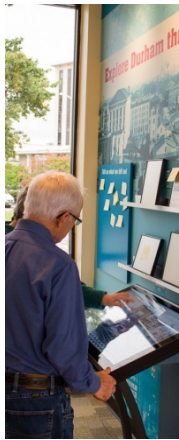


# Durham History Hub Special Events

## General Information

The Museum of Durham History's "home" is the Durham History Hub. Located in the Five Points downtown area, this unique venue is ideal for small to medium-sized special events.



The Hub offers six wonderful interactive exhibits, three of which rotate on a regular basis. Equipped with one public restroom (handicapped-accessible) and a small prep kitchen (full size refrigerator, microwave and sink), the interior space is bright with tall windows on three sides.

Breakfast, lunch or dinner meetings up to 20, receptions up to 60, craft displays, and book or poetry readings are perfect for this space. A large, built-in front desk counter is ideal for check-in, name badges and food/beverage display.



Additionally, there is a large, outdoor Gazebo (\*) with covered roof. Weather permitting, the Gazebo is well

suitied for an expanded attendance, as well as for small outdoor concerts, art shows, etc.

*(\*) Plans are being made to enclose the Gazebo in 2016.*

## Availability

Normal hours of operation are Tuesdays through Saturdays from 10am to 5pm (\*\*). Depending on how extensive the set-up needs are, the Hub is available for special events when it is not open to the public.

*(\*\*) The Hub is open until 8pm every Thursday, May through September; and until 9pm on 3<sup>rd</sup> Fridays, April through October.*

## Contact Information

### **Street Address:**

500 West Main Street, Durham, NC 27701

Phone: 919-246-9993

### **Mailing Address:**

P.O. Box 362, Durham, NC 27702

Website: [www.museumofdurhamhistory.org](http://www.museumofdurhamhistory.org)

For more information on availability and costs, please contact Patrick Mucklow, Director of Operations

[pmucklow@modh.org](mailto:pmucklow@modh.org) / 919-246-9993, ext. 5.



***Application: Use of the Durham History Hub for a Private Event***

**Group Information**

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address in Full: \_\_\_\_\_

Person Responsible for Event/Payment: \_\_\_\_\_

Responsible Party's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Guests Expected: \_\_\_\_\_

Times of Event (including set-up, clean-up and tear-down times): \_\_\_\_\_

We plan to use the indoor space \_\_\_\_\_ / the outdoor space \_\_\_\_\_ / both indoor and outdoor space \_\_\_\_\_

Will there be food at the event: \_\_\_\_\_ Yes \_\_\_\_\_ No / If yes, please briefly describe (sit-down meal, finger food, passed hors d'oeuvres, etc. ) \_\_\_\_\_

**Set-up Needs**

\_\_\_\_\_ We plan to rent the following from the History Hub (see attached list of available items) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ We plan to rent from \_\_\_\_\_ the following items \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ We will be bringing our own \_\_\_\_\_

\_\_\_\_\_ There will be entertainment provided by \_\_\_\_\_

\_\_\_\_\_ Other (florist, caterer, etc.) \_\_\_\_\_

\_\_\_\_\_ We plan to (check all that apply) \_\_\_\_\_ **Serve** \_\_\_\_\_ **Sell** \_\_\_\_\_ **Beer** \_\_\_\_\_ **Wine** \_\_\_\_\_ **Spirits**

***See important information regarding serving or selling alcohol, included in Policies and Terms of Agreement.***

## Policies and Terms of Agreement

Individuals and groups shall be subject to the following conditions for using the Durham History Hub for social, business or cultural events:

- **Alcohol:** It is permitted to **SERVE** Beer and white wine, but hard liquor is not allowed. **SALE** of beer, wine or spirits is only permitted at Durham Hub events with a temporary license issued by the State of North Carolina.
- **Smoking:** Smoking is not permitted inside the Durham History Hub or within 50 feet of the building.
- **Staff:** For security reasons, at least one museum staff member must be present for the duration of the event, including set-up and tear-down/clean-up.
- **Responsibilities:** At the end of the event, all trash should be placed in the wastebaskets and trash cans. Any spills should be wiped up. Tables and chairs should be placed inside the building. Displays and exhibits should be in good order.
- **Signage:** Signage must indicate the event is private; the Hub will provide a standard “sandwich board” that can be marked as such.
- **Décor:** To protect the integrity of the exhibits, nothing may be affixed to the walls on the interior of the Hub.
- **Music/Entertainment:** The client is responsible for providing their own sound system.
- **Liability:** Client agrees to pay full replacement costs for any damage to the facility (including but not limited to exhibits, displays, signage, furnishings, touch screens, computers or carpet) resulting from use of the Durham History Hub by (1) the Client, (2) by persons attending the event, or (3) any vendors sub-contracted in association with the event. The Durham History Hub assumes no responsibility for personal property brought to the event. In the unlikely event of any damages, the client is 100% responsible for the associated costs within 10 business days of the event.
- **Payment:** A good faith deposit of 25% is required to confirm a booking. The balance is due 7 business days prior to the scheduled event date.
- **Cancellations:** In the event of a cancellation, the Durham History Hub requires a minimum notice of 7 calendar days and will reimburse the client their 25% good faith deposit. Clients cancelling less than 7 calendar days of the event will forfeit their deposit unless the event is cancelled due to “Acts of God.” An Act of God is a legal term for events outside human control, such as sudden floods or other natural disasters, for which no one can be held responsible

## Agreement and Signature:

By signing this application, I affirm that:

- I have received a copy of the Durham History Hub “**Special Event Information**” sheet for my records.
- I have read and understand the “**Policy and Terms of Agreement**” section of the **Special Event Information** sheet mentioned above (including, but not limited to policies on payment, liability, security, alcohol and other responsibilities).
- The information provided on this application is accurate and true, to the best of my ability.

Responsible Party (print)			
Signature		Date	
Credit Card (#, expiration, code)			
Museum of Durham History Authorized Party (print)			

# Special Events

## *PRICING AND COST STRUCTURE*

### **Hub & Gazebo**

- \$150 per hour including set-up, clean-up and tear-down time
- Cleaning Fee: \$100

### **History Hub Equipment Rental:**

- Tables and Chairs: \$50
- Magnetic Exhibit Wall: \$250

**Tax:** The above is subject to applicable taxes (7.5% currently).