



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—Pioneer Hall

### Pioneer Hall 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**

Pioneer Hall is approximately 100 feet long and 40 feet wide and can hold approximately 160 people seated at round tables and approximately 250 in an audience style setting (chairs only).

#### Maximum Occupancy

- Seated Banquet: 160
- Auditorium: 250

The Museum is not a full service rental hall. The rental includes the space (Pioneer Hall), tables and chairs set up by staff beforehand (rearrangements are up to the renter), and guided tours if desired (see *Tours* section). We do not provide event staffing. A museum staff member will be on site to monitor your rental.

An LCD projector, a wired microphone, and a wireless microphone are available upon request. There is no AV support during rentals. 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. All food prep must be confined to this kitchen. Food is prohibited in museum galleries.

Wireless internet access is available.

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

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.

Rentals are of Pioneer Hall only and do not include event use or museum galleries. However, guests may tour the galleries.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*

### **Making 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 making a reservation, please include time for setup and break down in order to restore the facility to its original condition. Setting up the day before an event is not permitted unless specifically reserved with your initial reservation. This additional time will be charged at \$100/hour.

*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 (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 of the policies in this agreement and of their start and end times. Contact the museum at least one week in advance to arrange equipment set up and removal for the caterers.

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. Food, trash, and catering equipment are prohibited from the galleries at all times.

No red wine.

If alcohol is served at an event, please ensure either the caterer has a liquor license or the renter must obtain a One-Day Liquor License from Anne Arundel County (<https://www.aacounty.org/services-and-programs/alcoholic-beverage--liquor-license#section-1>). The museum will not obtain this license for the renter, but can answer questions about the process if needed. The renter is responsible for the safety of their guests in consideration to alcohol consumption and proper distribution.

No DJs or live 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 ask a museum staff person to disarm the door before opening. 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). Deliveries should be scheduled during the renter’s reserved times.

Caterers and/or event planners/renters 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/renters are responsible for removing all trash.

Caterers and/or event planners/renters will not make alterations of any kind to the museum’s galleries or exhibits or touch/move contents of museum galleries or exhibits.

Do not affix any decorations or signs to the walls. No nails or screws.

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.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*

### **Event Photography**

Event photography is permitted in Pioneer Hall. Event photography by a hired, professional photographer in the museum galleries requires the Director’s approval, may be subject to staff supervision, and must be requested at least two weeks prior to the event. Flashes, artificial lighting, and tripods are prohibited in the museum galleries. If your event is during the

museum's public visiting hours (Monday-Friday 9am-4pm, Saturday 10am-2pm), please be considerate of other visitors when taking photos.

*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.

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.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*

### **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.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*

### **Parking**

Renters/event planners/caterers 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.** Do not park in the hotel parking lots adjacent to the museum at any time. 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. Two more handicapped signs can be placed out before an event on request.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*

### **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.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*

### **Licenses, Alcohol, & Damage**

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.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*

### **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.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*

### **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.

*By initialing here, you signify you have read and understand the above information \_\_\_\_\_*



# 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 \_\_\_\_\_ Training Class

Number of people expected: \_\_\_\_\_ (160 max for dining, 250 for auditorium style)

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

(Event to start at \_\_\_\_\_) Guided tour: \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you planning to serve alcohol? \_\_\_\_\_ Yes (please review our alcohol policy) \_\_\_\_\_ No

### EQUIPMENT NEEDED

Number of round tables needed (20 available) \_\_\_\_\_ Number of Chairs per table \_\_\_\_\_

Number of rectangular tables needed (10 available) \_\_\_\_\_ Microphone needed Y / N

Number of cocktail tables needed (7 available) \_\_\_\_\_ Projector needed Y / N

### 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 ½), 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. 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. 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. After reading the NEM Rental Agreement, please sign below.

