

# BOOKING POLICIES & PROCEDURES

Thank you for your interest in using the facilities at The National World War II Museum. The Museum is pleased to make its facilities available for special events. However, because it is a historic museum, there are a number of restrictions placed upon its use. To help you make your decision regarding the use of the Museum, we ask that you study our guidelines carefully.

**Please Note:** The National WWII Museum does not provide wedding planning or "day-of" coordination services.

**Use of Museum.** Because of the uniqueness of our collection and our facilities, the Museum does not allow any activity or event which may result in damage or disturbance to the Museum collection or its facilities. No alteration or relocation of any exhibits or any portion of the Museum shall be permitted unless agreed to in writing by TNWWIIM. All macro exhibit movement is at the discretion of the Museum's Curatorial Department.

**Purpose of Event.** Considering the Museum's mission to honor the sacrifices of World War II veterans, TNWWIIM reserves the right to prevent or terminate any event that, in TNWWIIM's sole discretion, is unlawful, distasteful or inappropriate, and/or inconsistent with the tradition of honor and sacrifice memorialized within the Museum. In the event that an event is terminated pursuant to this paragraph, Client will remain obligated to pay all charges for such event in accordance with the terms of this Agreement in the same manner as if such event had not been terminated.

**Set-Up and Clean-Up.** Subject to the provisions of this Agreement, Client may provide and set-up decorations and equipment to be used during its event. Client is responsible for set-up and clean-up of any items not provided by the TNWWIIM or American Sector Catering. Clean-up includes, but is not limited to, breakdown and removal of all materials brought to the premises by Client, its guests or additional vendors. The premises shall be left in at least as good a condition as delivered to Client before set-up. TNWWIIM reserves the right to provide a timeline for such set-up and clean-up, to minimize disruption of daily Museum operation. The Client will indemnify and hold TNWWIIM harmless from any and all damages, demands, claims, suits, actions, costs and liabilities (including attorney's fees) caused in whole or in part by Client's third-party vendors or contractors. Set-up/load in for any event cannot begin prior to the closing of the Museum at 5pm.

**Décor.** The Museum is rented "as is." Decoration must be approved in advance and shall be limited to table decorations or free-standing decorative elements. Nothing may be placed or hung on walls, doors or windows of the buildings. This includes the use of tape or tacks in walls, floors, doors, door frames or furniture. No doorway may be locked or areas blocked in any way. Electrical connections and special lighting must be approved in advance by the Museum's Audio-Visual Department. No confetti, sparklers, balloons, feather boas or glitter allowed inside any venue.

**Storage.** There are no storage facilities available at the Museum during, prior to or following an event. No items can be stored overnight. The Museum does not provide staff or carts for load-in, please make arrangements to bring carts and staff volunteers as needed for the setup of items not provided by the Museum.

**Vendors.** Client must supply a full list of outside vendors. Delivery times are to be pre-approved and will include load-in/out instructions and location name/address. All items must be removed at the conclusion of your event; nothing is permitted to remain on property overnight. Any items left behind will be removed from the venue and discarded immediately following the event.

**Smoking.** Smoking is not permitted anywhere in the Museum and ash trays or matches shall not be placed in the Museum.

**Additional Time.** The Rental Fee is based on the contracted timeframe of the Event. Should the client want to extend the event past that timeframe pricing will need to be agreed upon two weeks prior with to the date of the event.