Mines Museum of Earth Science
Reception Policies

Thank you so much for considering Mines Museum of Earth Science as the venue for your reception! We are excited to share our world-class collection with your guests.

MUSEUM RENTAL RATES

$1,500.00 up to four hours, access starting at 4:30pm (price includes 1 hour of setup time prior to event & 1 hour of cleanup time after the event, for 4 hours total)

$250.00 for extended event hours, per hour

MUSEUM RECEPTIONS

During your reception, two museum employees will be present to work the museum store register and be available to answer general questions about the museum or exhibits. Please note that these employees may not be of legal drinking age.

PRIVATE TOUR ADD-ON

For groups of 20 or less, you may request a Curator or Director-led museum tour for an additional fee of $500.

STANDARD RECEPTION LAYOUT

Food and beverages (both alcoholic and non) may be served during receptions and bar height cocktail tables are available upon request via our preferred catering service, Sodexo. A standard setup for a reception inside the museum will include tables on the main level of the museum for serving food buffet-style as well as a separate table setup for the bar, also on the main level. Should your event require music, audio equipment will need to be requested in advance.

FOOD

Sodexo is our preferred campus catering service. All orders for Sodexo services must be placed at least two weeks in advance of your event.
SERVING ALCOHOL

1. Prior to serving alcohol at your museum event, you must read and agree to the Colorado School of Mines Alcohol Policy.

2. Beer and wine are the only types of alcohol currently allowed at museum events.

3. For all events where alcohol will be present, the online “Request to Serve Alcohol” form must be submitted at LEAST THREE (3) WEEKS PRIOR TO THE EVENT. We cannot honor any reception reservations without a digital receipt of approval by the Dean of Students upon submission of this form.

4. Alcohol must be served by a licensed, TIPS trained bartender. Sodexo, our preferred campus catering service, can provide bartending and glassware services for your event.

5. Alcohol is NOT provided by Sodexo or Mines Museum. The Museum has a list of suggested and approved alcohol vendors for events including Applejack’s and Golden Liquors. The museum DOES NOT have refrigeration available for drinks. We recommend requesting chilled beer and wine from your selected alcohol vendor.

6. Mines Museum cannot pick up alcoholic beverages from your vendor for your event. Please arrange for your own pick-up or delivery of alcohol to the museum. If alcohol is being delivered to the museum for your event, you MUST notify Museum faculty of the date and time of delivery as student employees under the age of 21 are not allowed to receive them.

7. If you would like to host a cash bar, you must apply for a City of Golden Special Event Liquor Application Form (license) AT LEAST 60 DAYS IN ADVANCE OF THE EVENT and pay the fee of $25.00. In addition, the cash drawer for the cash bar must be signed over to the bartenders by a museum faculty member and then signed back over to the museum upon closure of the event. Museum faculty are responsible for counting the drawer immediately following the event. The museum does not have a designated liquor license and Sodexo’s liquor license is limited to only the Student Center and Recreation Center.

EVENT START TIMES

Mines Museum’s regular hours are Monday through Saturday 9AM-4PM and Sunday from 1PM-4PM. Events may only be held OUTSIDE of normal business hours. Due to staff shift changes and setup requirements, the earliest an event may start is 30 minutes after the museum closes.
GUEST CAPACITIES

Mines Museum's building occupancy capacities are as follows: a maximum of 231 people on the main level (2nd floor) and 186 people on the lower level (1st floor). As such, we can only accommodate events for up to 300 people total; divided over two floors.

ADDITIONAL ROOM AVAILABILITY (GRL 201)

There is a conference/classroom across the hall from the museum's main entrance, GRL201, that has a projector and screen as well as tables and chairs. Should you need the conference room across from the museum (GRL201) for food staging or other needs during your event, please notify museum faculty as soon as possible as this room is managed by the campus Registrar and will need to be reserved in advance.

COVID RESTRICTIONS

As per federal guidelines, all visitors inside any Mines campus building, including the museum, may be required to be masked unless they are eating or drinking. These guidelines are subject to change, please check with Museum staff for updates prior to your event.

SECURITY

All parties of 100 guests or more are required to hire security. Officers from Mines Police Department can be hired (with advance notice) for this purpose at a rate of $50 per hour, per sworn Officer present. Contact the Mines’ Police Department for more information or to book security by calling 303-273-3333.

PAYMENT

Payments are made via check to Mines Museum of Earth Science. A $500.00 check deposit is required in advance to reserve your event date, along with a signed copy of this agreement, and will be applied to your total event rental charges. The remaining payment for all charges is due within thirty (30) calendar days of your event date. Payment of all fees due under this Agreement shall be made via cash or check.

