

MUSEUM OF  
CONTEMPORARY  
NATIVE ARTS

Hello!

Thank you for your interest in hosting your event at the Museum of Contemporary Native Arts (MoCNA), a center of the Institute of American Indian Arts (IAIA).

Located in a beautiful, historic pueblo revival structure one block from Santa Fe's historic plaza, the Museum is one of the premier venues in the area to host your event.

Whether you're arranging a meeting for 20, or a wedding reception or dinner for 120, the Museum can provide the space you need in a setting that is truly spectacular and one-of-a-kind where you'll be surrounded by the culture and contemporary arts of Native people from North America and beyond.

Enclosed you will find the Museum's facility use fee schedule and rental agreement along with a variety of information about our facility and the Institute.

If you have additional questions after reviewing this information, please feel free to contact me at 505.428.5909 or [membership@iaia.edu](mailto:membership@iaia.edu).

I look forward to visiting with you soon about your event!

Until then, best regards,



Ms. Guin M. White (Cherokee Nation)  
Membership Director

A center of the  
INSTITUTE OF  
AMERICAN  
INDIAN ARTS

P ▶ 505.983.8900  
F ▶ 505.983.1222  
E ▶ [museum@iaia.edu](mailto:museum@iaia.edu)

108 Cathedral Place  
Santa Fe, NM 87501  
[www.iaia.edu/museum](http://www.iaia.edu/museum)

The Museum of Contemporary Native Arts (hereafter referred to as the Museum) makes its facilities available to organizations, private groups and individuals on a limited basis for meetings and special events. In order to preserve its facilities and to continue to assure its integrity as a non-profit, Native federal organization, policies and terms have been established for individuals and groups (hereafter referred to as Contracting Party) renting the Museum facilities.

## CONDITIONS

1. Types of events not permitted at the Museum: political events, religious ceremonies, and demonstrations.
2. Types of events permitted at the Museum with prior written approval from the Museum Director: film/video screenings, performances, education or design-related events.
3. Use of the facilities will be at the discretion of the facility rental manager and subject to final approval of the Museum Director. All rental contracts are subject to availability of space, scheduling and approval of the Museum Director.
4. Any organization seeking to use the Museum facilities for an event involving an admissions charge or fund-raising activities must be qualified as a non-profit, tax-exempt organization under Section 501 (c) (3) or other sections of the Internal Revenue Code.
5. Events held during regular hours are subject to the approval of the Museum Director and cannot restrict or interfere with staff and visitors in any way from having access to the Museum galleries, shop or offices. Priority will be given to regularly scheduled Museum exhibitions and programs.
6. Museum reserves the right to review special event plans, including décor and entertainment, to ensure that they are compatible with the Museum's mission.
7. The Contracting Party and all persons or organizations subcontracted by the Contracting Party, must review and agree to comply with all Museum regulations and policies. Contracting Party is responsible and legally liable for all persons and organizations involved with event or subcontracted by the Contracting Party.
8. An event invitation, if available, must be provided to the Museum thirty (30) days prior to event

## RESERVATIONS

1. A written request for use of the Museum facilities must be made to the Rental Manager not less than thirty (30) days prior to the date requested. Requests will be reviewed on an individual basis, followed by an approval or denial in writing.
2. Approved reservations are TENTATIVE until a deposit equal to 50% of the estimated costs for the scheduled event have been paid and the facility use contract has been signed by the authorized representative of both the Contracting Party and the Museum.
3. Both the signed contract and the deposit must be received by the Museum not less than thirty (30) calendar days prior to the event.
4. All scheduled events must be paid in full no less than three (3) business days prior to the event. All events not paid in full by this date are subject to cancellation at the discretion of the Museum.
5. Museum will send the Contracting Party an invoice for all additional costs within fifteen (15) working days after the event. Balance is due immediately, payable to the Museum of Contemporary Native Arts.

## AVAILABILITY

Museum may restrict the availability under certain circumstances. Availability is at the discretion of the Museum Director.

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## FOOD AND BEVERAGES

1. Museum facilities for caterers are limited. Upon request, the Museum can provide a list of preferred caterers who are familiar with the logistical set-up of the Museum facilities. The Contracting Party may however select its own caterer subject to the Museum facility rental manager notification and approval (only licensed and insured catering services will be approved). Caterers are required to provide a copy of their New Mexico Business License and Liability Insurance.
2. Caterers are required to do a site inspection of the Museum a least once before the scheduled event(s) with the facility rental manager. Failure to do so may result in cancellation of event.
3. Caterers have a maximum of one (1) hour following the event to clear the area and remove all equipment, food, etc. from the premises.
4. Limited kitchen space is available at the Museum for staging purposes only. Sternos/open flames are not permitted in most Museum spaces and may be used in specific areas only with advance notice of your facility rental manager and only to keep food warm.
5. All food must be served in containers or on plates. This includes foods used for decorative purposes.
6. Food and beverages are not permitted in any areas of the Museum where artwork is displayed with the exception of the Museum Store.

