



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 W. NURSERY ROAD, LINTHICUM, MD

Rules for Special Event Planners and Caterers—Pioneer Hall

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. Please make certain they are followed and if there are any questions, please call the Museum at 410-765-0230.

The National Electronics Museum welcomes business and technical societies to host luncheons, receptions, dinners, 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

Pioneer Hall is approximately 100 feet long and 40 feet wide and can hold up to 175 people seated at round tables.

There is an LCD projector available through the museum. All other equipment must be rented from an outside vendor, and it is the responsibility of renter, not the museum, to obtain such equipment.

There are no kitchen facilities at the Museum. However, there is a prep area for caterers just off Pioneer Hall.

Wireless internet access is available.

There is **no smoking** allowed in the building. Smoking is permitted outside. We provide one exterior container.

The National Electronics Museum closes at 10:00pm. Please allow time for clean-up after your event so that the museum can be closed promptly at 10:00pm.

Reservations

Reservations should be made at least 30 days in advance. A \$100 deposit is due at the time of reservation. Please make an appointment if you wish to see the room. We suggest that a representative of the rental party meet with a staff member for a walkthrough of the museum and review of the rental policies three weeks before the event date.

When reserving a block of time, please include time for setup and break down in order to restore the facility to its original condition.

Caterers/Set-up-Clean-up

The renter is responsible for all set up (including rearranging of tables and chairs, etc.), and for leaving the rented area 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).

All food and beverages must be staged, served, and remain in the museum's Pioneer Hall at all times. No food or drinks are allowed in the exhibit galleries.

All food preparations and distribution must be made through the Pioneer Hall pantry hallway - inside the double doors at the end of the hallway - or in the prep area. The museum galleries must be kept clear of food, trash, and catering equipment and personnel.

No red wine.

No DJs or music bands.

Deliveries can be made through the back door of the hall only. There is no loading dock available for deliveries. This door is alarmed—please contact a museum staff person to disarm the door before opening. Doors cannot to 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, tables, chairs, carpets, or exhibits 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.

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 alcoholic beverages are 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 them 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

Caterers/event planners should be aware of the additional parking lot next to the building at the end of Elm Road. **For activities during museum hours (Monday-Friday, 9:00am-4:00pm, Saturdays 10:00am-2:00pm), please notify catering crews that they must park in the lot at the end of the building.** There are approximately 12 spaces in the museum lot marked for museum personnel and public visitors only. 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.

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 Pioneer Hall Rental Information

RENTERS INFORMATION

RENTAL DATE: _____

Contact Name _____

Organization _____

Address _____

Phone: Home _____ Work _____

Cell _____ FAX _____

Email _____

Caterer _____ Phone _____

Rental Company _____ Phone _____

EVENT INFORMATION

Type of Event: _____ Meeting _____ Evening Reception

_____ Weekend Meeting _____ Training Class

Number of people expected: _____ (200 people maximum)

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

(Event to start at _____)

EQUIPMENT NEEDED

Number of round tables needed _____ Number of Chairs per table _____

Number of rectangular tables needed _____

FACILITY FEES

Monday- Friday (7am-4pm) \$600

Monday- Thursday (4pm-10pm) \$675

Friday Evening (4pm-10pm) \$750

Saturday-Sunday (8am-10pm) \$750

Fee is for use of Pioneer Hall up to 8 hours (including set-up/clean-up). Included in the rental price are: chairs, Rectangular Tables (6' x 2 1/2'), and Circular Tables (60 inch rounds), and use of LCD projector. For any event over 8 hours, an additional \$100 per hour will be charged.* A \$100 deposit is required at time of reservation with the balance due two weeks prior to the event. Cancellation within two weeks of the event will result in loss of deposit.

