There are over 7,000 reasons you will select the Millicent Rogers Museum to be the venue for your special event. The museum houses important artifacts from the rich and diverse heritage of the American Southwest.

You will be surrounded by historic and contemporary Native American Arts and the Hispanic Colonial Arts in the warm setting of a historic southwestern adobe hacienda.

Inside and out, at every turn you are sure to discover a sight that reminds you why this is the Land of Enchantment. With the spectacular views of the Sangre de Cristo Mountains and the every changing skyscape, you can become inspired in the many arts of the people of the great southwest.
Whatever the occasion may be, for an intimate memorable occasion, consider the Millicent Rogers Museum to be the venue.

Call us today for more information and to check for availability 575-758-2462. Visit us now at www.millicentrogers.org

- 5 miles North of Taos Plaza
- Minutes from Taos Pueblo, the airport and the Rio Grande Gorge Bridge
- Museum Quality Merchandise in Gift Store
- Plenty of Parking
- The Venue for a Wedding, A Meeting or A Honoring Gathering
- Within the Enchanted Circle
THIS AGREEMENT made by and between the Millicent Rogers Museum, Taos, New Mexico, hereinafter “Museum,” and ___________________________ hereinafter “Sponsor.”

1. Sponsor hereby rents the _________________ area of Museum between the hours of _________ and ___ on _____________________, 202_, for the purposes of holding the following described event:

2. The parties agree that the charges for use of the above described facility for the event as described shall be $ ___________________. One half that amount shall be due at the time of signing this agreement and the balance shall be paid not more than 10 days prior to the event. Failure to pay the balance when due shall result in cancellation of the event. If the event is cancelled, the deposit shall be forfeited.

3. The Museum requires a refundable cleaning and damage deposit of $300.00, which is due no less than 10 days prior to the event. Should Museum staff be required to clean the facilities beyond the normal daily cleaning, or should Museum facilities or collections be damaged, the deposit shall be applied to the costs of additional cleaning or damage repair. If the deposit is insufficient to reimburse the Museum for the actual costs incurred in cleaning, or in repairing damage, Sponsor agrees to pay the same within 10 days after submission by Museum of an invoice for those services. Sponsor shall be liable for all costs of collection of any unpaid balance. Clean up requirements are set forth in the Millicent Rogers Museum Rental Policies.

4. Sponsor shall indemnify and hold the Millicent Rogers Museum harmless from any and all liability which may arise from the use of the facility for the above event, including any and all actions, claims for personal injury or death and property damage, including costs and expenses of defense of such action. Sponsor is required to provide to Museum a certificate of insurance in a form acceptable to Museum, evidencing a policy of extended coverage liability insurance having minimum combined limits of $1,000,000 and said certificate shall name the Museum as additional insured.

5. If alcohol is to be served at the event the Sponsor shall be responsible for obtaining all required permits and licenses from the State of New Mexico Department of Regulation and Licensing, Alcohol and Gaming Division. The Sponsor acknowledges that this will require contracting with a licensed alcohol dispenser to provide such service and that such dispenser will be required to provide a certificate of insurance, in a form acceptable to the Museum evidencing a policy of liquor liability insurance having minimum combined limits of $1,000,000 and which shall indicate that the Museum is additional named insured. No alcohol may be served to anyone under the age of twenty-one (21) nor may the same be provided to any intoxicated individual. Should the Museum determine that either has occurred, it may immediately order the termination of alcohol service. Additionally, Sponsor may be required to provide additional security in the form of licensed security guards and Sponsor shall provide proof that such security guards are under contract not less than 5 days prior to the event. At the discretion of Museum, no alcohol may be served until guards are present.

6. Caterers providing food and/or drinks must hold a license issued by the New Mexico State Department of Health and any food service licenses issued by the Town of Taos. Not less than 5 days prior to the date of the event, Sponsor shall provide to the Museum a copy of both the Town and State licenses. In addition, Sponsor or Caterer shall provide to the Museum a certificate of insurance evidencing that Caterer has extended coverage liability insurance having limits of at least $1,000,000 and which names the Museum as additional insured. The Museum
does not have food preparation facilities. Food preparation on site shall be limited to warming using Caterer’s equipment.

7. Sponsor may sell no merchandise except by arrangement with the Museum Store. Any flyer or brochure promoting the event shall not imply the support of the Museum without the prior express written consent of the Museum. Any promotional material shall refer to the facility as the “Millicent Rogers Museum.”

