



Policy Guidelines for Private Event Rentals/Meetings at Martha's Vineyard Museum Revised January 14, 2020

General Guidelines

- MVM reserves the right to refuse any individual/organization not complying with these guidelines.
- MVM will determine which areas of the building/campus may be used for the event/meeting and where food and beverages may be served.
- No private events can take place on MVM grounds during regular public hours unless agreed to by MVM staff. Meeting rentals can occur during open hours depending on the time and day. All events must end by 10pm. Property must be cleared by 11pm unless permission has been granted by MVM staff to stay later for take-down in advance. Event setup cannot begin before 9am unless prior permission has been granted by MVM staff.
- MVM reserves the right to refuse any delivery that may prove detrimental to its facilities or its collection.
- A member of the MVM staff is required to be present for the duration of the event to manage the setup, activities, takedown/clean up.
- The renter must designate a representative who will remain on the premises throughout the event. That person must be in contact with MVM staff in advance of the event.
- Smoking is strictly not permitted in MVM or on its grounds.
- No backpacks or umbrellas are allowed in the galleries. Complimentary coat check is available for all indoor events.
- Organizations may not bring any of the following inside:
 - Live animals
 - Organic materials (with the exception of floral arrangements)
- MVM reserves the right to terminate an event if MVM staff feels it is out of control or if those attending the event refuse to follow MVM policies.

Catering

- The caterer is responsible for all actions of its staff. All reasonable requests/orders from MVM staff at the event must be complied with at once.
- A supervisor from catering must remain on the premises throughout the event during set up and break down.

- For meetings taking place at MVM that require food, renters must work with the staff at the First Light Café for their catering needs. For outdoor events, MVM must approve chosen caterer before contract is signed.
- No food or drink is allowed in the galleries. Food or drink is only permitted in the café or in designated areas assigned by MVM staff.
- For meeting rentals occurring during hours when the MVM café is open, renter may choose to order from the café or a private lunch menu provided in advance of event.
- Designated/licensed bartenders are the only individuals permitted to serve alcohol at MVM. Individuals must enforce state/town laws regarding liquor. Renter must work with MVM to obtain a one-day liquor license from the Tisbury Board of Selectmen in advance of the event. The fee for a license is \$100.
- Caterers are responsible for cleaning up all work areas prior to leaving MVM. Dirty dishes, food, etc. must be removed from the building immediately following the event.
- Areas where food and beverages are served must be cleared frequently. Nothing can be placed on MVM tables, chairs, or objects in the galleries.
- If an event is planned to end at a time that results in MVM being opened to the public before the next regularly scheduled custodial cleaning, arrangements must be made with MVM staff to schedule an additional cleaning with the facilities department. The cost of any additional cleaning will be paid by the renter hosting the event.
- The premises will be inspected by MVM staff following the event. Additional charges may be assessed if any clean-up costs exceed the security deposit. Renters shall be liable for such costs incurred.

Tents

- For events requiring a cook tent, a 30' x 20' tent must be used and located on existing anchors on the MVM catering pad.
- Tent rental companies must access the courtyard and/or front lawn via the access road behind Doherty Hall. Trucks cannot pull up on the front lawn via the driveway.
- A building permit must be obtained for every tent being erected. Applications should be submitted by the tent rental company to the Tisbury Building Department no later than 45 days before the event. Fire certificates must accompany the permit application. For more information, contact the Tisbury Building Department.
- The Tisbury Building Inspector, Fire Chief, Police Chief, and/or Board of Health Agent reserve the right to inspect any private rentals before they occur.

Music

- Because MVM is located in a residential neighborhood, there are very strict rules regarding amplified music. If an organization/entity wishes to have amplified music at a private rental, please contact MVM before submitting your rental application. Sound systems for speeches/talks are permitted.

Parking

- If over fifty cars will be present for an event, renter must provide shuttle service from an alternative location. MVM recommends use of MV Regional High School parking lots. If another location will be used, renter must get prior approval from MVM before use.
- MVM has an agreement in place with Stagecoach Taxi to provide shuttle service for any events. Renter is not required to use Stagecoach, although they are a preferred vendor.
- Absolutely no neighborhood parking is allowed. Violators will be towed at their own expense.
- For events over 100 people, renter must pay for a police detail that MVM staff will arrange with the Tisbury Police Department to be located at the bottom of the MVM driveway for the duration of the event.

Restrooms

- Rental fee includes the use of MVM restrooms.
- For events over 300 people, renter must provide additional portable toilets/restroom trailers in locations approved by MVM staff.

Trash/Recycling

- Littering is strictly prohibited. All trash and recycling must be removed immediately after the event. If the buildings or grounds are littered, renter will incur a clean-up fee taken from the security deposit.

Electricity

- MVM provides electrical panels for rental use adjacent to the catering pad and on the front lawn. For events requiring additional power in the courtyard and/or Doherty Hall, or if food trucks are being used anywhere on site, MVM will provide power packs that have been previously inspected by the Tisbury electrical inspector at no charge.

Audio Visual Equipment

- All use and placement of audio visual equipment must be approved by MVM staff in advance of the rental.

Flowers/Decorations

- Nothing may be affixed to or leaned against MVM walls, doors, or door frames. No object or person should come within 6' of any art.
- Flowers/plants or decorations may not be adhered to any exhibition cases, dioramas, labels, or signs.

Advertising

- No representation should be made or implied that MVM is a sponsor or a partner in an event unless agreed to before the event is made public.

Fee Structure/Timing

- Inquiries for space availability can be sent via email to Katy Fuller at kfuller@mvmuseum.org. A site visit will then be arranged for the prospective event.
- Upon notification that the potential renter would like to move forward with the event, MVM staff will send a contract. The renter has 15 business days to sign the contract and submit a \$1,000 security deposit. Meeting rentals do not require a security deposit or signed contract.
- A deposit of 50% is due within ten days notification of approval of event. Meeting rentals do not require a deposit and will be invoiced prior to the event.
- Once an event is confirmed, a final walk-through or phone call with MVM staff must be scheduled at least two weeks prior to the event. A list of vendors, timeline, and a seating and floor plan (if pertinent), must be submitted for approval at minimum one week prior to the final walk-through.
- The balance of fee is due within thirty days of the event along with a certificate of liability insurance with a single limit liability of \$1,000,000 for both bodily injury and death as well as property damage. Certificates must contain a policy number, name of company, expiration date, and type of coverage. (Meeting rentals do not require liability insurance.)
- Following inspection of the building/grounds after the event, the security deposit will be returned to the renter.
- All payments must be made by check, wire transfer, or cash. Checks should be made payable to *Martha's Vineyard Museum*. Credit cards cannot be accepted unless permission is granted by MVM.

Cancellation Policy

- No security deposit will be retained by MVM if the event does not occur.
- Cancellations with 90 or more days' written notice will result in a charge of 50% of the deposit fee.
- Cancellations with less than 90 but more than 30 days' notice will result in a charge of 75% of the deposit fee.
- For cancellations within 30 days, the deposit fee will be refunded only if the rental is rebooked within the same calendar year.