



EVENT RATES, RULES, AND GUIDELINES B'S BALLPARK MUSEUM

DENVER, COLORADO · ESTABLISHED 1999

NON-PROFIT ORGANIZATION · 501 (C)(3)

Rental Area

- Accommodates up to 50 people for a reception.
- Includes Foyer/Hallway with hardwood floors and exposed brick walls, museum, board room, and kitchen area.

Rental Guidelines

- Events may be held from 8:00 a.m. to 11:00 p.m. Museum-sponsored educational programs and co-sponsored events have first priority for the use of museum space.
- Smoking is not permitted in B's Ballpark Museum.
- Food and Beverage items are not permitted in the museum. (Exceptions may be made on a case-by-case basis.)
- Renters must gain prior approval from the museum's event coordinator for music and volume levels; photography; the use of candles, Sterno, or any flame; and decorations.
- Renters must notify the museum's event coordinator two weeks in advance of any arrangements made for delivery of equipment or materials.
- A lease agreement and certificate of insurance for a general liability of one million dollars must be completed prior to the event.
- All vendors operating in the museum building must provide proof of insurance with necessary companies listed as "additional insured" prior to the event.

Catering

- B's Ballpark Museum does not operate on-site catering services. The museum has a small caterers' kitchen located in the back of the building. The kitchen is equipped with sinks, preparation areas, warming ovens, refrigerator and freezer and dishwasher. Caterers must make special arrangements in advance to leave any equipment or materials in the museum past the conclusion of the event.

Additional Fees

- An on-site manager to provide building over-site during events.
- Set-up and clean-up
- Museum guards to provide gallery security during events when the exhibition galleries are open. The number of guards needed depends on the number of guests.
- A sound system, cocktail tables, and banquet tables are available for rental.
- Bruce "B" Hellerstein is available for museum tours to "bring the collection to life."

Reservation, Cancellation, and Billing Policies

- A temporary hold may be placed for up to two weeks. A \$250 non-refundable, security deposit is required to confirm a reservation. This deposit is applied to the final rental bill.
- The standard rental rate for use of the entire facility (including the foyer/hallway, museum, board room, and kitchen area) is \$1,000.00 USD for a 5-hour time-frame (time may be flexible, depending on availability).

Call Details Special Event Production Company, Inc. to book space for your next event at B's Ballpark Museum.
Contact Michelle Bokone at 303-697-9400 or michelle@detailsproduction.com

WWW.BALLPARKMUSEUM.COM

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