

S O P H I E N B U R G

MUSEUM + ARCHIVES

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 one month in advance.
- A security deposit of \$100, along with one-half of rental fee is required to book the reservation.
- Rental fees must be paid in full no later than three weeks prior to the event.
- A walk-through must be scheduled with the Event 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 10 days in advance of the event date in order to receive a full refund of the rental fees and the security deposit.
- Cancellation after that date will result in forfeiture of the security deposit, but any rental fees paid will be refunded in full.

Responsibility **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.
- All exhibit or other items in SMA shall not 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 _____

- DJs 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 its condition prior to the rental, the \$100 security deposit will be retained.
- SMA will provide trash receptacles for the event.

Parking INITIAL _____

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

Please Note INITIAL _____

- Building occupancy capacity is determined by the New Braunfels Fire Marshal. Maximum occupancy is 87; however, per state and local health authorities, said number may change at any time for the health and safety of our guests during COVID-19 Pandemic.
- 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 certified service dogs.