



# Morton Museum of Collierville History

## Facility Rental Policy

The Morton Museum of Collierville History makes portions of its public spaces available for facilities rental. In order to help care for the Museum and its contents, any and all reservation, agreements, and contacts for the use of the facilities must adhere to the following:

**I. Mission**

The Mission of the Morton Museum of Collierville History is “to preserve, interpret, and impart knowledge of the history of the Town of Collierville and to foster an appreciation of its historic significance.” Within the context of the MMCH mission, the facilities will be made available during and after hours of operation.

**II. Rental Type Allowed**

The purpose of facilities rental is to provide a space and appropriate amenities for groups using exhibitions, and programs, or in support of educational activities undertaken by the rental group utilizing the museum building or grounds. In compliance with the policies of the Town of Collierville and the MMCH mission, Museum facilities may not be used for political fundraising events (such as rallies).

**III. Event Preparation**

Arrangements regarding building access, deliveries, additional set-up, and removal of equipment must be reviewed in advance with the Museum Director. All Events must conclude at 12 am, or additional service fees (\$350.00 per hour) will apply.

Set-up time for vendors must be scheduled for the day of the event during the allotted block of time agreed upon within the rental agreement. A \$225.00 weekend hourly rate will be applied for each additional hour needed for set-up on the day of the event. Additional rental fees may be charged for prior day set-up.

**IV. Event Responsibility**

**a. Deposit**

A \$350.00 damage deposit is required upon signature of the rental contract with the full rental fee being paid at least two weeks prior to the scheduled event. The client is responsible for all costs incurred including fees pertaining to catering, rental items, decorations, entertainment, audio visual equipment, and extra security.

**b. Equipment Rental**

The client is responsible for renting or supplying any equipment needed for the event, such as audio-visual equipment, linens, etc. The Museum cannot be held responsible for lost, damaged, or stolen supplies, equipment, or other property belonging to the client of the client’s suppliers. **The Morton Museum does have 18 six-foot rectangular tables, 3 24” d. round bistro tables, (2) 2 1/2ft. x 2 1/2ft. card tables, 95 chairs (gray, black & red), microphones (wired, wireless, & lapel), projector and screen, and a PA system for use during your event (subject to availability).**

**c. Moving Equipment**

The client must provide sufficient moving equipment and staff for the set-up and removal of supplies. The floors in the Museum are especially susceptible to damage; therefore, any sliding or dragging of equipment on these surfaces is strictly prohibited

**d. Caterers**

Caterers used for an event must be on the Morton Museum's preferred caterers list. If the client wishes to use a caterer not on the preferred caterers list the caterer may apply through the Town of Collierville to be put on the preferred caterers list. The client should budget at least 2 weeks for this process to be completed.

**Sternos are prohibited.**

If the client wishes to serve beer and/or wine at their event, the service provider must be on the Morton Museum's preferred caterers list. Additionally, the client must apply to the Town of Collierville's Board of Mayor and Alderman for approval to serve alcohol at the event. The application must be submitted for approval a minimum of 8 weeks prior to the event date. Contact Assistant Town Administrator, Adam Hamric ([ahamric@colliervilletn.gov](mailto:ahamric@colliervilletn.gov)) for application and details.

**e. Florists and Decorators**

**All greenery or flowers must be treated by a commercial florist** to prevent the introduction of insects or pests into the Museum. Special attention should be given to holiday floral displays, which often incorporate plant material gathered from wooded areas, rather than traditional floral supply houses. Live trees and potted plants are strictly prohibited. These actions must be taken to protect artifacts housed in the facility. Delivery arrangements must be made with the Museum Director.

**f. Cleanliness**

Clients and their suppliers are responsible for the removal of items brought into the Museum and for ensuring adequate cleanliness. All trash must be placed in sealed bags in the outdoor trash bins at the conclusion of the event. Tables and chairs belonging to the Museum must be free of food and properly cleaned.

**g. Hazards**

All electrical cords and equipment provided by the client must be installed so as not to present a hazard for guests and must be in accordance with the Collierville Fire Department safety guidelines. All music levels must conform to local noise ordinances.

