



## Frequently Asked Questions

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### How long can I rent a space?

Rentals typically include 4 hours of event time, but some areas have other options.

### What if I need additional hours?

Additional hours are available for \$300 per hour.

### When can I start to set up?

You can begin setup in Grand Hall and all of the exhibits at 5 p.m., after Exploration Place has closed to the public. WaterWay Hall can accommodate decorations as early as 2 p.m. Special arrangements can be made with the Facility Rentals Manager.

### Can I bring my own food?

Exploration Place has a list of preferred vendors to choose from who are familiar with our facility, policies and procedures.

### Is alcohol allowed?

Yes. All alcohol must be served by a licensed and insured bartender. The bar service must be able to show proof of its liquor license. You may supply alcohol as long as a licensed bartender is serving.

### What is included in a rental?

All indoor rentals include staffing, setup of all tables and chairs, as well as tear down at the end of the rental. Security is provided for rentals after business hours. While Exploration Place may not have all items you require for your rental, we offer a preferred list of vendors that we can share with you. Please ask the Facility Rentals Manager for more information.

### Who is responsible for cleanup?

You are responsible for anything you or your guests bring into the event. Exploration Place will be responsible for the breakdown of chairs, tables, trash, etc.

### If I have an outdoor event is there a rain contingency plan?

We encourage you to plan ahead for rain, and make a contingency plan that includes using tents. We are happy to rearrange the layout of your event if rain is in the 48 hour forecast, but there are no guarantees for inclement weather. We ask that you notify the Facility Rentals Manager of any major changes 48 hours in advance. If you need to cancel due to dangerous outdoor conditions beyond rain, we would be happy to find another date that is agreed upon by both you and Exploration Place.

### What happens if I need to cancel?

Exploration Place requires 30 days' notice for all cancelled rentals. If a cancellation occurs more than 30 days of the event date, 50% of the rental fee is nonrefundable. No amounts will be refunded if notice of cancellation is fewer than 30 days prior to the date.

# General Guidelines

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## Rental of Facility

- All signed Rental Agreements must be submitted to Facility Rentals Manager ten days after it is initiated.
- A \$300 deposit is required to secure the event date and space. This deposit is nonrefundable but does go towards the overall balance.
- Exploration Place will not be responsible for damages or injuries resulting from the conduct of vendors or guests, whether negligent or otherwise.
- Renter will have one hour after the event to clean the facility of any decorations or trash before incurring additional rental charges.
- Exploration Place will not be responsible for any property left before or after rental.
- Exploration Place is a non-smoking facility.
- All prices are subject to change without notice.

## Damage to Property

- Renter is responsible for any damage or vandalism done to Exploration Place by guests or vendors during this rental.
- Exploration Place will not be held responsible for any vandalism or theft in the parking areas.
- Exploration Place reserves the right to prohibit food and drink in selected exhibit areas.

## Disruptive Behavior

- Exploration Place reserves the right, in its discretion, to escort any guests off the premises.
- Exploration Place is not responsible for any injuries that occur before, during or after rental events.

## Severe Weather

- In case of severe weather, Exploration Place staff will execute severe weather procedures.
- If an event is cancelled within a 48-hour period prior to the event due to acts of God, terrorist activity, riot or civil commotion, i.e., "Force majeure," Renter shall have the right to reschedule the event to another day.

## Decorations

- Decorations and entertainment setup may begin as outlined in the rental agreement.
- Decorations must be removed immediately after the event.
- Permanent attachments and decorations cannot be hung from the ceiling or any walls. Any damage from hung decorations will be repaired at Renter's expense.
- Candles are permitted if used with a preapproved holder. The holder must be tall enough to cover the flame by 2 inches.
- No substances may be applied to the dance floor such as powder, glitter, etc.
- No devices may be used to simulate fog.
- Rice, birdseed, crepe paper, rose petals, confetti, glitter, bubbles or helium balloons may not be used or thrown inside Exploration Place.

## Preferred Vendors

- Exploration Place has a list of preferred vendors to choose from who are familiar with our facility, policies and procedures. If your vendor of choice isn't listed we are accepting applications and encourage them to apply.

## Alcoholic Beverages

- All alcohol served at Exploration Place must be served by a licensed bar service.
- Exploration Place is not responsible for guests that consume alcohol in excess while on the property or after the event has ended.
- For events occurring during the museum's business hours, no alcohol is allowed where public is present.