

Balloon Museum

ANDERSON-ABRUZZO ALBUQUERQUE INTERNATIONAL BALLOON MUSEUM



Rental Policies & Event Guidelines

Mission Statement

The mission of the Anderson-Abruzzo Albuquerque International Balloon Museum is to be the leading educational institution of engaging exhibitions and informative programs on the history, art, culture, science and sport of lighter-than-air flight. The Museum encompasses an international, national and regional perspective, demonstrating the global development of ballooning achievements via exhibitions, collections and programs designed for diverse audiences. The Museum also showcases the adventurous spirit, endeavors and achievements of the individual balloonists.

Use of Meeting Spaces

The Museum is an award-winning, world-class public institution whose collections and education programs highlight the history, culture, science, art and sport of lighter-than-air flight. The building contains designated spaces which may be used for programs and meetings by organized groups on a space available basis.

Application for Use of Meeting Space

Reservations for rental spaces will be on a first-come, first-served basis and should be requested in writing AT LEAST SIX WEEKS PRIOR TO THE PROPOSED EVENT DATE(S). Necessary Museum functions having first priority may require the adjustment of scheduled space after reservations are confirmed.

General Limitations

- a) Each event will be approved for specific hours outlined in the approved Rental Worksheet. If those hours change, it is the responsibility of the Renter to contact the Rental Coordinator/Manager to request a revision to the hours of usage. The coordinator will make revisions to the hours with security as appropriate.
- b) The Museum reserves the right to deny the use, or the continued use, of its facilities to any person or organization not complying with Museum policy and procedures. User acknowledges that user has received a copy of all Museum policy and procedures.
- c) It is Museum policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age or condition of handicap.
- d) No organization may use the Museum for more than eleven (11) functions per calendar year.
- e) No event will be scheduled on the Museum calendar until the "Agreement" is signed by the person or organization requesting rental space, and also by the Museum Manager.
- f) Any merchandise for sale to the public may be sold by arrangement in made in advance of the event with the Museum Shoppe and the Museum Manager, or their designees. Fundraising events may not sell merchandise that is for sale in the Museum Gift Shoppe unless prior arrangements have been confirmed.
- g) The participating group is required to observe posted regulations concerning smoking, eating, drinking and cleanup of meeting spaces.
- h) Except for non-profit 501(c)(3) organizations conducting fundraising events, no event will be scheduled which will charge separate admission.

- i) By signing this, "Agreement," each non-museum organization agrees to indemnify and hold harmless the City of Albuquerque, and the Museum Foundation, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to the property of others, arising out of the non-museum organization's use of Museum facilities. Any required insurance must name City of Albuquerque and the Anderson–Abruzzo Albuquerque International Balloon Museum as additional insured's.

Fees and Security

- a. All facility rental events must be approved by the Museum Manager or designated representative and will not be entered on the Museum's master calendar until approved.
- b. There are no refunds for rental fees or deposits; however, if a Renter seeks to cancel more than 45 days prior to an event, a partial refund of the paid deposit and damage deposit may be granted by the Museum.
- c. One-half of the full rental fee, plus the 20 percent refundable damage deposit, is required with submission of completed and signed worksheet/agreement.
- d. A 20 percent damage deposit is required with the signed application and will be held by the museum for no more than thirty (30) days after the event. The damage deposit, or a portion of it, will be applied to any greater than normal cleaning required as a result of Renter's use, or for repair of any damage caused by renter during its use of the premises. An itemized statement will accompany any refund or partial refund.
- e. Balance of rental fee is due no later than thirty (30) days prior to the event.
- f. Renter will not be billed for the rental fees; Renter is responsible to make payment on the balance due in a timely manner.
If the balance is not received thirty (30) days prior to the event, the event will be removed from the schedule and the space will be made available to other users. An exception to the 30-day rule applies if the event is scheduled less than 30 days in advance, by approval of the Museum Manager.
- g. Outside groups are required to pay a rental fee for use of the facilities and will also be charged at prescribed rates for all direct, event-related additional costs. Additional charges may be assessed resulting from extended use, damage, abuse, or for using services beyond those approved in advance. The Renter accepts full responsibility for such additional obligations and payment thereof. Space will be provided to organizations in accordance with fee schedules proposed by the Board of Trustees and approved by the City administration. A copy of the fee schedule is included with the rental policies. The Museum Manager may waive these charges under circumstances that benefit the mission of the Museum.
- h. Any security above that normally provided by the Museum that may be necessitated by the nature of the event must be furnished by the Museum and will be charged to the sponsoring organization.

Exceptions

Under special circumstances explained in advance and in writing, the Museum Manager may waive the requirements and limitations concerning the use of museum facilities.

Compliance with Guidelines

- Sound levels must be held in compliance with City Ordinance. Renter will be responsible for contacting the Environmental Health Department to apply for sound permits and request a copy of allowable decibel levels for all outside events.
- Food and drink will be allowed only within the Pugash Hall (upstairs), the Sky Lounge (downstairs), the Library, West Meeting Room, Board Room, balconies, patios and the North Grounds.
- NO Confetti, rice or birdseed, please, and flower petals are allowed in outdoor areas only.
- Battery-powered incandescent fixtures are preferred.
- The following items are not allowed: Real candles; oil lamps; fog and smoke machines; helium balloons; potted plants and trees; duct tape applied to any surface.
- The Museum and grounds outside are on the Museum/City of Albuquerque property and are all NO SMOKING areas.
- Renter is responsible for providing their own decorations and linens, which must be approved by the Museum staff.
- All electrical requirements, including floor lighting, warmers and other electrical appliances which will draw on the Museum's power, or might endanger exhibits/displays, must be approved in advance by Museum staff.
- Set up and dismantling of any decorations, food service, etc. should not disrupt Museum public programs. Set up will not be allowed to commence in public areas prior to 5:00 p.m. on the day of the event. Any exception to this guideline must be approved by the Museum Director.
- Unless prior arrangements have been made, renter is expected to remove all materials prior to opening of the Museum immediately following the event.
- Any sound systems or catering equipment will be subject to approval based on the electrical load capacity of the building. Load capacity will be determined for each individual event by the Museum staff.

Photography or videotaping is allowed during a rental event. However, the photographer/videographer must work with the Rental Coordinator to ensure any tripods or lighting equipment will not interfere with public safety. The Rental Coordinator will inform the photographer or videographer of any restricted areas of the museum or copyright protected artifacts. If photos or videos are used for any commercial purpose, the Balloon Museum will be credited in the image, and the Museum Rental Coordinator informed of the purpose of the use.

- Printed materials such as invitations that include the Museum name should be listed as follows:
Anderson-Abruzzo Albuquerque International Balloon Museum
(If space does not permit, it can be listed as Albuquerque International Balloon Museum)
9201 Balloon Museum Drive NE, Albuquerque NM 87113
- Galleries will be open for viewing exhibitions only. No food or drink nor catering setups will be allowed in galleries except upon prior approval by the Museum Director.

Alcoholic Beverages

- If any alcoholic beverages are served at your event, a Picnic License must be obtained through the Cooperage Restaurant's Dispenser's License. This process will take a minimum of two weeks, but 30 days is preferred. It is the Renter's responsibility to ensure that the Cooperage secures the Picnic License for the event in a timely manner. The Picnic License must be displayed behind the bar, along with any other required postings related to the serving of alcoholic beverages.