

# WELCOME TO THE BAY AREA MUSEUM



## ***BAY AREA MUSEUM***

*A community service project sponsored by the  
LUNAR RENDEZVOUS FESTIVAL*

*[www.museumbayarea.org](http://www.museumbayarea.org)*

*P.O. Box 58348, Webster, TX 77598*

## **PARTY/EVENT PACKAGES**

- ◆ **HOST A PARTY/RECEPTION OR DINNER**
- ◆ **HOLD AN EVENT OR CELEBRATION**
- ◆ **SCHEDULE A FORMAL OR INFORMAL MEETING**
- ◆ **WEDDINGS**

We are pleased that you are considering Fletcher Hall and/or the Sanctuary of the Bay Area Museum for your event. We want you to know that the Bay Area Museum Secretary's are happy to work with you to ensure a memorable and pleasant event.

Enclosed in this packet is a copy of our building policies. In order to protect our old historic building, no smoking, dancing, or birdseed throwing is allowed. We ask that you do not move or alter the exhibits, pews, or walls.

Also included are letters and maps for you to give to your caterer, florist, and photographer.

Carefully read this packet and fill in information on pages 2 and 3 when booking a date. If you have any questions please do not hesitate to call the Museum Secretary at 281-326-5950.

Our office hours are:

Saturday 10am-4pm, and Sunday 1pm-5pm. **Events can be booked any day or evening of the week** and the building will be closed to the public during the event.

Event Date \_\_\_\_\_

## BAY AREA MUSEUM REQUEST FOR USE OF FACILITIES

Damage/Clean-Up Deposit: Ck. # \_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_ Returned: \_\_\_/\_\_\_/\_\_\_

Building Deposit: Ck # \_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

Balance Due: \$ \_\_\_\_\_ by \_\_\_/\_\_\_/\_\_\_ Security scheduled \_\_\_/\_\_\_/\_\_\_

Pd. In Full Ck # \_\_\_\_\_ \$ \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Name or Bride's Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Alternate Contact's Name or Groom's Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Event Information:

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day and Date (i.e., Saturday, 22<sup>nd</sup>)

\_\_\_\_\_  
Arrival Time

\_\_\_\_\_  
Event Time: Start-End

Possibility of needing more time after designated time for clean up, etc. Yes \_\_\_ No \_\_\_

How many people will attend this event? \_\_\_\_\_

List of equipment to be used in this facility: \_\_\_\_\_  
\_\_\_\_\_

Services to be used: Caterer \_\_\_ Florist \_\_\_ Will alcohol be served? Yes \_\_\_ No \_\_\_

**FACILITIES REQUESTED AND FEES**

	<u>Amount</u>	<u>Date of Deposit</u>	<u>Amount Deposited</u>
Damage /Clean-Up Deposit	\$100.00	_____	_____
Rental of Fletcher Hall*	\$400.00	_____	_____
Rental of Sanctuary*	\$400.00	_____	_____
Rental for 2 Hour Rehearsal	\$100.00	_____	_____
( Each Additional Hour )	\$ 30.00	_____	_____
Outdoor Area with One Indoor Area*	\$600.00	_____	_____
Outdoor Area Alone*	\$400.00	_____	_____
Ninety Plus Guests Fee	\$100.00	_____	_____
Tablecloth Rental Available At	\$ 10.00 Each	_____	_____
Security Fee - If Alcohol Served**	\$120.00 Cash	_____	_____

( \*Rental Fees are for four hours, any additional hours or part of an hour will be charged at an additional rate of \$30.00 per hour)

( \*\*Security will be contacted by Museum Secretary. Security is for 4 hours, any additional hours or part of an hour will be charged at an additional rate of \$30.00 per hour )

**Minimum Deposit Due at time of Reservation**

Sanctuary or Fletcher Hall:	\$200.00	Sanctuary or Hall & Rehearsal:	\$250.00
Sanctuary & Fletcher Hall:	\$400.00	Sanctuary, Hall & Rehearsal:	\$450.00
Outdoor Area with One Indoor Area:	\$300.00		
Outdoor Area with One Indoor Area & Rehearsal:	\$350.00		
Outdoor Area Alone	\$200.00	Clean-up/Damage Deposit:	\$100.00
Ninety Plus Guests	\$50.00		

**(Cash or Check Only – NO CREDIT CARDS)**

- 1) Balance of all monies must be received 2 weeks prior to event. INITIALS \_\_\_\_\_
- 2) Fee must be paid to Security by Renter prior to leaving. INITIALS \_\_\_\_\_
- 3) Furniture may **NOT** be moved at any time INITIALS \_\_\_\_\_
- 4) Museum tables and chairs may **NOT** be moved outdoors. INITIALS \_\_\_\_\_
- 5) Outdoor Renters must provide tables, chairs and linens for Outdoor Area INITIALS \_\_\_\_\_