Payment may be dropped off at the Mines Museum, c/o Operations Manager:

1310 Maple Street
Golden, CO 80401
If mailing a check deposit, please use the following address:

Mines Museum of Earth Science
c/o Operations Manager
1301 19th Street
Golden, CO 80401

**Late Payment.** Late payment or outstanding balances may be subject to an interest charge of one and one-half percent (1.5%) per month until paid in full. Balances remaining at the end of sixty (60) days will be referred to State Collections.

**Tax Exempt Certificate.** Should User qualify for exemption from Colorado sales tax, a properly executed exemption certificate must be provided to Mines along with this signed agreement. If User does not provide a valid exemption certificate, sales tax will be assessed when applicable.

**Disaster Cancellation.** In the event of any disaster rendering Mines-owned facilities or any portion thereof uninhabitable for more than seven (7) continuous days, this Agreement may be canceled by the Mines Museum. Notice will be provided to User as soon as practical.

**Termination by User:** In the event the User terminates the Agreement prior to the reserved event date, the Mines Museum may retain a percentage of the rental fee as liquidated damages as follows.

<table>
<thead>
<tr>
<th>Cancellation Total Charge</th>
<th>0-20 days</th>
<th>21-45 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% of rental deposit</td>
<td>50% of rental deposit</td>
<td></td>
</tr>
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</table>

**Liability.** The Mines Museum accepts no responsibility for theft or other loss of money, valuables, or personal effects of Participants or staff members of User in the event covered by this Agreement. The Mines Museum shall not be liable for any damages to either User’s property or personal property of Participants due to acts of God, accidents, or the breakage, stoppage, or leakage of water, gas, sewer, plumbing, heating pipes, or systems.

**Indemnification.** User hereby agrees to indemnify and hold harmless the Colorado School of Mines, its trustees, officers, administrators, agents, employees, and students from and against any and all rights, actions, claims, demands, liabilities, or damages which may accrue against Mines for any injuries or damages to persons or property, as well as costs or expenses sustained or received as a result of or in connection with the use or preparation for use of the facilities or the presence of any persons, property, or invitees of User on or about the facilities. Indemnification is not limited, and includes any liability or payment (including costs and attorney’s fees) by reason of any damages of bodily injury (including death) sustained by any persons or on account of damage to property including the loss of use thereof arising out of or in connection to this Agreement.
**Severability.** In the event, any portion of this Agreement is declared invalid or unenforceable for any reason, such portion is deemed severable here from and the remainder of this Agreement shall be deemed and remain fully valid and enforceable.

**Integrated Agreement.** This Agreement, together with any addendums attached hereto and incorporated herein, constitutes the entire agreement and understanding between the parties hereto and cancels, terminates and supersedes any prior agreement or understanding relating to this Agreement. There are no other representations, promises, agreements, warranties, covenants or understandings relating to this matter. None of the provisions of this Agreement may be waived or modified except expressly in writing and signed by both parties. However, failure of either party to require the performance of any provision of this Agreement or the waiver by either party of any breach shall not prevent subsequent enforcement of such term nor be deemed a waiver of any subsequent breach. Paragraph headings are for convenience only and shall not add to or detract from any of the terms or provisions of this Agreement.

**Immunity.** Nothing in this Agreement shall be construed or interpreted as a waiver of any provision of the Colorado Governmental Immunity (“CGIA”), §§ 24-10-101, et seq., C.R.S., as now or hereafter amended. The parties understand and agree that liability for claims for injuries to persons or property arising out of the negligence of the State of Colorado and its institutions, including Mines, is controlled and limited by the provisions of the CGIA.

Signature of this Agreement certifies User approval of the proposed arrangements and verifies that you are authorized to commit funds from User in payment of event charges. The duly authorized representatives of Mines and the User have executed this Agreement on the day and year set forth below.
Event Name:

Event Date:

Setup Start Time (as early as 4:00pm):

Event Start Time (as early as 5:00pm):

Event End Time:

Cleanup End Time:

Number of Guests:

Alcohol Being Served: Y/N

If Yes, are you having a cash bar or open bar?: *Cash/Open

*If having cash bar, you must apply for a special event liquor license from the city of Golden.

Request GRL 201 Conference Room (40 person capacity): Y/N

Additional requests:

On behalf of: Mines Museum of Earth Science

By: Samara Rhett Tebo

Name: Samara Rhett Tebo

Title: Operations Manager

Date: