



## PRIVATE EVENT FACILITY USE GUIDELINES

**PLEASE NOTE:** This entire agreement signed and initialed must be returned to the Event Coordinator no later than 30 days prior to your event. If it is not received by the Event Coordinator, you will be charged an additional \$500 non-refundable cleaning deposit.

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Thank you for hosting your event at the Forney Museum of Transportation! The following information is provided to assist in planning your special event. For further information or any questions, please contact the Event Coordinator at [events@forneymuseum.org](mailto:events@forneymuseum.org) or 303-297-1113.

The Forney Museum of Transportation is a hidden gem centrally located near Downtown Denver. This unique venue holds a collection of over 500 historical artifacts including railroad cars, automobiles, carriages, motorcycles, and wax figures. The Museum hosts a variety of celebrations from 20-500 people.

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### EVENT SET-UP-

The event host and/or caterer is responsible for all set up of the event space including any tables, chairs, linens, equipment, etc. Please work with your caterer to determine who will be responsible for the set-up. The Forney Museum staff will be available during your set up for any questions and to ensure the facilities are being taken care of.

Vendors and Host should provide all equipment needed for transporting food and supplies. The Museum cannot guarantee use of any type of dolly or rolling carts.

Delivery and set-up times should be arranged through the Event Coordinator and will be based on the number of guests, contract, hours and complexity of event.

### CURRENT INVENTORY-

Event Host is welcome to utilize Museum owned special event tables and chairs included with your private event rental. The Museum currently owns the following items:

- Seven 5 ft. round tables (seats 10 people)
- One 4 ft. round table
- Fourteen 6 ft. banquet tables
- Four 8 ft. banquet tables
- 90 Blue hotel stacking chairs
- 90 Blue metal chairs
- One podium



Event Host may rent the Museum's black tablecloths for \$9 each. The total rental fee will be deducted from the deposit. If you bring in additional tables for your event, you must use that rental company for all of your linens to avoid confusion of inventory.

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The Museum has a music system with speakers to carry sound throughout the Museum. The system can play music from any device with a headphone jack. The use of the system must be overseen by the Event Coordinator.

#### **VENDORS-**

The Forney Museum does not require use of any exclusive vendors for your event. You may work with whomever you'd prefer for your event. All vendors must be approved by the Event Coordinator no later than 14 days before your event. All approvals, arrangements and access to Museum for caterers and all other vendors must be coordinated through the Event Coordinator.

Please inform your vendors that all pickups and deliveries of goods must be coordinated through the Event Coordinator to ensure vendor access to building and/or rental space.

Noise should be kept to a reasonable level. The Museum does not have any Audio Visual Equipment.

Please see the preferred vendors list at the end of this document. These vendors are trusted and have worked with the Museum before. The Forney Museum provides a complimentary concierge service to assist with securing any vendors you may need. Please ask the Event Coordinator for details and any assistance.

#### **CATERING-**

Caterer must provide required & appropriate permits in connection with event. Food and beverages may be consumed and served in designated areas only. Caterers may not cook with open flame inside building.

Trash can liners within the venue are the responsibility of the Host. Host/Caterer is responsible for emptying trash from cans and replacing liners throughout the event, and ensuring trash areas are clean at end of event. The Museum has one trash and one recycle dumpster for the disposal of trash.

The Museum provides an area for caterers to prep and store food and supplies. The Museum does not have a refrigerator, freezer, or ice machine. We do have a sink for caterers to fill water pitchers.

#### **ALCOHOL-**

Alcohol served to or consumed by minors is strictly prohibited.

If liquor is sold, an appropriate liquor license must be obtained and provided to the Event Coordinator no less than 10 days prior to event.

A trained professional bartender who is NOT a guest at the event is required for all events that are to serve alcoholic beverages. Professional bartenders working independently of caterers or licensed and insured bartending services are required to show proof of their training as a professional bartender, along with a photo ID to the Event Facilitator on the day of the event before any alcohol service will be permitted.

At the end of the event, the catering supervisor and/or Host and Event Coordinator must conduct a walkthrough of all areas to ensure the building is in acceptable condition.

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**SIGNAGE-**

You are welcome to place A-frame (stand alone/sandwich board) signs and/or balloons near Brighton Boulevard to direct your guests. Signs may not be affixed to any Forney Museum signage. Signs must be removed at the conclusion of the event.

Signs placed inside the Museum must be approved by the Event Coordinator and must be adhered with non-invasive materials.

**SUPPLIES-**

Event host is responsible for all supplies needed for special events including extension cords, zip ties, office supplies, and trash bags. The Forney Museum will provide trash and recycle bins for your event. All receptacles **MUST** be covered with 33-gallon trash bags. If receptacles are not covered, you will be responsible for cleaning them.

**DECORATIONS-**

Nothing may be strewn on the floors inside the Forney Museum. This includes, but is not limited to, confetti, glitter, crepe paper, rice, birdseed and flowers. Nothing may be affixed to any surfaces without prior clearance from the Event Coordinator. All decorations must be approved in advance. Any decorations requiring ladders must be hung by Forney Museum staff and will be charged at \$100 per hour with a 2 hour minimum.

Smoking, open flames, real-flame votives, taper or unshielded candles, and pyrotechnics of any kind are not allowed inside the Museum. We require the use of battery-operated candles.

All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event unless other arrangements are pre-made with the Event Coordinator.

**LOGISTICS-**

All elements of the event chronology, vendor plans, and design must be submitted and approved 14 days in advance.

The Museum can create a floor plan for your event if you'd like. The Event Coordinator has measurements of the space and can assist with creating the best layout for your event.