8. Sponsor acknowledges that the Museum and its surrounding facilities are entirely non-smoking. This includes the parking lot, entryway, and grassy areas. Sponsor shall assist Museum in obtaining compliance with the policy.

9. Sponsor acknowledges that it had received a copy of the Rental Policy and Rules and Regulations for use of the facility. Sponsor agrees to be bound by all of the terms of said policy and agrees that violation of the same shall be grounds to immediately terminate the event. Sponsor specifically acknowledges that decorations and lights may not be hung from ceilings or light fixtures and that nails, screws and other permanent fastening devices may not be used. Confetti and rice are prohibited. Birdseed and flower petals may be used in outside areas only. Museum agrees to be available to answer questions related to furniture, electrical service and permissibility of various types of decorations and the like.

10. Sound levels shall be in keeping with a residential area. Music is not permitted outdoors after 10:00 PM.

11. This agreement, together with the rental policies and procedures constitute the entire agreement between parties. However, both parties recognize that the particular circumstances of this event may require that policies or procedures be altered to permit the event to be successful. No such alteration shall be valid and binding upon either party unless in written form and signed by the Museum’s Executive Director or her designee and by the Sponsor.

12. Notices to the Museum shall be provided to:
   Greta Brunschwyler
   Executive Director, Millicent Rogers Museum
   PO Box 1210
   Taos, NM 87571

Notice to Sponsor shall be sent to:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date this __________day of ________________ , 201__

________________________________________________________________________

Millicent Rogers Museum
By: Executive Director
MILLICENT ROGERS MUSEUM SPECIAL EVENT FORM

Please note: **No refunds of initial deposits unless event is cancelled by Museum.** The “initial deposit” is one-half of the full rental amount, which shall be a non-refundable deposit and is required with the submission of completed event form and signed agreement. Balance of rental fee is due no later than 10 days before event. **You will not be billed for the rental fee; this is your responsibility. If the balance is not received 10 days before the event, the Museum reserves the right to remove it from the calendar.**

Please fill in each blank and check appropriate boxes:

**Purpose of Event:**

**Date of Application:**

**Date of Event:**

**Time of Event:** From _________ To _________

**Setup:**

**Number Attending:**

**Group/Organization:**

**Contact Person:**

**Telephone:**

**Address:**

**Catered by:**

**Liquor provided by**

*Complete only if different from caterer.

**Liquor**

**Telephone:**

**Entertainment:**

**Areas requested:**

Courtyard _____ East Lawn & Garden _____ Multi-Purpose Room _____ Other _____

**Setup Instructions:**

Please note capacity: 250 people are comfortable throughout the museum.

**Courtyard:** 75 People

**Galleries 9 & 1:0** seven tables with 10 seats and a smaller table for 5 = 75 people per gallery **Gallery 1:** Fifty People
Lawn: 150 People

**AGREEMENT RELATING TO THE SERVING OF ALCOHOLIC BEVERAGES**

* Required when the sponsoring organization or group is not charging for alcoholic beverages, for example, the event is a private party and not open to the public. If the event is open to the public, you must have a “picnic permit” and charge a fee for drinks.

Event

Date of the Event

Sponsoring Organization

I/we intend to provide alcoholic beverages to those attending the above private function. I/we understand that no fee may be charged for any alcohol served at the function. I/we agree that we are aware of the Rules, Regulations, Policies and Procedures of the Alcoholic and Gaming Division of the New Mexico Department of Regulation and Licensing and agree to be bound by the same. I/we further agree to indemnify and hold the Millicent Rogers Museum harmless from damage, loss or injury that may occur at the Millicent Rogers Museum during the event.

No red wine will be allowed as it poses potential harm to artifacts and the carpet. No alcoholic beverages may be consumed outside of the designated areas.

This agreement must be signed and returned with Reservation request Form. Failure to return this agreement will result in the inability to serve alcohol at this event at the Millicent Rogers Museum.

Signature

Date

(Please make a copy for your records)

**RENTAL FEES**

The Millicent Rogers Museum charges for special events are based on a 1-7 hour day, including setup and take down; additional time is pro-rated.

Courtyard $750

East Lawn & Garden $1,000

Multi-Purpose Room $75/hour

**Refundable cleaning deposit:** A $300 cleaning deposit is required for all events that include food and/or beverages. The deposit, or a portion thereof, will be returned to the Sponsoring Organization within two weeks of the end of the event.
There will be a **charge of $25 per hour per staff member** for all events scheduled outside the Museum’s regular business hours to cover staff overtime.

