



## NATIONAL ELECTRONICS MUSEUM

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

410-765-0230 FAX 410-765-0240

WWW.NATIONALELECTRONICSMUSEUM.ORG

NEMUSEUM@GMAIL.COM

LOCATION: 1745 W. NURSERY ROAD, LINTHICUM, MD

### Rules for Special Event Planners and Caterers—Pioneer Hall

*Effective January 2009*

*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 200 people seated at round tables.

An LCD projector and tablecloths can be rented through the museum. Please call for more information (410-765-0230). 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 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 the Director or Administrator 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-3:00pm, 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 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 (the loading dock is **not** 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 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 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 the road. **For activities during museum hours (Monday-Friday, 9:00am-3:00pm, 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 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.



# 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 \_\_\_\_\_ LCD projector (\$50 extra) \_\_\_\_\_

Number of rectangular tables needed \_\_\_\_\_

*(Table cloths are available thru the museum; call 410-765-0230 for more information.)*

## FACILITY FEES (PER DAY) \$500

Fee is for use of Pioneer Hall up to 8 hours (including set-up/clean-up). Included in the rental price are: 150 chairs, 5 Rectangular Tables (6' x 2 1/2'), and 20 Circular Tables (60 inch rounds). 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.

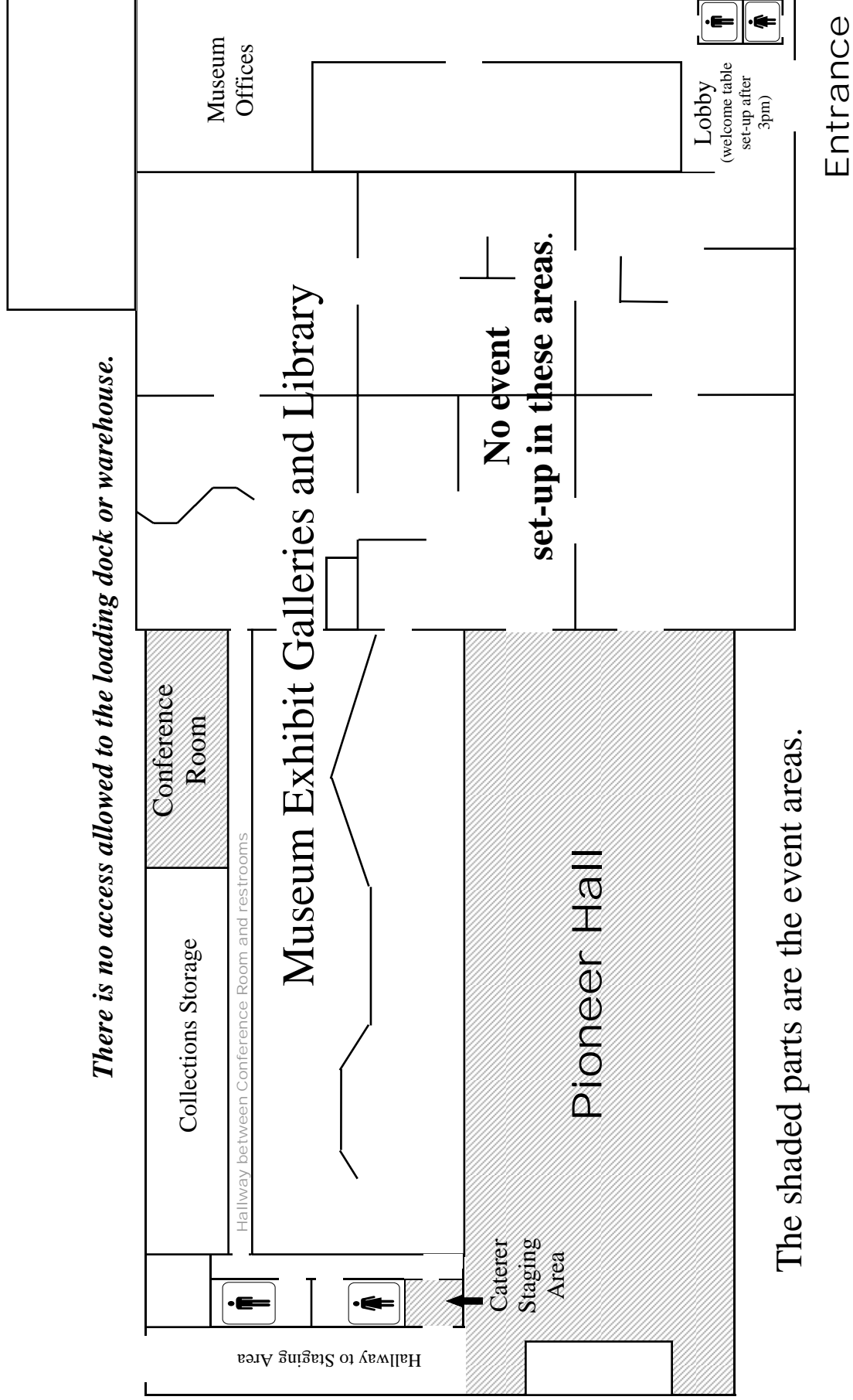
I have read, understand, and will follow the **Rules for Special Event Planners and Caterers** of the National Electronics Museum.

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



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

The shaded parts are the event areas.

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 Elm 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

**Madeleine's Catering, LLC**  
410-571-1420

**Olive Grove Restaurant**  
410-636-1385

**Premier Caterers**  
410-426-0325

**Salerno's Restaurant**  
410-795-8710

**Saucy Salamander**  
410-266-1622

**Simply Elegant**  
410-484-4554

**Sterling Caterers**  
410-866-1435

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## 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.*