**On behalf of \_\_\_\_\_, we hereby accept responsibility for any damages to the Bay Area Museum and/or equipment or other Museum property, and absolve the Bay Area Museum of responsibility for any injury to any individual incurred to the foregoing. We hereby accept responsibility for payment of fees indicated and understand that there may be additional fees as a result of unforeseen circumstances in relation to the named event.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## From Houston

Take EXIT 25 toward FM-528/ NASA Road 1/ NASA/ ALVIN.

0.1 mi

Turn SLIGHT LEFT onto GULF FWY.

0.3 mi

Take the NASA ROAD 1 ramp.

0.2 mi

Merge onto NASA RD 1.

4.9 mi

Turn left into **Clear Lake Park**

Follow the road around to the Bay Area Museum, the small white building.

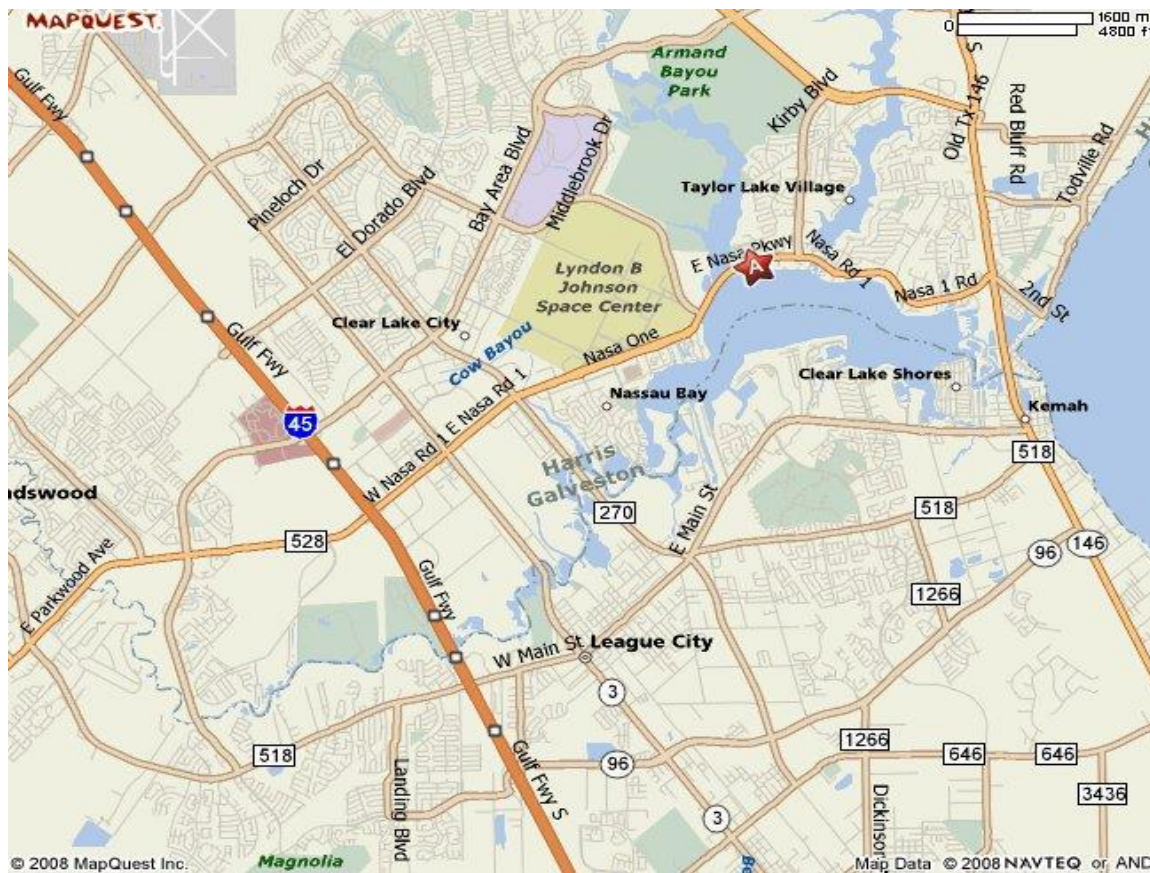
## From Bayport / Highway 146

Turn onto NASA Road 1.

2.7 mi

Turn right into **Clear Lake Park**

Follow the road around to the Bay Area Museum, the small white building.



