

Rental Policy

Historical Museum at Fort Missoula

MISSION STATEMENT:
“Keeping Missoula County’s History Alive”

The Historical Museum at Fort Missoula (HMFm) is dedicated to increasing the knowledge and understanding of the history of the county and city of Missoula, the history of Fort Missoula and the military presence in the area, and the history of forest management and the wood products industry in Western Montana. Use of any facility at the Historical Museum must not be in conflict with the spirit of the Mission Statement.

THE SITE:

The HMFm is located on 32 acres of land at the core of what was historic Fort Missoula (1877-1947), an area that was listed in the National Register of Historic Places on April 29, 1987. The Museum has in its collection an estimated 25,000 objects and 14 historic structures. The Museum's indoor galleries, with both long-term and changing exhibits, deal with topics of specific and general interest from the period of early exploration to modern times. These, together with the outdoor interpretive areas, a complex of original and relocated historic structures, present a picture of the life and material culture of Missoula County. In addition to the core program of exhibits and buildings, the Museum provides guided tours, workshops, living history demonstrations and other activities appropriate to its purpose.

SPECIAL EVENTS:

A major purpose of the HMFm is to serve as a recreational and educational site. Because of the attractive nature of the Museum grounds and buildings, special events of both public and private nature are frequently scheduled. Special events sponsored by the HMFm or the Friends of the HMFm are regularly scheduled throughout the year for the enjoyment and edification of the general public, and take priority over all other events. Other special events, including bus tours, weddings, festivals, powwows, etc., may be organized by outside individuals and/or organizations, and the purpose of this policy paper is to set forth the rules and procedures regarding any of these events.

DESCRIPTION OF FACILITY:

Indoor rooms

- At present, the HMFm does not have an indoor facility large enough to handle groups of larger than 50 - 75. It is possible to hold parties, meetings, and various receptions for a limited number of people inside the main Museum building; however, food and drink must be confined to the reception area. Use of the depot, school, barracks, and church exhibit areas may also be negotiated.

The gazebo

- The gazebo is located on a very appealing 2-3 acre site directly west of the main Museum, near the formal beds of iris. The gazebo has open sides and is covered by a shingled roof. It is wired for electricity and has a ramp for accessibility. The HMFm regularly maintains and paints the gazebo and will be responsible for mowing the grass.

Tents

- It is possible to rent large tents from various vendors in the Missoula area that may be set up on the grounds to provide cover from sun or rain (permission must be obtained from the

Executive Director of the HMFM in advance). Because of the underground irrigation system in the West Lawn, due care must be taken when putting in any tent stakes.

Tables and chairs

- Chairs and tables can be rented from a number of vendors in the Missoula area. (NOTE: The HMFM does have a number of picnic tables on the grounds. If the picnic tables are not in use, they may be moved by the renter, but they must be replaced by the renter at the conclusion of the event.)

Music/Amplification

- Any musical instrumentation or amplification system must be provided by the sponsoring individual or group.

Electricity

- There are electrical outlets available at various locations on site, please contact the staff for specifics. For any event determined by the Executive Director to be a major event, requiring large amounts of electricity, the sponsoring organization will be billed for electrical usage on a negotiated basis.

Games

- The grassy areas around the gazebo, as well as the areas immediately east of the main Museum building, may be used for volleyball, baseball or other activities that require space and do not damage the area or adjacent buildings. Games, which damage the lawn, such as horseshoes, may be played but permission by the staff is required first with a suitable location chosen. The rest of the grounds are also available for outdoor activities, but caution must be exercised because of rough ground conditions.

Flowers

- Flowers grown at the Museum are not to be cut or picked under any circumstances. Bushes and trees may not be tampered with. Cut flowers for any event must be provided by the sponsoring organization or individual, and removed at the conclusion of the event.

Water

- Water is available inside the main Museum building and at the Amphitheater Restrooms during regular visiting hours via drinking fountains in the lobby and sinks in the restrooms.

- Outdoors, water is available from several sources: an all-weather drinking fountain located on the south end of the main Museum building, and faucets mounted on the east and west sides of the same building. Permission to use the water must be obtained from the Museum staff ahead of time. Additional water is available from the Amphitheater Restroom. There is nonpotable water available at the irrigation well house near the amphitheater; permission must be obtained from the Executive Director of the Museum before using this.

