

PACIFIC GROVE MUSEUM OF NATURAL HISTORY
165 FOREST AVENUE • PACIFIC GROVE • CALIFORNIA 93950-2612
(831)648-5716 • FAX (831)648-5755
www.pgmuseum.org

Rental Agreement for use of Museum Space

The use of the Pacific grove Museum of Natural History, hereafter called the Museum, spaces is subject to their availability. In general the Museum spaces may be used for public events or private ones when the occasion pertains to the purpose of the Museum.

Cost:

The following charges are for use of the Museum for events up to 3 hours. Events shorter than 3 hours will not be pro-rated, and any events that will extend beyond three hours must purchase an additional three hour time-slot.

Room	Class 1	Class 2	Class 3
Special Exhibits Hall - 140 person Capacity	200	100	No charge
Downstairs Education Room - 30 person capacity	50	50	No Charge
Upstairs Education Room - 30 person capacity	50	50	No Charge
Conference Room - 25 person capacity	50	50	No Charge

Class 1 – Organizations without a focus on natural history.

Class 2 – Organizations with a focus on natural history.

Class 3 – Organizations or activities jointly sponsored by the Museum or the City of Pacific Grove.

Please contact:

Beverly Bruno: (831) 648-5716 x 16 or giftshop@pgmuseum.org

Set Up:

Tables & Chairs:

You are responsible for setting up any tables and chairs required for your event, though Museum Staff is happy to lend a hand when they are available.

Food & Drink:

Food and drink may be served in the Lobby, Vern Yadon Gallery, and Bird Gallery. Food and drink is not permitted inside the Special Exhibits Hall without permission. If permission has been granted for food or drink to be served, it is your responsibility to clean up after the event. There is a vacuum kept inside the Work Room adjacent to the Special Exhibits Hall which should be used anywhere food or drink was present following an event, regardless of whether or not any food or drink was noted to have dropped.

Special Equipment:

Museum Staff will assist you with setting up any special equipment you need. Currently, the Museum has at its disposal two microphones (one wireless) with a podium, a projector and screen, and a DVD player. The projector is capable of connecting to equipment via a 15-pin (HD-15) VGA cable standard on PC-laptops. Please discuss any special needs you may have with Museum Staff. We do not, however, make any guarantee to the functionality of our equipment and the Museum is not liable for any damages resulting from the use of our equipment.

Lighting:

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Lighting may be adjusted in the Workroom. Please do not use the fuse box on the left or the covered switches in the fuse box on the right. Inside the right fuse box, the bottom switches control the track lighting, while the upper right switches control the fluorescent lights.

Fire & Safety:

In case of an emergency, there are emergency exits marked by LED signs within the Special Exhibits Hall and on the other side of the Museum in the Whale Room.

There are fire extinguishers located in the Work Room by the door leading to the Lobby, within the Lobby in a metal case by the public restrooms, and upstairs on the Mezzanine in the corner between the Bat and Mammal cases.

Closing:

When closing, it is your responsibility to:

- Stack and return all tables and chairs to their proper place in the Work Room.
- Ensure all special equipment has been returned to its proper place.
- Ensure there are no objects within the yellow box taped on the floor around the fuse box in the Work Room.
- Ensure that the area you used is free of any debris or garbage and vacuum anywhere food or drink was present.
- Please make sure that the lights are all off before you leave.

Special Conditions, if necessary:

Date of Event: _____

Time of Event: _____

Phone Number: _____

Email Address: _____

Room Requested: _____

Event Description: _____

Organization: _____

Fee: _____

Renter Signature

Date

Signature of Museum Representative

Date