



Reservation and Deposit

INITIAL _____

- Events are booked on a first-come, first-served basis. All fees and building use guidelines will apply.
- Requests for use must be made at least 1 month in advance.
- The room deposit is required to book a reservation.
- The remaining balance of all rental fees must be paid no later than 1 week prior to the event.
- A walk-through must be scheduled with the Coordinator prior to the event.
- All rates are subject to change without notice until a deposit is made.

Cancellation Policy

INITIAL _____

- In the event of a cancellation, notification is required **two weeks in advance** of the event date to receive a full refund of the room deposit and any paid rental fees. Cancellation after that date will result in forfeiture of the room deposit, but any security fees paid will be refunded in full.

Responsibility

INITIAL _____

- Lessee assumes all responsibility for injury and damages.
- The lessee releases Sophienburg Memorial Association from all liability associated with loss, personal injury, or death related to the use of the museum.

Catering

INITIAL _____

- SMA does not provide dishes, glassware, silverware, serving platters, etc.
- All alcoholic beverages will be the responsibility of the group and may only be served, not sold. SMA accepts no liability for the actions of the group or group guests at alcohol related events. All TABC rules will apply.
- Guests must be 21 years of age with a valid I.D. to consume alcoholic beverages on the premises. The event will be terminated if any guests under the age of 21 are found in possession of alcohol.
- No food or drink is to be taken out of the designated area(s).
- SMA cannot serve or provide alcohol. If lessee provides alcohol, lessee assumes all responsibility.

Decorations

INITIAL _____

- All decorations must be approved by the Event Coordinator in advance.
- No exhibit or other items in SMA shall be moved without permission of Events Coordinator.
- Decorations not allowed inside the museum include:
 - Rice or birdseed
 - Thumbtacks or nails or staples
 - Live potted plants
 - Decals or Stickers
 - Permanent tape
- **The use of candles and/or tea lights are NOT permitted.**



Photography INITIAL _____

- Photography is allowed inside and outside of the Emmie Seele Faust Library.

Sound and Music INITIAL _____

- DJ's or sound systems used must follow City of New Braunfels noise ordinances.

Clean-Up and Maintenance INITIAL _____

- Clean up should be done within the hours specified on the reservation form. If clean up goes beyond the agreed time or the facility is not returned to the condition prior to the rental, a fee of \$100 will be invoiced. All events must end by midnight including clean up.
- SMA will provide trash receptacles for the event.
- Clean-up fees may apply.

Parking INITIAL _____

- Parking is available in the museum parking lot and on the street.
- Entrances of the ESFL are handicap accessible.

Please Note INITIAL _____

- Smoking is restricted to outside of the museum, at least 15 feet away from the doors.
- Smokeless tobacco use is prohibited in the museum and on the museum property.
- Damage to museum property, vandalism or theft are criminal offenses and will be reported to the authorities and charges will be filed against any guest(s).
- SMA does not assume responsibility for guests' vehicles or personal property, whether remaining in the vehicle or the museum. Guests are accountable for all belongings before, during and after the event.
- All children must be accompanied and supervised by an adult at all times.
- Pets are not allowed in the building unless they are assisting individuals.