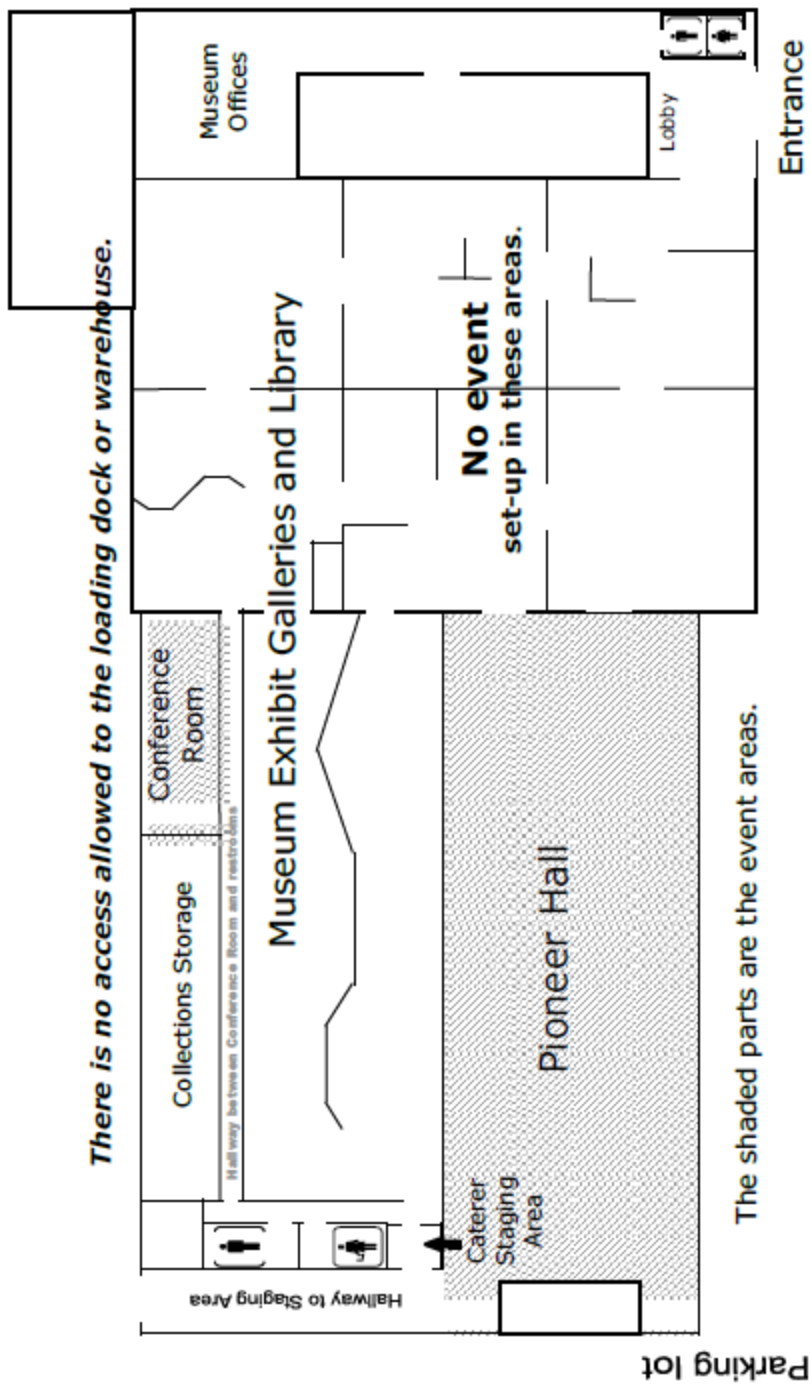
**I have read, understand, and will follow the Rules for Renters, Special Event Planners, and Caterers of the National Electronics Museum.**

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](http://www.700southdeli.com), Linthicum, MD

### **G&G Creative Catering**

410-686-5050, [www.gandgcatering.com](http://www.gandgcatering.com), Towson, MD

### **G&M Restaurant**

410-636-1777, [www.gandmcrabcakes.com](http://www.gandmcrabcakes.com), Linthicum Heights, MD

### **Hilton Baltimore BWI**

Karin Craig, 443-577-2413, [www.baltimoreairporthilton.com](http://www.baltimoreairporthilton.com), Linthicum Heights, MD

### **Jimmy John's**

410-684-6900, [www.jimmyjohns.com](http://www.jimmyjohns.com), Linthicum, MD

### **Mission BBQ**

410-773-9888, [www.mission-bbq.com](http://www.mission-bbq.com), Glen Burnie, MD

### **Olive Grove Restaurant**

410-636-1385, [www.oliveg.com](http://www.oliveg.com), Linthicum, MD

### **Saucy Salamander**

410-266-1622, [www.saucysalamander.com](http://www.saucysalamander.com), Edgewater, MD

### **Simply Elegant**

410-484-4554, [www.simplyelegant.com](http://www.simplyelegant.com), Pikesville, MD

## RENTAL COMPANIES:

### **Ace Rentals**

410-574-7577, [www.acerentals.net](http://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.*