Delivery times and items must be confirmed and approved through the Event Coordinator no later than 14 days in advance. Deliveries are only accepted the day of the event unless prior approval is obtained from the Event Coordinator. All Event Host property is stored and handled at the risk of the Event Host. No event equipment or supplies may be left in the building after the conclusion of the event unless prior approval is obtained from the Event Coordinator. The Museum is not responsible to the Host or its vendors, suppliers or agents for any missing or damaged items.

A Museum staff member will be onsite to ensure adherence to contractual requirements and the safety of the building. The Museum has swamp coolers and full heat. The Museum will check and stock all bathrooms prior to your event.

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For an additional cost, the Museum can provide guided tours to your group. Tours must be taken in groups of 10-20 people. Reservations for tours must be made at least 14 days in advance.

The Museum has a 1920's red and black Model-T that you are welcome to use for a photo booth. Host must provide all props needed. Props must be removed at the end of the event.

The Museum does have enough WiFi connectivity for your vendors to utilize including any auction bidding software or payment processor. The WiFi information should not be given to guests.

#### **WALK-THROUGH-**

A logistics walk-through of the Museum is encouraged at least 14 days prior to your event. A list of required tables and chairs must be provided to the Event Coordinator at the time of or within 3 days of the walk-through. All walk-throughs must be scheduled with the Event Coordinator.

#### **CLEANING GUIDELINES-**

At the conclusion of the event, the event space must be cleaned thoroughly (including the floors). All stains should be treated and removed. Brooms, mops, and cleaning supplies are provided. All trash cans must be emptied and all trash must be removed from the building. The Museum is not responsible for removal of trash generated by the event or spills from the process of removing the trash.

Host/Caterer is responsible for breakdown of all tables and chairs. Tables and chairs are to be placed into storage under the direction of the Event Coordinator.

The Host will be responsible for ensuring that the caterer cleans up thoroughly. This includes removing all catering equipment, all supplies and all garbage from premises, moping/cleaning, and not leaving any dirty dishes or any trash in kitchen or event space.

The Museum requires all staging and event areas to be left in order as found. All damage incidents must be reported immediately to the Event Coordinator for appraisal.

The following is a cleaning checklist that must be given to your caterer:

- Take down all event decorations
- Place all tablecloths in appropriate linen bags
- Break down all tables, carry (do not drag on floor) to storage hall and stack against wall
- Stack all chairs in stacks of 8 and roll with cart to storage hall
- Sweep and mop storage hall from food prep
- Sweep trash from event floor
- Mop any spills on event floor or bar area
- Check entire museum for left over plates or cups
- Take out all trash and recycling to appropriate dumpsters
- Empty liquids in break room sink, not parking lot
- Check out with event coordinator

#### **LOCATION & PARKING-**

The Museum is located at 4303 Brighton Blvd Denver, Colorado 80216. Our building is completely ADA Accessible. We offer 100 parking spaces in the parking lot connected to our building. The parking lot has enough space to park and turn around a chartered bus and/or limousines. Please do not park in the surround business' parking lots without prior approval from that business.

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## FORNEY MUSEUM PREFERRED EVENT VENDORS

### CATERING

Preferred: Elevated Catering \$\$  
Stephen Tanner  
(720)629-4638  
tanner@elevatedcatering.com  
www.elevatedcatering.com

A Spice of Life \$\$\$  
Amanda Ruebl  
303.443.4049  
ARuebl@aspiceoflife.com  
www.aspiceoflife.com

Southern Hospitality \$  
(303)298-1035  
events@shdenver.com  
www.shdenver.com

Catering by Design \$\$\$\$  
Pablo Zacharias  
(303)762-7312  
Pablo@fourfiveoneevents.com  
www.cateringbd.com

Y. Lo Epicure Catering \$  
Zoe Deneau  
(303) 780-9888  
zoe@yloepicure.com  
www.yloepicure.com

### PHOTOGRAPHY/PHOTO BOOTH

Ryan Brackin Photography  
(303)257-3440  
Brackin.ryan@gmail.com  
www.ryanbrackinphotography.com

From the Hip Photo  
Ely Hemnes  
(617) 775-9911  
ely@fromthehipphoto.com  
www.fromthehipphoto.com

Shutterbooth  
Randy Glassman  
(303)590-4874  
randy@shutterbooth.com  
www.shutterbooth.com

### RENTALS

AllWell Rents  
Lauren Shova  
(303)935-7705  
lauren.allwellrents@gmail.com  
www.allwellrents.com

Vintage Rentals Denver  
Christy Schneider  
(303)718-9813  
vintagerentalsdenver@gmail.com  
www.vintagerentalsdenver.com

### BEVERAGE SERVICE AND BARTENDERS

Peak Beverage  
Kelly Braunstein  
(720)722-1140  
Kelly@peakbeverage.com  
www.peakbeverage.com

### AUDIO VISUAL

Multimedia Audio Visual  
Acie VanCleave  
(303) 623-2324  
avancleave@multimedia-av.com  
www.multimedia-av.com

### LIVE MUSIC/DJ

A Music Plus  
Pat Bruno  
(303)426-9990  
patb@amusicplus.com  
www.amusicplus.com

### OTHER

Jay's Valet and Transportation  
Erin Zumbro  
(303)777-5297  
erin@jaysvalet.com  
www.jaysvalet.com

By Design Event Décor  
Ashley Haas-Youngswick  
(303)762-7327  
Ashley@fourfiveoneevents.com  
www.bydesigneventdecor.com

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