## BAY AREA MUSEUM POLICIES

### **General Provisions**

The Bay Area Museum will endeavor to provide Fletcher Hall for approved non-profit and community public service groups and/or organizations on a first-come first-serve basis. In order to be approved, a formal written request for utilization of facilities must be filed with the Museum Secretary and approved by the Museum Guild Board. This request must state the date, the duration, which facility, and the individual responsible for the event.

### **Reservation Finances**

A deposit of one-half (1/2) the required amount must be made when the contract is presented to the secretary, we will then reserve the specified dates on our calendar. We will not reserve a date if a deposit has not been paid.

### **Cancellation Procedures**

We require a signed statement of cancellation. The statement must include the date reserved, and a daytime contact name and phone number. Cancellations must be made at least sixty days prior to the event for the full reservation fee to be refunded.

### **Public Display of Art Work and Exhibits**

The Museum will strive to provide for the continued use of space for art work and exhibits in Fletcher Hall. The appropriate Museum persons will determine the content and quality of artwork.

### **Food and Beverage**

The Museum provides the use of Fletcher Hall only. In the event a caterer is used, the caterer must provide the glassware, silver, china, and/or paper goods. The kitchen is available for use, and should be left clean. The museum has a punch bowl, a domed coffee pot, 2 table-top candelabras which may be used. Several tablecloths are available for rental. All of the above items, except the candelabras, may be used only in Fletcher Hall.

### **Alcoholic Beverages**

Only wine, champagne, and/or beer will be allowed in Fletcher Hall and/or the Outdoor Area. Sales of any type of alcoholic beverages are strictly prohibited. When serving alcoholic beverages a security officer is required. Arrangement for a security officer will be made through the Museum Secretary.

## **Damage/Clean-Up Deposit**

To protect against damage to the museum facilities, a refundable \$100.00 damage deposit will be required when a reservation is made for the use of the facilities. The Museum Secretary and Museum Guild Board, if necessary, will assess specific damage charges. **The use of birdseed , rice or confetti is forbidden because it destroys our landscaping.**

## **Set-up/Clean-up**

- ◆ The Museum receptionist will open and close the facility. All events must end by 9:30 p.m. The gates to the park will be locked promptly at 10:00.
- ◆ The heating and cooling system will be adjusted in advance. Please report to the receptionist if you are uncomfortable.
- ◆ The Museum cannot be responsible for the set-up or breakdown of tables and chairs, if used.
- ◆ The receptionist will inspect the facilities after use to insure they are left clean and undamaged.
- ◆ The damage/clean-up deposit will be refunded two weeks after the event.

## **Restrictions**

- ◆ No smoking allowed inside the Museum.
- ◆ No dancing, under any circumstances, will be allowed in Fletcher Hall.
- ◆ Rice, confetti or birdseed is forbidden outside, in the Sanctuary or Fletcher Hall.  
Flower petals will be permitted outside.

## **Exemption From Liability**

The Bay Area Museum cannot be held liable for any form of injury to any individual, or for the loss of, or injury to, the property of any individual, or of any organization or group using the facilities of the Museum.

## **Protection of Property**

Any organization, group or any individual member thereof using the Museum facilities will be held liable for any destruction of, or damage to, any property of these facilities.

**No thumbtacks, staples, nails or tape will be allowed on any of the walls, doors, and furniture inside or outside the Museum. Furniture may not be moved at any time, due to the fragility of our floors and furniture. Museum tables, chairs and linens may NOT be used outside the Museum at any time. Failure to comply with this will result in the retention of the clean-up/damage deposit. \_\_\_\_\_Initial**

## **Modification of Policy**

The Bay Area Museum Board may at any time modify these policies or any regulations or restrictions relevant thereto without advance notice. Please contact the Museum Secretary (281-326-5950) if you have any questions or special requests. Our hours are Saturday – 10 a.m. to 4 p.m.; and Sunday – 1 p.m. to 5 p.m.



## Emergency Phone Numbers

In case of an emergency, please call **281-488-3101** or **281-326-2318**.

## Fees and Charges

- *Reservation Fee* - One half the total amount due.  
This fee is refundable up to sixty (60) days prior to date of reservation.

Sanctuary - \$400.00

The pews seat 77 - an additional 10 chairs may be placed in the sanctuary, bringing the total to 87.  
The Sanctuary may be used during both the wedding and rehearsal for an event.

- Rehearsal - \$100.00  
Two hours (**Additional time at \$30.00 an hour**)

- *Fletcher Hall* - \$400.00 *Sanctuary* - \$400.00  
Weddings, receptions, meetings or events, rental are for four (4) hours.  
Rehearsals are for 2 hours.