**FACILITIES RENTAL POLICIES**

*Use of Meeting Spaces*
The Museum is a public nonprofit institution carrying out educational and aesthetic programs in the fields of art, history and culture. It is in the interests of the Museum to schedule certain approved events and receptions by outside groups, businesses and individuals. The building contains designated spaces that may be used for programs and meetings by organized groups on a space available basis.

*Designated Spaces and Availability for Scheduling*
The spaces normally designated for non-museum meetings and programs are the multi-purpose room, the courtyard, and the east lawn and garden, subject to prior approval, scheduling and space.

*Use of Facilities*

1. **General Limitations**
   a) **Each event will be approved for specific hours:** It is the responsibility of the user to cooperate with Museum staff in maintaining this schedule and a fee may be charged for exceeding those hours. The event Sponsor will also be charged an additional $25 per hour for each Museum staff member required to be present during evening and weekend events. The number of staff members required will be determined by the Museum.
   b) **Sale and handling of liquor:** It is the Sponsoring Organization’s responsibility to obtain and adhere to all requirements and permits regarding the dispensing of alcoholic beverages. Required permits must be obtained prior to the event. If alcoholic beverages are served, licensed security personnel may be required (see Section 2, below).
   c) **Non-compliance with museum policy and procedures:** The Museum reserves the right to deny the use of or continued use of its facilities to any person(s) or organization not complying with Museum policy and procedures.
   d) **Civil rights:** It is Museum policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age, sexual orientation, or handicap.
   e) The Museum has a limited number of tables and chairs available for events. If more are needed, or if additional equipment is required, it is the Sponsoring Organization’s responsibility to make necessary arrangements.
   f) **The Executive Director or her/his designated representative must approve special events.** No event will be scheduled on the museum calendar until the Agreement is signed by the person or organization requesting rental space, the initial deposit made, and the Agreement is signed by the Museum’s Executive Director.
   g) The Museum does not move artwork or exhibits for events. **The Sponsoring Organization is not allowed to move artifacts, art, exhibits, or Museum furniture under any circumstances.**
   h) Set up will not be allowed to commence in public areas more than three business hours prior to the scheduled event.
   i) Any food preparation and music will be subject to the electrical load capacity of the building. This capacity to be determined by Museum staff.
   j) The Museum will review any printed material, **including the invitation**, for approval prior to printing. The Museum’s name, image or logo are copyrighted and may not be used without permission of the Executive Director and should in no way suggest endorsement of the Sponsoring Organization or the event by the Millicent Rogers Museum.
k) Galleries will be opened upon request for viewing exhibitions only. No food or drink will be allowed in galleries. No catering setups will be allowed in galleries.
l) Setup/cleanup resulting in more than 3 hours for setup and 3 hours for cleanup and removal of the Sponsoring Organization’s property, trash, etc. from the area where the event took place will be charged extra.
m) The following are prohibited for events:
   1. No rice throwing during weddings
   2. No flower petals on floor for an inside wedding ceremony.
   3. No red chili or red sauces for catered food
   4. No colored punches or colored juices
   5. No berries for inside events

2. Fees and Security

   Any group or organization requesting use of the Museum facilities for a special event are required to pay a facilities use fee and will also be charged at prescribed rates for all direct, event-related costs. Additional charges may be assessed resulting from extended use, damage, abuse, or for using services beyond those approved in advance.

   The sponsoring organization or group will be responsible for the fees of any additional security above that which is normally provided by the Museum staff. The security needs of the event will be determined by the Museum on a case-by-case basis.

3. Normal Operating Hours

   The Millicent Rogers Museum is a public nonprofit institution and the Sponsoring Organization acknowledges that the Museum’s facilities will maintain regular public hours, which might coincide with the hours of the event.

4. Exceptions:

   Under special circumstances determined in advance and in writing, the Museum may waive certain requirements concerning the use of Museum facilities if they are deemed to be in the best interest of the Museum.
Please note capacity: 250 people are comfortable throughout the museum.

Courtyard: 75 People

Galleries 9 & 10: seven tables with 10 seats and a smaller table for 5 = 75 people per gallery

Gallery 1: 50 People

Lawn: 150 People

Multi Purpose Room: 40 People

PLENTY OF PARKING ON THE PROPERTY