## ALCOHOL POLICY

Alcoholic beverages are allowed on the premises providing that; (1) food must be served to accompany it; (2) a list of server/s and their license numbers are provided within (7) days of the event; and (3) that all local, state and federal guidelines concerning the service of alcohol are observed. ***Alcohol may only be served by a licensed and designated vendor as long as the event is PRIVATE (by invitation only).*** Areas approved for such use are limited to the Allan Houser Art Park, Helen Hardin Performance Gallery and Museum Store. **Alcoholic beverages cannot be sold on Federal property. No cash bar is allowed due to Federal guidelines.**

## SUB-CONTRACTORS, VENDORS AND EQUIPMENT RENTALS

1. Museum reserves the right to make final decisions regarding choice of outside vendors. Decisions will be based on City of Santa Fe code, protection of facility, safety of guests and employees and/or current standing of vendor.
2. All equipment required by the Contracting Party or subcontractors of the Contracting Party must be supplied and paid for by the Contracting Party.
3. All rental and other equipment deliveries must be arranged with the Museum Rental Manager. Museum will not accept any C.O.D. deliveries nor will it be responsible for receiving, counting or checking items.
4. Tents and other rental equipment and decor are not included in the rental fees and their rental and set-up must be coordinated through the Museum.
5. Prompt removal of rentals and/or equipment is mandatory. All such items must be removed from the Museum rental space no later than one hour after the event. If other arrangements are necessary, they must be made in writing to the Museum Rental Manager no later than seven (7) days prior to the event. Any items left at the Museum will be subject to either a \$100.00 per day storage fee or removal, the cost of which will be billed to the Contracting Party. Museum will not be responsible in any way for any items left on the Museum premises, whether stored or not stored.
6. Museum cannot assist with loading, unloading or set-up of equipment.
7. A limited number of items may be available for rental through the Museum. Included are a basic P.A. system, standard sized banquet tables and folding chairs.
  - 7.1. If Contracting Party wishes to use Museum equipment (tables, chairs, A/V, etc.), written request must be received no less than 21 days prior to event.
  - 7.2. Museum is responsible for set-up and break-down of Museum-owned equipment.

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- 7.3. Contracting Party must provide detailed set-up instructions in writing no less than 14 days prior to event
8. Contracting Party is responsible for and legally liable for any subcontractors he/she employs or engages to service the event, including but not limited to event planners, destination management companies, caterers, F&B service, audio/visual companies, photographers, videographers, florists, musicians, entertainers/performers, concierges, temporary labor and all other independent contractors.

## **CANCELLATIONS**

1. Should the Contracting Party cancel, a refund less a \$50 processing fee will be issued upon receipt of a written request if received not less than sixty (60) calendar days in advance of the date of the scheduled event. Notices received after this time will result in the Museum's retention of 100% of the deposit.
2. Failure of the Contracting Party to comply with the Museum's policies outlined in this contract may, at the Museum's discretion, result in cancellation of the event and forfeiture of the deposit.

## **CHANGE OF DATE**

If the Contracting Party finds it necessary to change the date of an event, written notice of its intent to change the date must be received by the Museum not less than thirty (30) calendar days prior to the scheduled event. Change of date is subject to availability.

## **INDEMNIFICATION**

The Contracting Party is fully responsible for any damage of the Museum's premises caused by itself, its agents, its attendees or its guests and for any loss or damages to the Museum property and equipment. The Contracting Party agrees in writing to pay the Museum for any such damage or loss, or injury to its property, its agents, or its guests.