Restrooms

- Handicapped-accessible restrooms are available inside the main Museum building at no charge during regular visiting hours. After hours, the sponsoring organization or individual must provide their own restroom facilities (i.e., rent chemical toilets) unless prior arrangements have been made to keep the Museum building open after hours.

- Amphitheater restrooms must be arranged for separately.

Traffic control

- If a large amount of traffic is expected for the event, the Executive Director of the Museum may insist and specify that some form of traffic control be exercised, whether it is a policeman, traffic barriers, or some other control agent.

Parking

- A small parking lot is available in front of the main Museum building. Parking is allowed on only one side of the roads around the Museum, the side opposite the grounds that the

Museum buildings stand on. For very large groups, parking is available in the field behind the lookout tower. (NOTE: Use of this last area must be pre-approved by the Executive Director of the Museum and the renting group must follow the parking guidelines developed by the Friends and the Missoula City/County Health Department.)

Insurance

- A certificate of insurance must be filed with the Museum, holding the Museum, the staff and the county harmless for all actions and showing the correct form of liability insurance. This is a requirement of the Missoula County Risk Manager and *does not apply to small group or wedding parties (2/28/01)*.

Alcoholic Beverages

- Alcoholic beverages may be brought onto the HMFM grounds in accordance with all applicable state and local regulations, and consumed as part of a reception or other special event. These beverages may not be brought into the main Museum building at any time and may not be sold to other visitors on the grounds.

- If alcohol is to be served by a caterer, the caterer must file a liquor liability insurance form with the Museum, and have all applicable permits.

- If any individuals at the special event become too disruptive, the staff person on duty is authorized to order them to leave or call the police.

Clean-up

- The sponsoring group or individual is responsible for cleaning the area of the grounds used immediately following the event. A dumpster is available for use and is located inside the wooden enclosure in the Museum parking lot, to the north of the main Museum building; if over 500 people are expected to attend, or if a lot of trash is to be generated, then the sponsor must provide for adequate trash removal. Cleanup is to be completed by no later than 9:30 AM the following day; failure to perform will result in the forfeiture of the security deposit.

Reporting attendance

- Please report attendance figures (actual or approximate) from the event to the Museum staff.

Other Structures on the Museum grounds

- The historic structures on the grounds, as well as the logging locomotive, wagons and other historic objects, are to be considered "off-limits" and are not to be climbed on or entered.

FEE STRUCTURE:

I.

GROUNDNS

- Bus tours - because of the demands on the staff and facilities, it is necessary to charge the normal per person admission fee for all groups. (NOTE: this does not apply to school groups, who will be charged 50 cents per student, a minimum of \$25; teachers, bus drivers, chaperones will continue to be free. Staff on duty have the authority to waive or reduce fees.)

- Weddings, parties, receptions, meetings and other small events:

SEE SPECIFIC SECTION FOR WEDDINGS & SMALL EVENTS

- Fund-raising events - the fee will be determined by the amount raised, in lieu of a rental charge.

10% of the gross revenue for non-profit groups.

15% of the gross revenue for private groups.

- Festivals - for festivals in which the Museum is not the prime sponsor, the organization must negotiate a specific, one-time only contract stipulating all conditions, including insurance,

sponsorship, electricity, sanitation, concessions, security, fire control, water, publicity, set-up and clean-up, first aid, parking, signage, alcohol, fees, etc.

NOTE: The Executive Director of the Museum may, at his discretion, negotiate or waive the fees, based on the merits of individual cases.

SECURITY DEPOSIT

Anyone wishing to use the grounds and/or amphitheater for an event must pay a damage and cleaning deposit. Security deposits will be negotiated on a case-by-case basis.

II.

WEDDING & SMALL GROUP FEE STRUCTURE

\$200.00 (including a \$50 nonrefundable deposit below) during posted Museum hours, plus \$25/hour after hours if the Museum is requested to remain open. If additional buildings are to be used and/or additional staff required, additional charges must be negotiated.

NOTE: The Executive Director of the Museum may, at his discretion, waive or adjust the fees, based on the merits of individual cases.

