



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 Renters, Special Event Planners, and Caterers—Conference Room

Conference Room Rental Agreement

Effective March 2019

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. Please read the entire document before signing the rental form and initial each section.

The National Electronics Museum welcomes businesses professional associations to professional and educational meetings and events within a museum atmosphere. Because of the museum atmosphere, care must be taken to protect the museum collections.

The museum reserves the right to refuse to rent for events that it determines to be inappropriate. The museum reserves the right to refuse planners or caterers who breach the rules or engage in inappropriate behavior.

About the Facility

The NEM Conference Room can hold up to 27 people, 14 seated at the conference table and 13 in chairs around the perimeter of the room.

The conference room has a speaker phone and wireless internet is available. An LCD projector can be rented for additional \$50 per day. 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 4:00pm. Evening meetings should end promptly at the time scheduled.

By initialing here, you signify you have read and understand the above information _____

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 making a reservation, please include time for setup and break down in order to restore the room to its original condition.

By initialing here, you signify you have read and understand the above information _____

Set-Up & Clean Up/Caterers

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 of the policies in this agreement and of their start and end times. For any special circumstances, contact the museum at least one week before the event.

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, carpets, table, or chairs 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.

By initialing here, you signify you have read and understand the above information _____

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.

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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.

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Parking

All those attending Pioneer Hall or Conference Room events during museum hours (Monday-Friday 9am-4pm, Saturday 10am-2pm) must park in the lot at the end of the building.

However, there are two handicapped spots available in the museum lot. Two more handicapped signs can be placed out before an event on request. 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.

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Tours

The rental comes with a complimentary guided tour of the museum. The tour can range between 30 minutes to an hour, depending on the renter's needs. Tours must be arranged at least two weeks prior to an event to ensure proper staffing.

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Licenses, Alcohol, & Damage

Your organization or your caterer is responsible for obtaining any necessary licenses. Alcoholic beverages are not permitted in the Conference Room.

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.

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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.

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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.

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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 _____

EVENT INFORMATION

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

(Event to start at _____)

Number of persons expected: _____ (27 people maximum)

Guided Tour: _____ Yes _____ No **EQUIPMENT NEEDED** LCD projector (\$50 extra) _____

CONFERENCE ROOM FEE (PER DAY)

Monday-Friday (7am-4pm) \$100

Monday-Thur (6pm-10pm) \$150

Friday (4pm-10pm) \$200

Saturday (8am-10pm) \$150 for 3 hours (each additional ½ hour \$20)

Sunday (8am-10pm) \$200 for 3 hours (each additional ½ hour \$25)

Fee is for use of the Conference Room during the times specified under 'Event Information' (including set-up/clean-up). 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 and initialing the NEM Rules and Guidelines, please sign below.

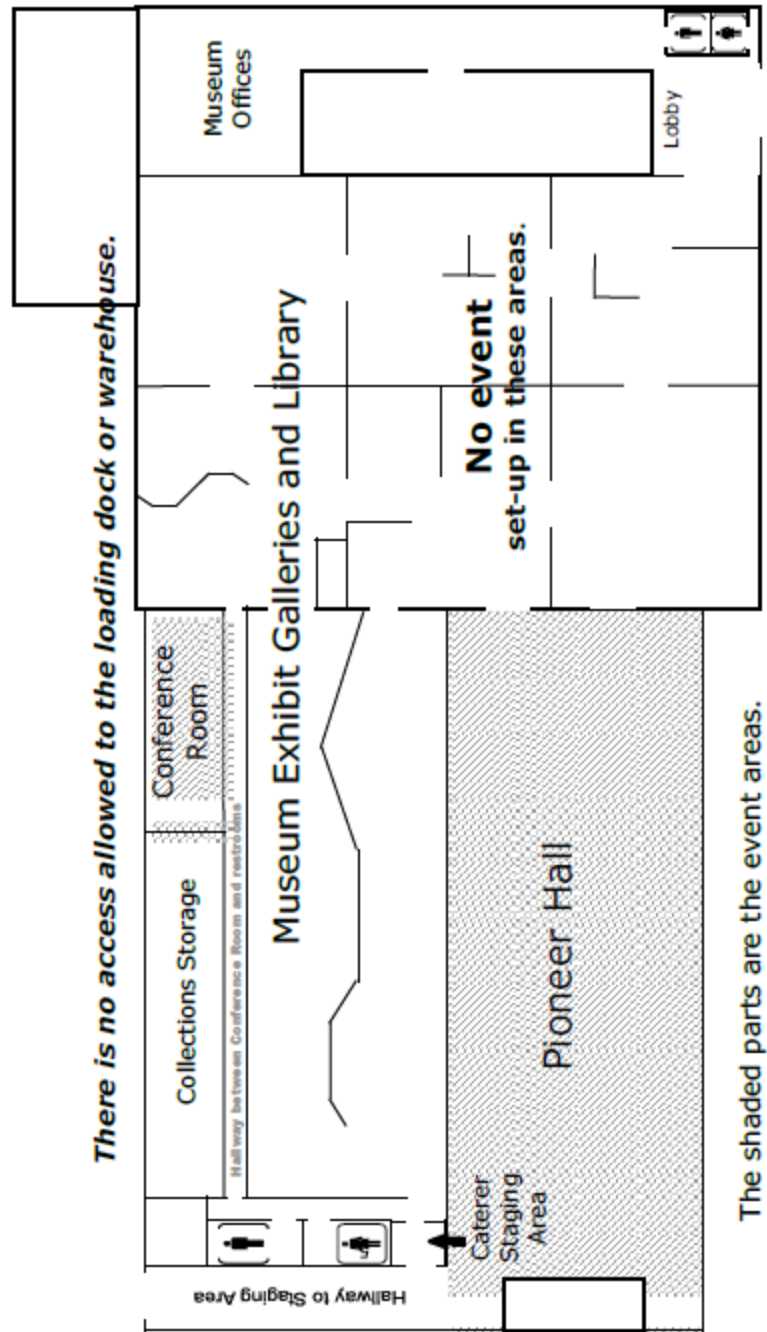
I have read, understand, and will follow the Rules for Renters, Special Event Planners, and Caterers of the National Electronics Museum.

Signature: _____ Date: _____

Please return this document to: Administrator, National Electronics Museum, PO Box 1693, MS 4015, Baltimore, MD 21203, by fax: (410)765-0240, or by e-mail at nemuseum.adm@gmail.com.

Deposit received: _____ Invoice sent: _____ Payment received: _____

National Electronics Museum Floor Plan for Facility Renters



West Nursery Road

Event Parking

Elm Road



Caterers/Rentals*

CATERERS:

700 South — Breakfast & Lunch

410-859-1700, www.700southdeli.com, Linthicum, MD

G&G Creative Catering

410-686-5050, www.gandgcatering.com, Towson, MD

G&M Restaurant

410-636-1777, www.gandmcrabcakes.com, Linthicum Heights, MD

Hilton Baltimore BWI

Karin Craig, 443-577-2413, www.baltimoreairporthilton.com, Linthicum Heights, MD

Jimmy John's

410-684-6900, www.jimmyjohns.com, Linthicum, MD

Mission BBQ

410-773-9888, www.mission-bbq.com, Glen Burnie, MD

Olive Grove Restaurant

410-636-1385, www.oliveg.com, Linthicum, MD

Saucy Salamander

410-266-1622, www.saucysalamander.com, Edgewater, MD

Simply Elegant

410-484-4554, www.simplyelegant.com, Pikesville, MD

RENTAL COMPANIES:

Ace Rentals

410-574-7577, www.acerentals.net, Baltimore, MD

**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.*