

Guidelines for Evening Functions at the Yale Peabody Museum of Natural History

Walk-Through

We recommend that the organization booking an event at The Peabody Museum schedule a walk-through of the museum with the Peabody Rental Coordinator to discuss table placement, décor and other details about the event. Please call 432-9578 to make those arrangements.

Catering companies unfamiliar with The Peabody Museum are welcome and encouraged to make an appointment to do a walk-through of the museum. Please contact Patricia Brunetto at 432-9578.

Blackout Dates

The Museum is not available for evening rentals on Sundays. It is not available on Holidays when the museum is usually closed to the public. The Auditorium is not available during the months of July and August due to our summer camp activities.

Hours

The Museum is available for functions only after 5 PM. Evening events should end and be cleaned up by 11 PM. Caterers may have access to the work space for set-up after 3:30 PM.

Rental Equipment and Catering

Red wine is not allowed to be served in The Great Hall or the 3rd floor exhibit areas.

Rental equipment can be dropped off at the loading dock NO EARLIER after 9 AM on the day of the event. It must be picked up NO LATER than 12 PM the following day.

Caterers and other event vendors can park at the museum's loading dock after 3:30 PM. If a staff person is not on the loading dock when you arrive, please call the museum's front desk to let them know you are here. A phone is located inside the loading dock, next to the shipping and receiving office, or you can use Yale's Emergency Blue Phone system located outside the building. Dial 2-3738. If using your own cell phone, dial the full number, 432-3738.

The Hall of Mammals and the Hall of Southern CT Dioramas are designated as prep areas for caterers. No cooking is allowed in these spaces. Cooking may only take place outside on our loading dock. Warming ovens are allowed inside the prep areas.

The museum can provide several folding tables for your use, as well as outlets for plugging in certain equipment. All other equipment and supplies must be provided by the vendor.

Access to entryways must remain clear at all times. Museum staff has the right to ask for tables or other equipment to be moved if they are blocking pathways or fire exits.

Only propane or alcohol burners are allowed.

At the end of the event all rental equipment, catering equipment, and any materials used by for the event and not belonging to the museum must be removed from the exhibit and lobby areas. Space is available on the loading dock to leave rented tables, chairs, linens, etc.

All used utensils (plates, glasses, dishes, serving utensils) that are to be left on the loading dock must be placed in plastic bags and tied securely.

Leftover food and garbage must be completely removed from the premises. A dumpster is located on the loading dock.

All rental equipment must be scheduled for pick up the following morning by 12pm. If the event takes place on a Saturday evening, rental equipment can be picked up by the following Monday by 12pm.

The museum is not responsible for any lost items left by the vendors or the Lessee.

Note: If food is being dropped off by an outside caterer who will not be on-hand during the event, it is then the responsibility of the Lessee to clean up and remove all food and service equipment at the end of the event.

Audiovisual Equipment

If needed, we can recommend audiovisual rental agencies and technicians that are familiar with Yale and The Peabody. They usually require at least two to three weeks advance notice.

Music and Entertainment

Music and entertainment must be in keeping with the museum setting. We can recommend musicians for your evening, or you may also bring your own musicians, subject to approval. We request that you discuss musical entertainment with us before hiring the talent. All sound equipment including amps, microphones, music stands, etc. must be provided by the musicians or the Lessee. Dancing is permitted only in the Great Hall of Dinosaurs. A dance floor is required. Dimensions are 12'x20'.

Lighting, Décor and Signage

The museum must approve all lighting and decoration. If lighting or décor does not comply with what the Museum deems appropriate, we reserve the right to request that it be removed prior to the event taking place. Set-up for lighting and decor must occur after 3:30 PM on the day of the event, and be removed from the premises the night of the event.

Signage must be placed on easels and must be removed the night of the event.

Candles including votive and hurricane-style are not permitted.

Floral arrangements can be used on tables only – they cannot be put on exhibit cases or any other museum property.

Media/Photography

Photography with hand-held cameras is permitted in The Yale Peabody Museum's exhibition halls without written permission only for noncommercial personal, educational or academic purposes (defined as without personal or corporate gain).

Museum Store

On a limited basis, the museum store can remain open during evening events at The Peabody for the convenience of your guests. Arrangements for this must be made in advance.

Parking

Parking for the museum is free after 4:30 PM during the week and all day on weekends. The lot is located just north of The Peabody on Whitney Avenue. We can provide written directions for you to distribute to guests if needed.

During the week from 8 AM until 4:30 PM parking is extremely limited. The Peabody parking lot is small and space is shared with our volunteers and regular visitors to the museum. The fee for parking in the lot is \$1 per car. If there are no parking spaces available, metered street parking is the only other option. Please keep this in mind when planning your auditorium event on a weekday.

Accessibility

The Peabody Museum is wheelchair accessible. There are two handicapped parking spaces located on Sachem St. and the path from The Peabody lot to the building is accessible. A ramp is located from the Sachem St. side of the building to the front door. The museum has a passenger elevator.

During the Event

The Security Supervisor's decision on any questions or disputes will be considered the final and official decision of The Peabody Museum.

The Lessee's contact at the event, named in the Rental Agreement, must be at the event from beginning to end. This person should help monitor the catering and other vendor activities, assist with the admittance of guests, and cooperate with the museum's staff in cases of inappropriate behavior or activity.

Museum staff is available throughout the event. Staff can provide directions and answer questions, unlock and unarm areas, run the freight elevator for access to and from the loading dock, and provide additional assistance as needed and as deemed appropriate. The museum staff's primary responsibility is to act as a representative of The Peabody Museum and ensure that proper rules and regulations put forth by the museum are being followed. Their primary concern is the safety and security of the museum and its collections. It is not the responsibility of museum staff to move rental equipment or furniture, handle any food or leftover items, or remove garbage from the premises. This is the responsibility of the Lessee and the contracted vendors.

Liability

The client will be liable for any damages to The Peabody and its premises. Damage will be determined by the museum and its agents – additional cleaning, repairs, refinishing or replacements will be charged to the Lessee.

We require a \$1,000,000 Certificate of Insurance from the Lessee. A copy must be submitted to The Peabody coordinator along with the rental deposit and a signed Agreement.

In addition, we require a Certificate of Insurance for any vendor hired by the Lessee for the event including rental companies, caterers, and entertainment.

Payment

A deposit of at least 50% of the expected total cost of the rental is due at least 30 days prior to the date of the event. The remaining 50% is due on or before the date of the event. The final payment can be made with a check or by credit card – Visa, MC or Discover only.

Following the event, the Lessee may be invoiced and must agree to pay for any additional costs incurred. This amount will be due 30 days from receipt of the final invoice.

If the museum determines at any time that a violation of the terms of this agreement is likely to occur in the User's use of the premises for an event, the museum reserves the right to cancel an event at any time, even while in progress, and retain all payments.

If an emergency situation in the museum requires cancellation of any event with fewer than thirty days notice, the museum will provide a full refund of payments.