The Contracting Party agrees to and shall protect, indemnify, exonerate, release, exculpate, hold harmless and defend the Museum and its officers from and against any and all claims, causes of action, proceedings, judgments, penalties, settlements, fines, complaints, demands, damage, liability, loss, expense or costs (including, without limitation, reasonable attorney's fees, court costs, and expenses incurred in defending against such liability) for any loss, damage, environmental contamination, or injury of any kind or nature, known or unknown, contingent or otherwise, threatened or actual, matured or unmatured, foreseeable or unforeseeable, to the person or property of the Museum or of any other person, which:

1. occurs on or otherwise arises out of or is related to Museum facilities; and
2. may be caused or prevented by the Contracting Party, howsoever it may occur or be related, negligent or otherwise, including, but not limited to, causation by: (a) the use or misuse by the Contracting Party of Museum Facilities; (b) the Contracting Party's failure or the failure of its employees, contractors and guests to comply with environmental laws; (c) the Contracting Party's breach of its obligations under this Agreement; or any misrepresentation or violation by the Contracting Party of the representations, warranties, covenants, terms, or conditions contained in this Agreement; or may be caused (a) by or arising from the accident, fire, contamination, or other casualty or occurrence on Museum Facilities ; or (b) by or from any other use of Museum Facilities whatsoever by the Contracting Party, its employees, contractors and guests; provided that the Contracting Party shall not indemnify the Museum for the Museum's own negligence.

Delays or nonperformance excused by this provision shall not excuse payment of any amount owed by the Contracting Party at the time of this occurrence. If an event is cancelled in whole or in part because of a force majeure condition, a complete or partial refund will be made accordingly to the Contracting Party no later than fourteen days after the date of the event.

## **INSURANCE**

1. Contracting Party must deliver a certified copy of their Certificate of Insurance to the Museum no less than fourteen (14) days prior to the date of the event. This Certificate of Insurance must carry minimum public liability coverage of \$1,000,000.00 (one million dollars) per occurrence, and must name the Museum as co-insured, at no cost to the Museum.
2. Any individual or business subcontracted by the Contracting Party must provide proof of current Workman's Compensation coverage, employee liability insurance and Health Department certification, and any current required service licenses, if requested.

## **PARKING**

1. Museum does not offer parking or valet services. City metered parking or adjacent parking facilities may be secured by Contracting Party. Reasonable accommodations for parking are available on the street or on premises near or adjacent to the Museum.
2. Damage to the Museum property and grounds for parking in non-designated areas will result in additional charges to be billed to Contracting Party for actual cost to repair.
3. Parking arrangements are the sole responsibility of the Contracting Party.

## **SECURITY**

1. Security for the Museum rental facilities is mandatory, and is determined and scheduled by the Museum based on the contracted event.
2. Security is provided for the protection of the Museum property, its staff and visitors.
3. Any additional security required for property or objects belonging to the Contracting Party, its agents or guests are the sole responsibility of the Contracting Party, as are all related costs of such security.
4. Additional the Museum event security costs will be established and agreed to within the contract. Any additional security services provided through the Museum and will be billed to the Contracting Party.
5. No security will be provided by the Museum for vehicles parked on public streets.

## **TRANSPORTATION**

Museum does not provide transportation services. Contracting Party is responsible for making own transportation arrangements and/or services.

## **SIGNS AND DECORATIONS**

1. Museum must pre-approve all signage, decorations and décor including floral arrangements.
2. No live or potted plants are permitted on Museum premises.
3. Nothing may be affixed to any interior or exterior surface of the Museum
4. No open flames are permitted. Non-drip candles or votives in glass containers are allowed in certain spaces
5. No confetti, rice, birdseed, balloons, flammable props, live/potted plants or live animals are permitted on the property
6. Contracting Party must remove all decorations as well as any other articles brought into the Museum at the end of the function

## **AUDIO/VIDEO AND TECHNICAL NEEDS**

Some spaces are equipped with audio, video, sound and light inventories, to be operated only by the Museum staff or security personnel. The facility rental manager will coordinate the planning of and provide vendor list or pricing for special audio, video, sound, and lighting needs and their operation.

## **ENTERTAINMENT**

Musicians and other live performers are permitted at the Museum with prior approval. Live entertainment is allowed in the Helen Hardin Performance Gallery, Allan Houser Art Park and in the Museum Store. All music or live entertainment in the Allan Houser Art Park must cease by 10:00 pm per City of Santa Fe ordinance. Indoor entertainment may proceed until 10:30 pm.

## **PUBLICITY**

The content of all printed materials relating to the event, including invitations, programs and any promotional material, must be submitted to the Museum for review and approval before being distributed. Allow a minimum of fourteen (14) working days for this approval.

## **GURANTEES, CONFIRMATION AND PAYMENT TERMS**

1. A fifty percent (50%) non-refundable rental fee deposit and signed contract with the Museum are required to reserve the space and time for your event.
2. The non-refundable balance is due three (3) business days prior to the event.
3. Any overtime or additional charges will be billed separately and due immediately upon receipt of invoice following the event.

