



Events & Facility Rental Guide

Updated November 2, 2022



The National Cowgirl Museum and Hall of Fame,
located in the heart of Fort Worth's Cultural District,
offers a unique and beautiful facility for your next event or meeting.

Our elegant architecture and Western flavor form the perfect backdrop for receptions, holiday parties, corporate functions, or any other event. The Museum is also a lovely location for bridal portraits.

1720 Gendy Street – Fort Worth, Texas 76107
(817) 336-4475 (817) 336-2470 (fax) 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 lobby or rotunda, with an option to keep the exhibits and store open for their enjoyment.

Museum Availability

The museum is available for rent during non-operating hours. The museum is open to the public Tuesday-Saturday 10am-5pm, and Sunday 12-5pm.

Museum Capacity and Pricing

- Ideal for up to 175 reception-style, or 120 seated
- Total Event Time: 2 hours; with 2 hours' set-up and 1 hour tear down (5 hours total)
- Price: \$3,600; and \$300 for each hour after allotted time. All events must be over and clean-up completed by midnight. Non-profit organizations receive a 20% discount. (Discount applies to rental package only and does not include any additional fees.)

Museum Package

Rental package includes the exclusive use of the National Cowgirl Museum and Hall of Fame's lobby and rotunda. Galleries can remain open for the enjoyment of your guests, with prior arrangements.

- **Included:**
 - Rental fees include up to 20 sixty-inch round tables, six-foot buffet tables, six 30" high top tables, and up to 200 Chiavari chairs, with table and chair set-up, break-down and event staff coordinator to be on-site during your event.
 - Sound System: Podium, 1 microphone, 1 – 60" monitor on stand and background music ("Soundtrack" Playlists)
 - The Desert Rose at the Cowgirl store can be open for your guests to browse and shop during their time here. Some hosts even choose to supply each guest with a gift certificate to choose their own party favor! There's a charge of \$100 to keep the store open. If your guests purchase \$100 or more at the store, there will be no charge for the store.
- **Additional:**
 - Additional microphones, a second 60" monitor and any other AV needs require an AV technician. The technician is \$100 per hour with a 2-hour minimum.

Museum Parking

Many events happen simultaneously throughout the Cultural District and parking is an important consideration for all events. Although parking is available, it is not guaranteed. The parking lot located on the west side of the Museum, at the corner of Montgomery and Harley, is the closest lot and is managed by Trail Drive Management for the City of Fort Worth, the same company that manages the Dickies Arena. Pricing for the parking varies, according to event traffic. To ensure parking for your guests, we recommend valet parking. The museum packages do not cover parking and the museum is not responsible for coordinating or guaranteeing parking for any events.

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 there is a caterer you would like us to consider, please let us know.

- Preferred Caterers
 - Bonnell's Fine Texas Cuisine
 - Joe. T. Garcia's
 - Magdalena's Catering and Events
 - Reata Legendary Texas Cuisine Restaurant