NONREFUNDABLE SECURITY DEPOSIT

A non-refundable deposit of \$50 (applicable to the total fee as above) is required to reserve the site. This must be paid at the time the agreement is concluded.

REFUNDABLE SECURITY DEPOSIT

A deposit of \$100, due two weeks before the event, will be held until after the event in case of any damage to the grounds, buildings, or utilities of the Museum. The Executive Director and the renter (or their representatives) will meet after the event to determine if any damage has been done.

SCHEDULING AN EVENT

To schedule any event at the Museum, simply complete the following steps:

Call, write or visit the HMFM office and ask for an appropriate Event Request Form, and inform the Museum staff of the date of the event you wish to hold the event. The staff will check the master calendar for any scheduling conflicts.

Complete the appropriate Event Request Form and return it to the office, along with a \$50, non-refundable reservation fee, applied to the total fee (not applicable for wedding or small group functions, see specific form).

After the event is approved and the date is confirmed, you will need to visit the Museum office, sign the rental agreement and pay the remainder of your fee and your security deposit, as appropriate.

NOTICE

All appropriate and applicable city, county, and state permits must be obtained by the sponsoring organization, with copies filed at the Historical Museum no later than two weeks before the scheduled event.

Questions?

For more information, contact the Executive Director of the Historical Museum at Fort Missoula by calling (406) 728-3476.

FORM IS ATTACHED

Approved by the Board of Trustees, April 16, 2001

Amended by the Board of Trustees, December 18, 2006

Wedding/Small Event Request Form

Historical Museum at Fort Missoula

Building #322 - Fort Missoula

Missoula, MT 59804

(406) 728-3476

Prior to receiving your nonrefundable \$50 deposit, the agreed-upon date of your wedding or small event is recorded, but not guaranteed. Upon receipt of the deposit, that date will be confirmed and guaranteed for your use.

Date of wedding/event: _____ Beginning at _____ am/pm

Hours Requested for grounds use: _____ am/pm until _____ am/pm

Hours Requested for Museum: _____ am/pm until _____ am/pm

NOTE: Museum requires a \$25/hour surcharge beyond normal open hours.

Individual(s) Renting: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

Insurance Company: _____

Facilities Requested: _____

Anticipated Attendance: _____ Will Food Be Served? _____ Alcohol? _____

Name/Address of Caterer: _____

Total Cost: \$ _____

Balance due: \$ _____

Entire Amount due

Deposit: \$ _____

Payment: \$ _____

prior to event

Balance: \$ _____

New Balance: \$ _____

Balance: \$ _____

Date paid: _____

Date paid: \$ _____

Date paid: _____

Refundable Security Deposit: rec'd \$ _____ / _____ / _____ returned \$ _____ / _____ / _____

Agreed to this _____ day of _____, 20_____.

Historical Museum at Fort Missoula

Renter

Grounds Use Request Form

Historical Museum at Fort Missoula
Building #322 - Fort Missoula, Missoula, MT 59804
(406) 728-3476

Individual/Organization Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____

DATE(S) Requested: _____

Hours Requested: _____

Facilities Requested: _____

Type of Activity: _____

Is the event private or sponsored by an organization? _____

Is the organization nonprofit? _____ IRS letter attached? _____

Do you have insurance? _____ If yes, amount: _____

Insurance carrier: _____

Will food be served? _____ Sold? _____

Types of food _____

How will food be prepared _____

Person responsible for food _____

Person(s) preparing and controlling food _____

Will beer or other alcoholic beverages be on the grounds? _____

Will beer or other alcoholic beverages be sold? _____

Will admission be charged to the event? No ___ Yes___, How much _____

Will any of the following be needed?

Restrooms _____ Parking _____

Traffic control _____ Electricity _____

Concession parking _____

Anticipated audience size: _____

If there is an accident, injury or medical problem, who pays for transport and related bills of injured parties? _____

Arrangements for clean-up and security: _____

Parties agree that if the date(s) and event are acceptable, a contract dealing with all of the specifics will be drawn up. Issues to be covered include, but are not limited to: rental fees and payment schedule, parking, security, and trash removal.

\$50 application fee attached? _____ Date: _____ By: _____