Outdoor Area with One Indoor Area - \$600.00

Outdoor Area with One Indoor Area & Rehearsal - \$700.00

Outdoor Area alone - \$400.00

**Outdoor Area Renters must provide tables, chairs and linens for Outdoor Area.**

**All rentals are for 4 hours, except Rehearsals that are for 2 hours, any additional hours or part of an hour will be charged at an additional \$30.00 per hour.**

Ninety Plus Guests Fee - \$100.00

When over ninety (90) guests attend an event, two Museum personnel are required.

Clean-Up/Damage Deposit - \$100.00

This check is held by the Museum and will be refunded after the event **if** the facilities are found to be clean and undamaged.

*Security Officer* - \$120.00

**This is required if alcoholic beverages are served. This officer will be secured by the Museum Secretary. The Security Fee must be paid to Security Officer by the Renter prior to leaving. (Security is for a minimum of four hours, any additional hours or part of an hour will be charged at an additional \$30.00 per hour.)**

Note:

**Furniture may not be moved at any time, due to the fragility of our floors and furniture. Likewise, no thumbtacks, staples, nails or tape will be allowed on any of the walls, doors or furniture, inside or outside the Museum. Museum tables, chairs and linens may NOT be used outside the Museum at any time. Failure to comply with this will result in the retention of the Clean-up/Damage Deposit.**

Dear Caterer,

We are pleased that you are participating in an event being held at our museum and want you to feel welcome here. It is important that this event be a pleasant and memorable experience for all involved. For that reason we want to clarify some guidelines in advance.

1. Our charge to your client for the use of the facilities is based upon a time factor of up to four hours. Further, Clear Lake Park closes each night at 10:00 p.m. We ask that you allow no more than two hours for set-up and preparation in Fletcher Hall and take into consideration that clean-up needs to be completed before the gates close.
2. A small kitchen is available for limited use. Ten tables and one hundred chairs are also available for your use.
3. Only wine, champagne, or beer will be allowed in Fletcher Hall for the reception. Sale of any type of alcoholic beverage is strictly prohibited.
4. Loading and unloading your supplies and equipment may be done through the side ramp doorway. DO NOT use the Clear Lake Park trash barrels, instead, place trash in the dumpsters located in the Community Center parking lot on the right, behind the tennis court.
5. Failure on your part to leave the facilities in a generally presentable condition will cost your clients their \$100.00 Clean-up Deposit.

Please contact the Museum Secretary (281-326-5950) if you have any questions or special requests. Our hours are Saturday – 10 a.m. to 4 p.m.; and Sunday – 1 p.m. to 5 p.m.

Sincerely,  
Bay Area Museum  
Building Use Committee



Dear Photographer,

We are pleased that you are participating in a wedding being held at our museum and want you to feel welcome here. It is important that this wedding be a pleasant and memorable experience for all involved. For that reason we want to clarify some guidelines in advance:

1. We encourage a reasonable use of time before and/or after the ceremony for the taking of pictures. The use of videocassette recorders is permitted from the left rear of the sanctuary.
2. None of the exhibits may be moved during the picture taking.

Please contact the Museum Secretary (281-326-5950) if you have any question or special requests. Our hours are Saturday - 10 a.m. to 4 p.m.; and Sunday - 1 p.m. to 5 p.m.

Sincerely,

Bay Area Museum  
Building Use Committee

Dear Florist,

We are pleased that you are participating in a wedding being held at our museum and want you to feel welcome here. It is important that this wedding be a pleasant and memorable experience for all involved. For that reason we want to clarify some guidelines in advance:

1. Our charge to your client for the use of the facilities is based upon a time factor of up to four hours. Further, Clear Lake Park closes at night at 10:00 p.m. We ask that you allow no more than two hours for decorating the sanctuary and take into consideration that removal must be completed before the gates close. If necessary you may return to disassemble your decorations when the museum is open to the public on the following day.
2. Loading and unloading your supplies and equipment may be done through the side ramp doorway. DO NOT use the Clear Lake Park trash barrels, instead, place trash in the dumpsters located in the Community Center parking lot on the right, behind the tennis court.
3. Pew markers may be used—however, no tape or candles may be attached. Please do not use any materials such as nails and tacks that will leave marks on the pews or walls.
4. Only reliable, sturdy candelabras may be used.

Please contact the Museum Secretary (281-326-5950) if you have any question or special requests. Our hours are Saturday - 10 a.m. to 4 p.m.; and Sunday - 1 p.m. to 5 p.m.

Sincerely,

Bay Area Museum  
Building Use Committee