

TEXAS FORESTRY MUSEUM

RENTAL POLICIES

The Texas Forestry Museum is available for birthday parties and other events. The rental fees are listed in the rental agreement. Museum Society members receive a 10% discount on rental. **A signed Rental Agreement AND security deposit of \$50 are required at the time of reservation. Full rental payment is required no later than 10 business days prior to the event.** Payments are accepted by cash, check or credit card. The security deposit will be refunded within 10 business days following the rental date if the Texas Forestry Museum determines that the rental policies were adhered to and no additional clean-up or maintenance was required as a result of the Renter's occupancy. The security deposit is forfeited if additional clean-up or maintenance was required to restore the rented space to its original state. **The security deposit is forfeited if the renter cancels the event within 14 days of the event.**

The Renter is responsible for all items required for conducting specified event, including refreshments, serving ware, utensils, decorations and paper products. Refreshments and decorations are only allowed in the designated party area. Alcohol is permitted at closed/after-hours events with advance notice to staff. Renter shall provide adequate adult supervision of children. The Museum has the right to decline any decorations or supplies if inappropriate.

The Renter is responsible for set-up and clean-up. Tables and chairs are available for no extra charge, with advance notice by the renter of how many are needed. Cleaning materials are available on site and are provided for appropriate use and convenience of the Renter. The renter may begin setup no more than 30 minutes prior to event start time. If renter needs any additional time for setup, he or she must pay for another hour of rental. Cleanup shall include sweeping the floor, wiping off tables and chairs, picking up any trash, and depositing trash in outdoor cans. Bathrooms should be returned to their pre-event condition. **At conclusion of event, the Renter must inform the Museum employee on staff, who will do a walkthrough with the Renter to ensure adequate cleanup.**

After-hours events are allowed on a case-by-case basis. No Renter should remain in the Museum past 5:00 pm without prior notice to staff.

To arrange for rental of the Classroom, Children's Wing, History Wing, or Outdoor Pavilion, please contact the museum.

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