**h. Regulations**

The Morton Museum of Collierville History is subject to various regulations which require the following prohibitions:

- No smoking anywhere inside the facility.
- No fog machine.
- No open flames or sternos.
- No food or drink in the exhibition spaces.
- No scented candles or oils may be used.
- No gum or popcorn.
- No throwing confetti or other materials inside or on the grounds of the facility.
- **Nothing may be hung, nailed, stapled, or taped to any of the facility walls, ceilings, floors, or furnishings.**
- Helium balloons are not permitted inside or outside the facility.
- Only the approved entrances and exits may be used during the event, designated at the client walk-through.
- No birds or wild animals may be released on the grounds.
- Hosts, guests, and all contracted personnel will conduct themselves in a manner benefiting that of a historical structure, respectful of a museum environment and its artifacts.
- Non-flash photography is permitted inside the permanent exhibit.
- Only vendors approved by the Museum Director are allowed on the property.
- Loitering is strictly prohibited in the parking lot.

**i. Off-Limit Areas**

To ensure the safety and security of the facility and its contents, as well as to minimize the liability to the client, all non-rented areas are off limits to the guests, clients, caterers, and other clients support staff.

**j. Damages**

The client assumes full responsibility for any damage to the physical premises and properties of the Morton Museum of Collierville History and for any personal injuries that occur within the hours during which the event takes place.

**k. Non-Profit and Government Organizations**

A 20% rental discount may be offered to non-profit organizations submitting their 501(c)3 status and to local, state, and federal government organizations.

**l. Museum Representation**

A representative of the Museum will be on site throughout the duration of the event to provide event coordination. Staff will be on hand to address any concerns during the set-up of the event.

**m. Parking**

The Museum parking lot accommodates 30 vehicles, including one handicapped space. Loitering is strictly prohibited in the parking lot. As the parking lot is public, Museum staff can only guarantee a limited number of reserved spaces. Additional parking is available in the public lots off Washington Street and behind the Court House, as well as around Town Square.

**n. Exhibits**

Exhibits are located throughout the facilities. Exhibits are considered “permanent” and cannot be moved. This includes but is not limited to display cases, signage, and holiday decorations. Exhibits change periodically; therefore, the Museum cannot guarantee that the rented space as listed in the rental contract will appear the same as when originally viewed by the client.

**o. Exceptions**

The Morton Museum of Collierville History reserves the right to make exceptions to the rental policy with prior approval by the Museum Director and/or the Town of Collierville’s Board of Mayor and Aldermen.

**p. Special Notes**

An area will be provided for brides and bridesmaids to get ready (they can use hot curling irons and apply makeup in the restroom as these items are not allowed in the Reading Room). The groom and groomsmen will need to come to the Museum already dressed and ready to go.

Snacks and beverages are allowed but must be kept in the break room.

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**q. Pricing - Two-hour minimum on all Museum facility rentals.**

Morton Museum of Collierville History

Weekday (Before 5pm)

Per Hour: \$150.00

Four-Hours: \$525.00

Eight Hours: \$1050.00

Weekend/Evening

Per Hour: \$225.00

Four-Hours: \$825.00

Eight Hours: \$1650.00

**Additional fees**

Rehearsal Fee: \$100.00

This fee allows the client one hour of access to the Museum the night prior to the event, from 5-6 pm, if the rehearsal goes over the hour time, then the Museum will charge an additional one hour at the rate of \$150.00.

Set-up Fee: \$125.00

This includes setting up the chairs or tables provided by the Museum. If the client elects to rent items from a vendor (and has the vendor do the set-up) this fee will be waived. If the client requests the use of some of the Museum's equipment, a partial fee will be charged.

Table Linen Rental: \$15.00 per table (black and white linens available)

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**All Events must conclude at 12 am, or additional service fees (\$350.00 per hour) will apply.  
Morton Museum of Collierville History Letter of Agreement**

Please sign and date this agreement after you have read and understand the terms and conditions of the rental agreement.

If we fail to meet our obligations under this agreement for any reason beyond our control, our failure is completely excused, and we may cancel this agreement by returning your deposit.

I have read and understand the terms and conditions of the rental policy and agree to pay and ensure all payment of charges incurred.

The damage deposit will be refunded within 2 weeks (10 business days) following the event if no damage is found.

\_\_\_\_\_  
Company/Group Name

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Museum Representative

\_\_\_\_\_  
Date