

# Events & Facility Rental Guide



## *Changing the Way You Host Events*

Nestled in the heart of Fort Worth's Cultural District, the National Cowgirl Museum and Hall of Fame offers a beautiful 33,000-square-foot facility, perfect for your next event or meeting.

Whether for corporate retreats and events, luncheons, dinners, awards banquets or wedding receptions, the National Cowgirl Museum offers a unique experience for all our guests.



NATIONAL  
**Cowgirl Museum**  
AND HALL OF FAME

Contact our Facilities Manager at (817) 509-8987 or [tommy@cowgirl.net](mailto:tommy@cowgirl.net)  
[www.cowgirl.net](http://www.cowgirl.net)

## Museum Experience

The National Cowgirl Museum and Hall of Fame offers exquisite event space for corporate entertaining, holiday parties, receptions and more. Designed by renowned architect David M. Schwarz, the National Cowgirl Museum and Hall of Fame exemplifies classic elegance with a western accent. Unlike renting a hotel or convention center ballroom, our event space is the Museum itself. Entertain your guests in the rental spaces, and know they may also visit the Museum exhibits. Choosing the National Cowgirl Museum and Hall of Fame for your next event means you are choosing excellence.

## Museum Packages

Rental packages include the exclusive use of the National Cowgirl Museum and Hall of Fame's galleries, theaters, lobby, and rotunda. Rental fees include sixty-inch round tables, six-foot buffet tables, black chairs, table and chair set-up, break-down and event staff to assist you throughout your event. Several upgrades are available for additional fees, including Chivari chairs, or you may choose to keep the Museum Store open for your guests to browse and shop during their time here. Some renters even choose to supply each guest with a gift certificate to choose their own party favor!

SPACE	IDEAL FOR	TIME	PRICE
Museum Package (Grand Rotunda, Lobby, Lounge and access to all exhibit galleries)	Up to 350 reception-style, or 200 seated <ul style="list-style-type: none"><li>• Wedding Receptions</li><li>• Corporate Events/ Parties</li><li>• Debutante Balls</li></ul>	5 hours (In addition-2 hours set up, 1 hour tear down)	\$2,000 \$250 for each hour after midnight
Lounge	<ul style="list-style-type: none"><li>• Children's Birthday Parties</li><li>• Luncheons</li><li>• Planning/ Training Events</li><li>• Corporate Lunches &amp; Seminars</li></ul>	4 hours	\$150 during regular Museum hours \$250 outside regular Museum hours

Non-profit organizations receive a 20% discount. (Discount applies to rental package only and does not include any additional fees.)

## Exhibit Changes

Exhibits form an integral part of the mission statement of the National Cowgirl Museum and Hall of Fame. In addition to the permanent gallery space, exhibits may also be located in the Flexible Exhibit Galleries. Due to the fact that exhibits change periodically, the Museum cannot guarantee rented space as listed in this Rental Agreement will have the identical appearance as when originally viewed. If in doubt, please ask.

## Museum Parking

Many events happen simultaneously throughout the Cultural District and parking can be a concern. Although parking is available, it is not guaranteed. The parking lot located on the west side of the Museum is shared by other organizations such as the Fort Worth Museum of Science and History and the Will Rogers Memorial Center, the cost for this lot is \$5.00 per vehicle. The large lot south of Harley is \$3.00 per vehicle. If you wish to guarantee parking for your guests, we suggest using a valet service for the evening.

## Catering

The National Cowgirl Museum and Hall of Fame requires all catering be provided by one of our preferred caterers. Each one offers the best in event entertainment through quality, display and service. If you have a caterer you would like us to consider, please let us know.

*Affairs to Cater*  
*Blue Mesa*  
*Cassie's Frozen Yogurt*  
*Central Market*  
*City Kitchen*

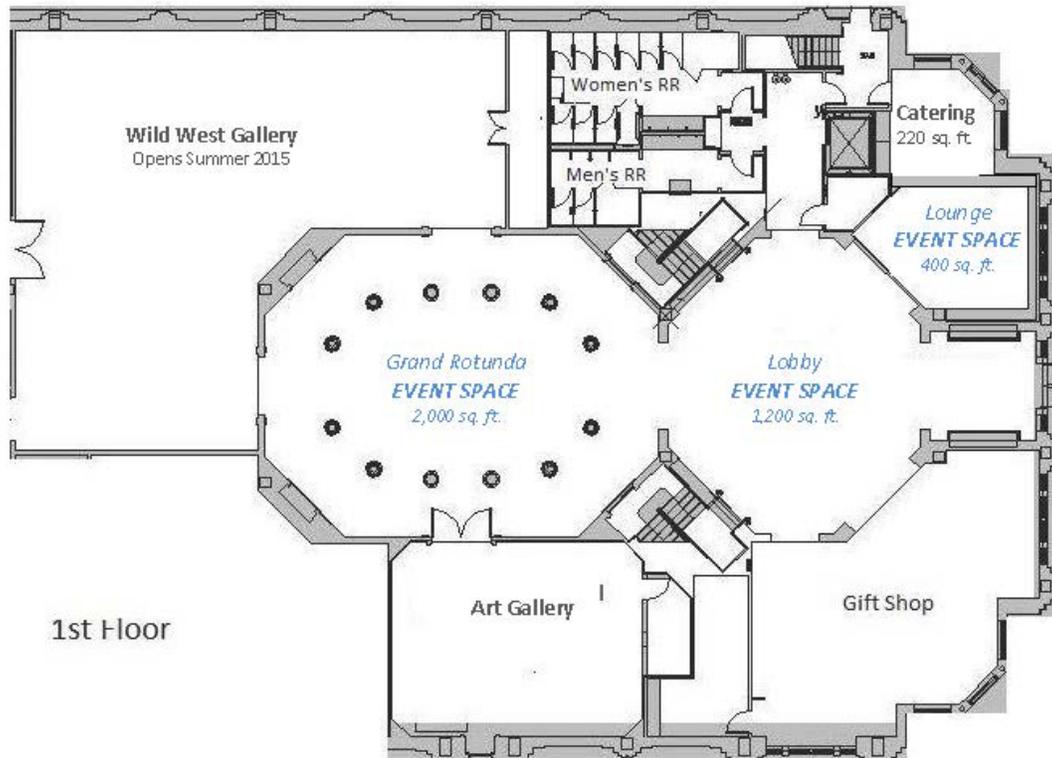
*Coburns Catering*  
*Magdalena's*  
*Oliver's Fine Foods*  
*Reata Restaurant*  
*Steel City Pops*

## Museum Security

Your rental fee includes the presence of a security officer on duty throughout your rental period. When alcoholic beverages are served or more than 100 guests are expected, an additional officer is required. The Museum will schedule this service at a rate of \$50 per hour per officer, which will be included in your final invoice.

## Equipment Rentals

Garden chairs, cocktail tables, linen, additional round tables or buffet tables may be rented and delivered to the Museum. If dancing is part of your event's agenda, a dance floor can be rented. Please note dance floors must be picked up by the delivery company immediately after your event. Please arrange all delivery and pick up times with the Museum's Facilities Manager.



## LOBBY

The Lobby is an enchanting entrance to the Cowgirl Museum. The Lobby makes a perfect cocktail/bar area or can accommodate a band and stage area. It can also be used for additional seating off the Rotunda.



## LOUNGE

The Lounge is perfect for children's birthday parties or small groups. Chairs or benches can face the 9' x 12' screen, or tables can be set up for a small event. For larger events, the Lounge provides buffet set up or additional seating off the Lobby area.

**(photos needed)**

## GRAND ROTUNDA

The Grand Rotunda is a majestic light-filled, multi-story space accented by a spectacular interactive mobile comprised of 100 moving pieces, some of which can be customized with your own video. The Rotunda is the perfect area for receptions and looks amazing with a dance floor, tables, or rows of chairs and a podium.



## **Museum Guidelines**

The National Cowgirl Museum and Hall of Fame is a beautiful space for any event and we ultimately want your event to be a success. Being a museum first and a venue second, some of our policies and procedures might seem different than those of other rental spaces. To ensure your event is remarkable, we ask that you please adhere to our guidelines and respect our space so that others like you may enjoy it for events to come.

### *Pre-Event*

- When planning your menu, please take note, red or blush wines are not permitted to be served inside or outside the Museum.
- When planning the aesthetics of your event, please know candles or open flames, balloons, glitter, confetti, hay bales, dark-colored roses, and sparklers are not permitted inside and or outside the Museum.
- All decorations must be approved by the Museum.
- A walk-through with the Facilities Manager is required prior to the event to determine event logistics.

### *Deliveries*

- Please inform anyone delivering items to the Museum for your event to drop off all deliverables to the dock area located in the rear of the Museum.
- The Museum will accept delivery but will not accept legal responsibility for food, beverages, equipment or other properties brought into the Museum for events before, during or after rental hours as specified in the Rental Agreement.

### *Set-up and Break Down*

- Nothing may be nailed, tied or taped to any ceilings, walls, floors or furnishings inside and/or outside the Museum.
- Smoke, fog or haze producing equipment is not permitted.
- Please do not move or remove items inside the museum including but not exclusive to tables, chairs, stools, benches, literature, plants, urns, stanchions, etc.
- The Event Sponsor is responsible for the removal of all items brought into the Museum for the use during a special event.
- Break down must be begin directly following the event's end time as stated in the Rental Agreement.
- If the Museum is not cleaned properly, a fee of no less than \$250.00 will be included in the Event Sponsor's final invoice. The Museum event staff must give approval before clean-up crews may leave the premises.

## **Rental Requirements**

Before an event is deemed confirmed, the following items must be received:

- Museum Membership fee and form. Museum memberships are tax deductible.
- Signed rental agreement
- Deposit which consists of 50% of total facility rental fee
- General Liability Insurance –a General Liability insurance policy in the amount of \$1,000,000 with the Museum named as an additional insured must be received by the Museum Special Events office prior to an event. All individuals can provide a Homeowners Insurance Policy showing a \$1,000,000 liability limit or a "special event" policy with a \$1,000,000 per occurrence limit. If unable to provide such insurance, a one-time event policy can be purchased through the Museum.

## **Cancellation Policy**

The Museum reserves the right in its sole discretion to cancel special events due to unforeseen circumstances beyond the reasonable control of Museum. In such an unlikely instance, any advance payments will be refunded in full to the Event Sponsor.

If the Event Sponsor cancels an event after a Rental Agreement has been signed, for reasons not relating to a natural or man-made disaster, the Museum will not refund any deposits and/or payments received to date. The Museum will allow the Event Sponsor to reschedule the cancelled event one time on any available date in the succeeding 90 days and to apply the previously paid Facility Rental Fee to the rescheduled event.

If, prior to the event, Event Sponsor fails to comply with any of the terms and conditions in this Rental Agreement, the Museum may cancel this Rental Agreement and return any advance payments to Event Sponsor after deducting any costs and expenses incurred by Museum as a result of Event Sponsor's non-compliance.

For more information please contact:

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