**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.

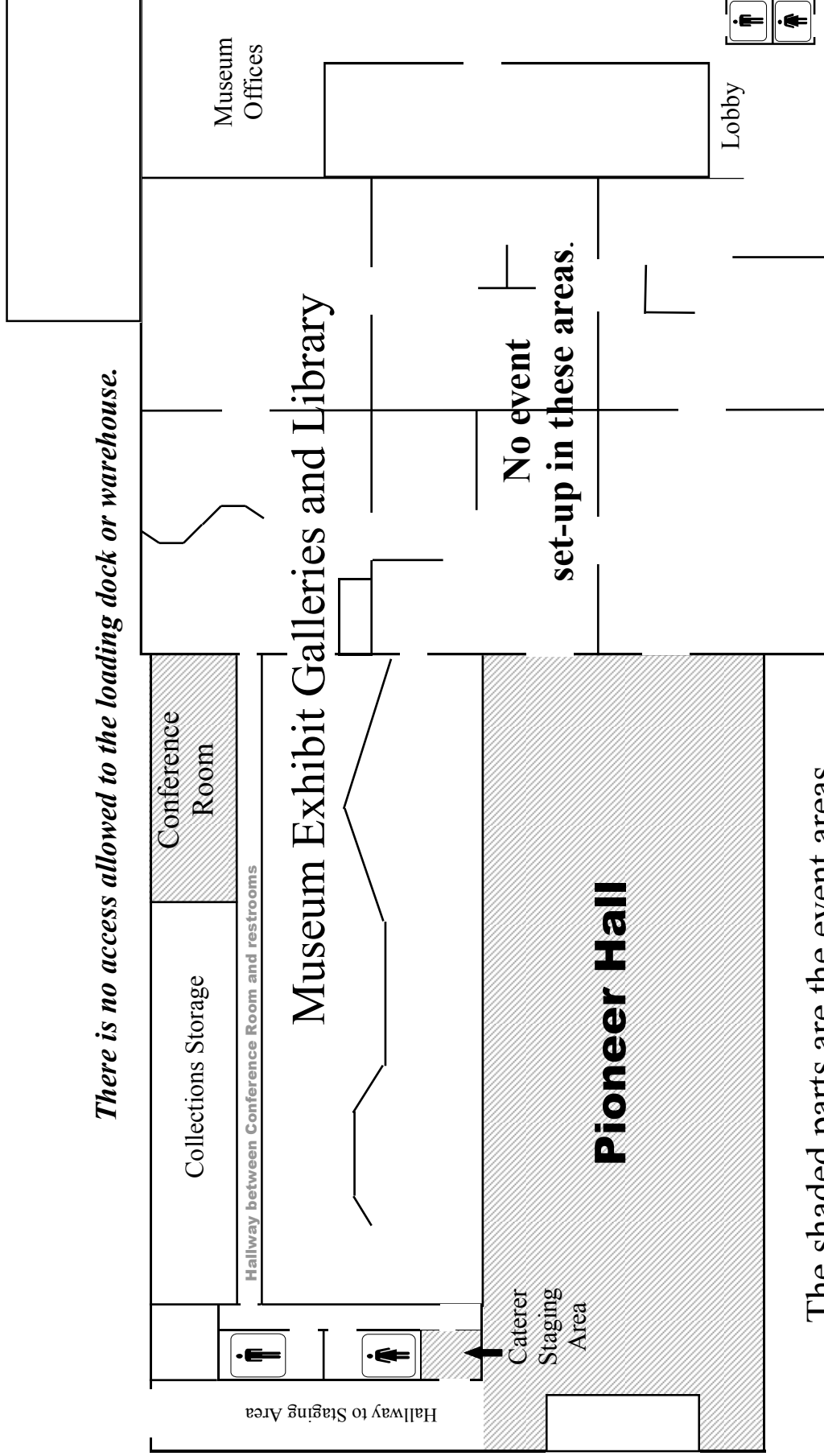
Signature: _____ Date: _____

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



There is no access allowed to the loading dock or warehouse.

**No event
set-up in these areas.**

The shaded parts are the event areas.

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).



Caterers/Rentals*

CATERERS:

700 South — Breakfast & Lunch

410-859-1700

Classic Catering People

410-356-1666

Cuisine Catering

410-281-1124

G&G Creative Catering

410-823-5050

Olive Grove Restaurant

410-636-1385

Premier Caterers

410-426-0325

Saucy Salamander

410-266-1622

Simply Elegant

410-484-4554

Sterling Caterers

410-866-1435

RENTAL COMPANIES:

Ace Rentals

410-574-7577

Dove Linens

1-888-324-5156

**The museum does not specifically endorse any of these caterers or rental companies and is not responsible for any problems resulting from their use. This is also not all-inclusive for the available caterers in the area. It is a list of caterers that have been hired by outside groups for previous functions held at the National Electronics Museum.*