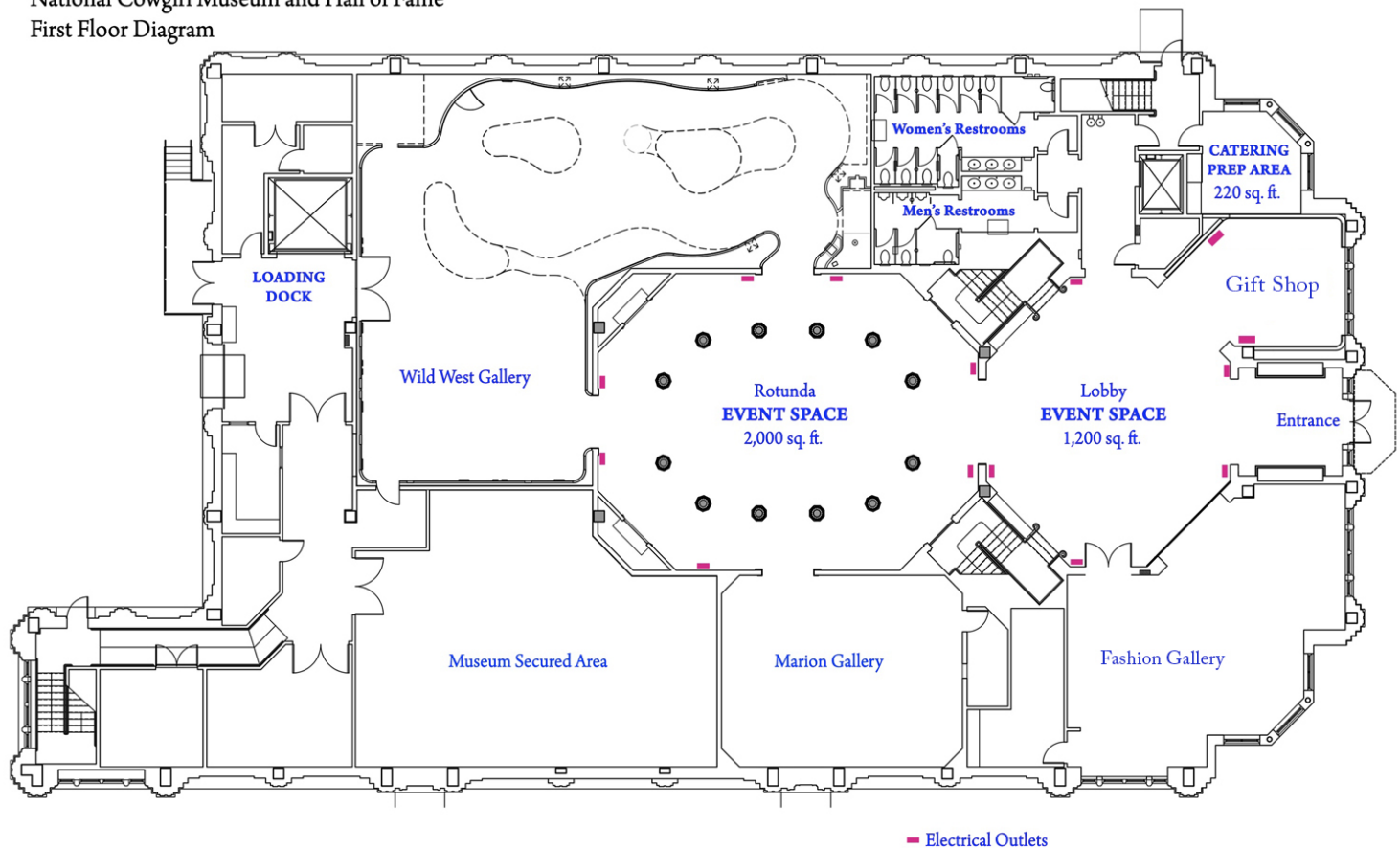
Museum Security

When alcoholic beverages are served, or more than 100 guests are expected, a Fort Worth Police Officer is required. The Museum will schedule this service at a rate of \$60 per hour, with a minimum of 4 hours, and will bill the client.

External Equipment Rentals

Garden chairs, cocktail tables, linen, additional round tables or buffet tables may be rented and delivered to the Museum at the host's expense. The museum space is not large enough for dance floors or large stages.

National Cowgirl Museum and Hall of Fame
First Floor Diagram



LOBBY

The Lobby is an enchanting entrance to the Cowgirl Museum. The Lobby makes a perfect cocktail/bar area or can accommodate a small band. It can also be used for additional seating off the Rotunda. The round concierge desk in the center of the lobby cannot be moved and is cleared off before each event.

ROTUNDA

The Rotunda is a majestic multi-story space accented by a spectacular interactive mobile comprised of 100 moving pieces. The Rotunda is the perfect area for receptions and looks amazing with 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 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.

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- 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 Museum staff 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

- The museum staff will set up tables and chairs included in the rental. All other equipment set-up is the responsibility of the host.
- 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. All items must be removed from the rotunda and lobby immediately after the event and all items must be removed from the museum within 24 hours of event.
- Break down must 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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