## **DAMAGE**

1. Contracting Party hereby agrees to be fully and solely responsible for any damage in any way relating to the event, and to be fully and solely responsible for any damage or destruction
2. Contracting Party is responsible for any and all damages that occur as a result of the event including damages to the building, fixtures, equipment and personal property caused by itself or its agents, guests, or invitees, or occurring during its agents, guests, or invitees use of the facility pursuant to this agreement.
3. Museum will bill the Contracting Party for the repair or replacement charges which are due upon receipt of billing statement.

## **CLEANING FEE**

Along with set-up and take-down, clean-up is the Contracting Party's responsibility. Should additional cleaning be required, a \$75.00 per hour cleaning fee will be billed.

## **DELIVERIES**

1. Deliveries may only be made on the event date during designated hours as not to conflict with the Museum activities and operations, and must be coordinated through an the Museum facility rental or security manager.
2. Museum reserves the right to refuse any delivery or set-up that does not arrive at the designated time on the event contract.

## **GUNS**

Guns are banned from all Museum premises.

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**SMOKING**

Smoking is prohibited at the Museum.

**LOST AND FOUND**

Museum will not assume or accept responsibility for loss or damage of any items or articles left on the premises by the Contracting Party prior to, during, or following the Contracting Party's function.

**MERCHANDISE**

1. Museum offers a wide variety of items that will provide your guests with unique reminders of your the Museum experience. Your facility rental manager will assist you with your needs
2. Contracting Party or his/her guests may not photograph or reproduce works of art from the Museum's permanent collection or exhibitions
3. Retail merchandise cannot be sold during an event.

**FEES**

1. Fees are based on a minimum four-hour rental “period of use.” Day use is the equivalent of 8 am – 12 pm or 1 pm – 5 pm; Evening use is the equivalent of 6-10 pm or 7-11 pm. Event arrival and departure times, as stated in the event contract are fixed, and not subject to negotiation on the day of the event.
  2. Fees include standard Museum security during event and minimum general maintenance for the event space/s.
  3. Fees do not include food or beverages, set-up and take-down, service charges, tax, labor charges, coat check, use of audio visual or other equipment, Museum staff, parking, tents, décor, linens or additional maintenance and security charges
  4. Museum reserves the right to change its fee structure at any time without notice.
  5. Contracting Party will pay all reimbursable costs incurred by the Museum. Student activity, campus and affiliated groups must pay all reimbursable costs incurred by the Museum.
  6. Galleries where art is displayed may only be rented in combination with the rental of other event space(s) for use as a gallery only. No food and beverages are permitted in these spaces.
1. Spaces and square footage (measurements are approximate)
    - Main gallery = 2076 ft<sup>2</sup>
    - Fritz Scholder gallery = 491 ft<sup>2</sup>
    - South gallery = 313 ft<sup>2</sup>
    - North gallery = 479 ft<sup>2</sup>
    - Helen Hardin Gallery = 422 ft<sup>2</sup>
    - North Courtyard = 1300 ft<sup>2</sup>
    - South Courtyard = 1300 ft<sup>2</sup>
    - Allan Houser Art Park = 3000 ft

**Entire Museum Rental Fee**

*No food, beverages or flash photography are permitted in any gallery space where art is displayed*

Sunday – Saturday, Daytime .....	Not available
Sunday – Wednesday Evening .....	\$2000
Thursday – Saturday Evening .....	\$2750

**Allan Houser Art Park Only Rental Fee**

*Food, beverages and flash photography are permitted. Includes the use of Helen Hardin Gallery as a staging area and restroom facilities*

Sunday – Saturday Daytime .....	Not available
Sunday – Wednesday Evening .....	\$1250
Thursday – Saturday Evening .....	\$1750

**North or South Courtyard Only Rental Fee**

*Food, beverages and flash photography are permitted. Includes the use of restroom facilities*

Sunday – Saturday Daytime .....	Not available
Sunday – Wednesday Evening .....	\$800
Thursday – Saturday Evening .....	\$1000

**Helen Hardin Gallery Only Rental Fee**

*Food, beverages and flash photography are permitted. Includes the use of restroom facilities.*

Sunday – Saturday Daytime .....	\$150/hour, 2 hour minimum
Sunday – Wednesday Evening .....	\$500
Thursday – Saturday Evening .....	\$750



**OPTIONAL FEES**

**MUSEUM STORE**

The Museum Store closes at 5:00 PM daily. Subject to availability, the Store (1800 square feet) may remain open for your event at an additional cost of \$150.00 for the first hour and \$100.00 for each hour thereafter until 10:00 p.m. Food, beverages and non-flash photography are permitted in the Museum Store.

