electronics Museum.



NATIONAL ELECTRONICS MUSEUM
CONFERENCE ROOM RENTAL INFORMATION

RENTERS INFORMATION:

RENTAL DATE: \_\_\_\_\_

Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

Referred by \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Rental Company \_\_\_\_\_ Phone \_\_\_\_\_

EVENT INFORMATION:

Rental Date \_\_\_\_\_

Hours of Event (including set-up and breakdown): From \_\_\_\_\_ to \_\_\_\_\_

(Event to start at \_\_\_\_\_)

Number of persons expected: \_\_\_\_\_ (25 people maximum)

FACILITY FEES (PER DAY): \$100.00

Fee is for use of the Conference Room for up to 8 hours (including set-up/clean-up). For any event over 8 hours, an additional \$25 per hour will be charged.\*

\*If an event runs over the time indicated on this sheet, the museum will invoice after the event for the extra time in 30 minute increments.

After reading the NEM Rules and Guidelines, please sign below.

I have read, understand, and will follow the Rules for Special Event Planners and Caterers of the National Electronics Museum.

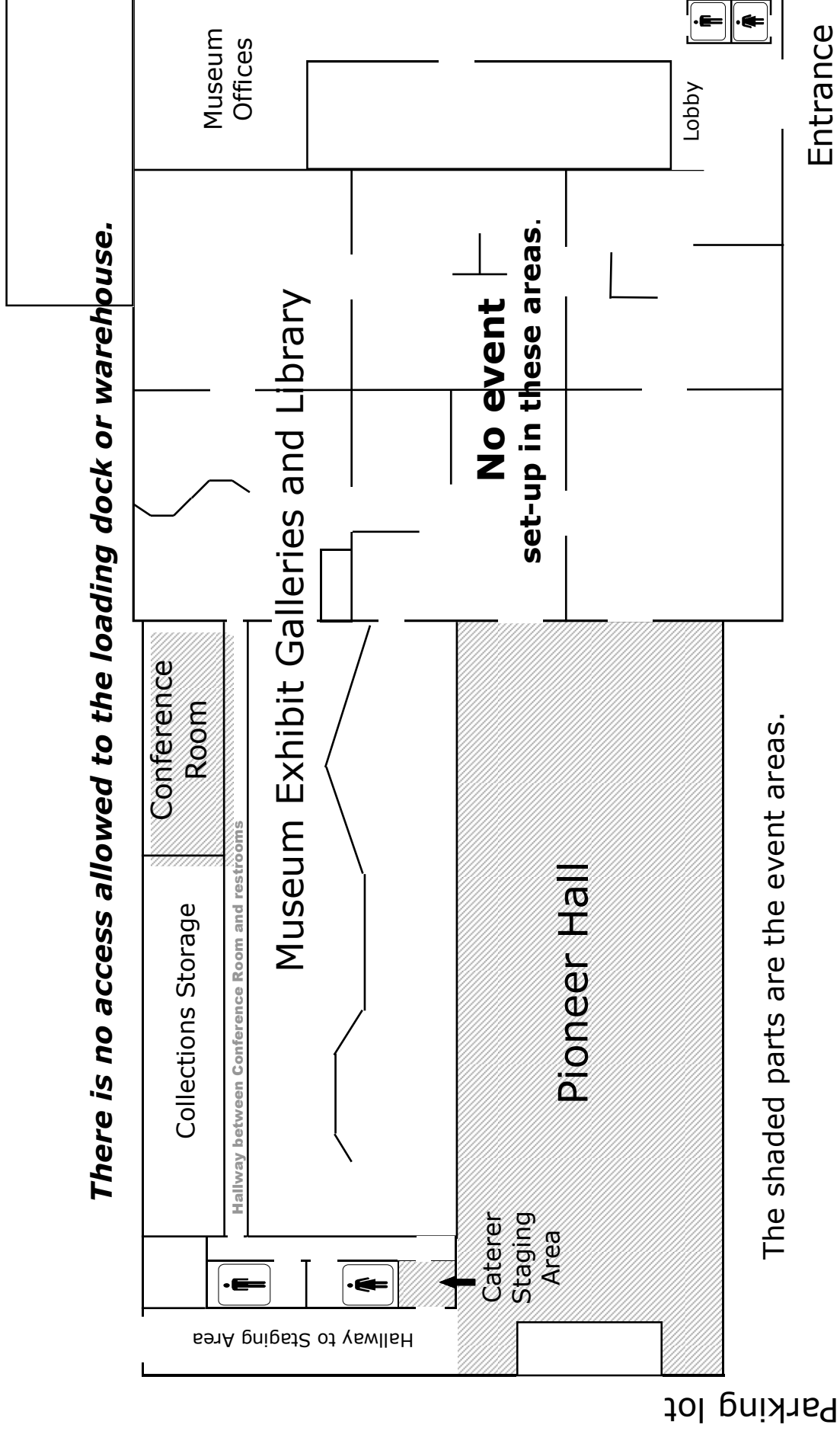
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this page to: Administrator, National Electronics Museum, PO Box 1693, MS 4015, Baltimore, MD 21203 or by fax: (410)765-0240.

DEPOSIT RECEIVED: \_\_\_\_\_ INVOICE SENT: \_\_\_\_\_ PAYMENT RECEIVED: \_\_\_\_\_

# National Electronics Museum Floor Plan for Facility Renters

West Nursery Road



Event Parking



Elm Road

# Directions to NEM

## **From Baltimore**

- Route 295 South (Baltimore Washington Parkway)
- Take West Nursery Road exit, turn left at light and go through four stoplights.
- Museum is on the left, next to the Marriott Hotel.

## **From Annapolis**

- Route 97 North
- Take BWI Airport exit. Right at first light onto Aviation Boulevard.
- Turn right at sixth light onto Elkridge Landing Road.
- Turn right at second light onto West Nursery Road.
- Museum is on the right, next to the Marriott Hotel.

## **From Washington**

- Route 295 North (Baltimore Washington Parkway)
- Take West Nursery Road exit, stay right on ramp.
- Go through three stoplights.
- Museum is on the left, next to the Marriott Hotel.

## **From Route 195**

- Route 170 North (Camp Meade Road) towards Linthicum.
- Left at first light onto Terminal Road.
- Left at light onto Elkridge Landing Road.
- Right onto West Nursery Road.
- Museum is on the right next to the Marriott Hotel.

## **From Interstate 95**

- Exit onto 195 East to 295 North and follow directions from Washington (above).

