

Museum of Durham History

Rental Information



General Information

The Museum of Durham History is located in the historic Five Points downtown area and is a unique venue ideal for small to medium-sized special events.

The Museum offers multiple wonderful interactive exhibits for guests to explore during an event. 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 covered gazebo outside of the Museum. Weather permitting, the gazebo is well suited for an expanded attendance, as well as for small outdoor concerts, art shows, etc.

By renting the museum, you are securing a unique venue for your event and supporting Durham's local history museum at the same time.

Availability

Normal hours of operation are Tuesdays through Saturdays from 10am to 5pm and Sundays 12 to 5pm. The Museum is also open on 3rd Fridays until 8pm. Depending on how extensive the set-up needs are, the Museum is available for special events when it is not open to the public.

Contact Information

Street Address:

500 W Main St. Durham, NC 27701

Phone: 919-246-9993

Mailing Address:

P.O. Box 362 Durham, NC 27702

www.museumofdurhamhistory.org

For more information on availability and costs, please contact the Operations Manager:

manager@modh.org | 919-246-9993, ext.5

Application: Use of the Museum of Durham History for a private event

Group Information

Contact Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Person Responsible for Event/Payment: _____

Responsible Party's Phone: _____ Email: _____

Event Information

Type of Event: _____

Date of Event: _____ # of Guests Expected: _____

Time of Event (include set-up, clean-up, and tear-down) _____

We plan to use the indoor space ____ | the outdoor space ____ | both spaces ____

Will there be food at the event? ____ Yes ____ No | If yes, please briefly describe (sit-down, finger food, hors d'oeuvres, etc.) _____

Set-up Needs

We plan to rent the following from the Museum of Durham History (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

Please see important information regarding serving or selling alcohol in the Policies and Terms of Agreement.

Policies and Terms of Agreement

Individuals and groups shall be subject to the following conditions for using the Museum of Durham History 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 Museum of Durham History events with a temporary license issued by the State of North Carolina.
- **Smoking:** Smoking is not permitted inside the Museum or within 50 feet of the building.
- **Staff:** For security purposes, 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 cleaned 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 Museum 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 Museum.
- **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, touchscreens, computers, or carpet) resulting from use of the Museum of Durham History by (1) the client, (2) by persons attending the event, or (3) any vendors sub-contracted in association with the

event. The Museum of Durham History assumes no responsibility for personal property brought to the event. In the unlikely event of 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.
 - We accept payment in the form of cash, checks, or credit/debit cards over the phone.
- **Cancellation:** In the event of a cancellation, the Museum of Durham History requires a minimum notice of 7 calendar days and will reimburse the client their 25% 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 Museum of Durham History’s “**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	
Museum of Durham History Authorized Party (print)			
Signature		Date	

Pricing and Cost Structure

Rates:

- **Museum & Gazebo**
 - o \$150 per hour including set-up, clean-up, and tear-down time
 - o Cleaning Fee: \$100 (required)
- **Museum Equipment Rental:**
 - o Tables and Chairs: \$50
- **Tax:** The above is subject to applicable taxes (7.5% currently)

Non-profits/Registered 501(c)3 Rates:

- **Museum & Gazebo**
 - o \$75 per hour including set-up, clean-up, and tear-down time
 - o Cleaning Fee:
 - With food and beverage: \$50 (required)
 - If no food and beverage: fee waived
- **Museum Equipment Rental:**
 - o Tables and Chairs: \$25
- **Tax:** Qualified non-profits are tax-exempt.