**TOURS/GALLERY HOSTS**

Tour guides and/or gallery hosts are available at Contracting Party's request to provide guided tours of existing exhibitions (tour guides) or to answer questions as guests explore exhibitions in each gallery (gallery guides). The cost is \$75 per guide OR gallery host per hour with a two (2) hour minimum.

**ADDITIONAL SECURITY**

Security guards are required for all events and are furnished through the Museum and included in the rental fee. Typically, for every 50 guests, (1) security guard will be provided. Security guards required or requested above and beyond those supplied by the Museum are available at \$35.00 per hour, per guard with a three (3) hour minimum. All additional security must be either arranged through or approved by the Museum no less than 14 (fourteen) days prior to the event

**SETUP & BREAKDOWN**

This is a fee associated with set up and take-down of event areas other than catering service and excluding costs associated with tent installation and removal.

<u>Number of Guests</u>	<u>Fee</u>
0-100	\$250
101-200	\$350
201-400	\$450
401+	\$500

**ASSIGNMENT**

This agreement may not be assigned in whole or in part by the Contracting Party, except with the prior written approval of the Museum.

**TERMS**

This agreement constitutes the entire understanding between the parties and may only be amended in writing signed by both parties. If the Contracting Party fails to meet any of the requirements mentioned above, event will be subject to cancellation at the discretion of the Museum.

**SPACE HOLD**

**This agreement was sent to Contracting Party for review on \_\_\_\_\_ (date) at which time Museum space/s will be considered "on hold" for a period of fourteen (14) days. After this period, if Contracting Party has not responded or returned completed agreement, all space will be released back into general inventory.**

**PAYMENT POLICIES**

1. A deposit of 50% is required upon delivery of contract. The remaining balance is due three (3) business days prior to the event.
2. A valid credit card is required to secure the rental agreement regardless of the method of payment.
3. Fees are subject to New Mexico state sales tax at the prevailing rate.

Museum of Contemporary Native Arts 108 Cathedral Place Santa Fe 87501 505.983.8900 www.iaia.edu/museum

Client Initials\_\_\_\_\_

Rental Manager Initials\_\_\_\_\_

## FACILITY USE POLICIES AND FEES

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I, the Contracting Party or authorized representative, have read and agree to the Museum of Contemporary Native Arts Use Policies and Fees and understand my / my organization's responsibilities and liabilities. I hereby agree to all the conditions set forth by Museum's Facility Use Policies and Fees as a condition of renting and using its facilities.

Event name: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_  
(events held during regular operating hours require approval of Museum Director)

Purpose: \_\_\_\_\_

Space/s: \_\_\_\_\_

Fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone/Fax Numbers: \_\_\_\_\_

Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

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Authorized Contracting Party Name (Print)

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Date

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Authorized Contracting Party Signature

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Contracting Party Organization / Event

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Authorized the Museum Representative Name (Print)

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Date

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Authorized the Museum Signature

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Authorized the Museum Signature

## AUTHORIZATION TO CHARGE CREDIT CARD

I/We authorize the Museum to charge my/our American Express / VISA / MasterCard for rental fees and applicable charges from the Museum. We further authorize the Museum to charge credit card for losses, damages, cancellations and any other applicable fees that may occur as a result of the use of the Museum's facilities.

*The information in grey box to be entered by authorized Museum representative only:*

Billing Name:	_____		
Rental Contract #:	_____	Rental Amount:	_____
Amount to be charged:	_____	Total	_____
Date/Time of Service:	_____		

*Please note: Additional charges may apply*

*Please complete the following (X=required):*

<input checked="" type="checkbox"/>	Credit Card Holder's Name:	_____	(Print)
<input checked="" type="checkbox"/>	Billing Address of Card Holder:	_____	(Card Mailing Address)
	(This must match CC company records)	_____	(City, State & Zip Code)
<input checked="" type="checkbox"/>	Card Holder Phone Number:	_____	
<input checked="" type="checkbox"/>	Card Holder Email Address:	_____	
<input checked="" type="checkbox"/>	Credit Card Type: (Visa, Mastercard, Amex)	_____	
<input checked="" type="checkbox"/>	Credit card #: (15 or 16 digits)	_____	
<input checked="" type="checkbox"/>	Expiration Date:	_____	<input checked="" type="checkbox"/> CV# _____
			(3-digit code on back) (Amex: 4-digit code on front)
	Additional notes:	_____	
<input checked="" type="checkbox"/>	Signature:	_____	
<input checked="" type="checkbox"/>	Printed Name:	_____	
<input checked="" type="checkbox"/>	Today's Date:	_____	

*All information provided will be verified for accuracy. If the name on the account and the address do not match, an alternate credit card and payment method will be required. All of the above information will be kept secure.*