

Facility Use & Rental Information

Spindletop Boomtown Museum offers our unique venue for rent to the public, Lamar University faculty, staff, and student organizations. Our rental spaces include the Caroline

Venue Fees:

- All rental items are subject to current inventory restrictions.
- Rental fee includes admission to tour exhibit buildings during normal business hours.

Location	Hours	Student Org	University Dept	Sponsored Group	Private/ Corporate
Log Cabin Saloon	2 hour minimum	\$0	\$0	\$0	\$75/hr
Caroline Room/Lecture Hall Only	2 hour minimum	\$0	\$0	\$0	\$100/hr
Caroline Room + Hamill Square	2 hour minimum	\$0	\$0	\$0	\$200/hr
Museum Package	4 hour minimum	\$0	\$0	\$0	\$1500 Additional hour = \$200
Lucas Gusher Re-Enactment	\$50				

Cleaning Fee	Per 50 guests	\$100	\$100	\$100	\$100
LUPD on Site	quoted by event	quoted by event	quoted by event	quoted by event	quoted by event
Event Insurance	quoted by event	quoted by event	quoted by event	quoted by event	quoted by event
AV Equipment	2 hr min	\$0	\$0	\$0	Projector \$50 Sound \$50
Heaters (2)	2 hr min	\$50	\$50	\$50	\$100

Venue Fees Continued :

*Extended Operating hours apply to approved events that occur outside of normal business hours that require museum personnel on site.

*Violations include anything not in accordance with agreed upon policies and procedures.

Rental Disclaimer: Prices quoted are per day. Rental is subject to available inventory.

Rental Deposits and Damage Deposits: Spindletop Boomtown requires two deposits for use of its facilities:

- (1) A non-refundable rental deposit of 50% of the rental fee, including incidental fees, and a signed Facility Use Agreement are required within forty-eight hours of booking your event. The balance is due three days prior to your event. The deposit is credited to the final balance.
- (2) A \$200.00 damage deposit is due at the time of booking to cover possible damages. Renters are liable for damages to museum property incurred during events. The damage deposit is refundable upon inspection of facilities after the event. If no damage is found, refunds are issued within one week of the event. If damage is found, no refund or a partial refund will be issued, depending on the severity of the damage.

A 10% discount is available for Lamar faculty, staff, and students.

About the Rental Spaces:

- ” Caroline Room/Lecture Hall with access to full kitchen
- ” Caroline Room + Hammill Square
- ” Log Cabin Saloon
- ” Museum Package
- ” Restrooms - Spindletop Boomtown provides one set of restrooms in the Visitor Center. For large events, you may be required to rent additional portable restrooms

Planning Meeting A planning meeting with the Spindletop Boomtown director should be scheduled at least 2-3 months in advance, or as soon as possible, of your event to discuss details, fees, etc. A set up plan for the desired space should be decided upon at this time.

Inventory:

Quantity 13 - IW [0 ¶ UHFWDQJXODU WDEOHV LQGRRU XVH RQ

Quantity 12 - IW [0 μ UHFWDQJXODU WDEOHV LQGRRU XVH RQ

56 indoor chairs

Not Included in Your Rental Fees:

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The following policies and procedures apply to all facilities at Spindletop Boomtown Museum.

These policies comply with those mandated by Lamar University

The Department of Event Management allows reservations from the following groups:

- Registered Student Organizations
 - o No rental fee assessed for use of venue
 - o Incidental fees for cleaning, extended operating hours, equipment rental, etc., apply
 - o Facility Use Agreement must be executed by faculty advisor on record.
- University Departments
 - o No rental fee assessed for use of venue
 - o Incidental fees for cleaning, extended operating hours, equipment rental, etc., apply
- Sponsored Groups/Programs
 - o Departmental sponsorship is indicated by a standard of active involvement. The activity must relate to the department's mission and/or fall within the department's regular or recurring sphere of activity.
 - o Incidental fees and rental fees for miscellaneous items not including venue rental costs will apply, as outlined in rental policies, and the sponsoring department or student group agrees to submit payment prior to the event
 - o Sponsored groups must complete a Facility Use Agreement, regardless of whether the venue rental fee is waived.
 - o To qualify for a venue rental fee waiver, Sponsored Groups must meet the following criteria:
 - μ Intended audience for event is comprised of Lamar University students, faculty, and/or staff
 - μ At least one member of Lamar University's faculty or staff will be present for the duration of the event and serve as point of contact throughout the Event lifecycle
 - μ The sponsored group will not charge an admission fee or otherwise generate revenue from the event
- Private and corporate events
 - o Rental and incidental fees apply as outlined in the fee structure
 - o Facility Use Agreement and signed policy acknowledgment required
 - o Lamar University alumni may receive a 10% discount on venue rental fees excluding miscellaneous equipment, cleaning, extended operating fees, etc.

Registered student groups and Lamar University Departments/Colleges may be allowed (1) reservation consisting of multiple consecutive days per semester in each venue. The maximum number of consecutive days per reservation is four. After four days, Registered Student Groups and Lamar University Departments/College are subject to standard venue rental fees for use of the space at the rate defined in the fee schedule.

Multi-day events are confirmed at the discretion of the museum director based on existing reservations and other miscellaneous factors.

Registered Student Groups may not use museum facilities for recurring events such as

Exceptions and Violations

Exceptions

The Office of Event Management and museum administration reserves the right to make exemptions to any of these policies at the discretion of the Division of Campus Operations and the Office of the President, as is deemed appropriate and in-line with the missions of the venue and Lamar University.

Violations

Violation of Lamar University policies may result in a violation fee per violation and/or a probation of up to nine months. Additionally, museum administration reserves the right to terminate any reservation at any time due to violation of policies or agreements. If this is done, rental fees and incidental fees may still be assessed based on costs incurred.

Appeals

Any appeals of policies or violations must be submitted in writing to museum administration via email at Boomtown@lamar.edu. The appeals will be reviewed by museum administration, Director of Events Management, and the Division of Campus Operations. All decisions are final.

Personnel & Safety

First Aid

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museum staff before administering first aid. All incidents and accidents must be reported.

Emergencies

Security

Media Services and AV Equipment

The use of specialized university audio/visual equipment requires on-site technical staff to operate. Additionally, groups may request event support staff to be available for the duration of an event. To arrange these services, contact Media Services directly via the form on its web page located at: <https://www.lamar.edu/it-services-and-support/media-services.html>

Additional fees for Media Services and equipment may apply.

To contact Media Services email: servicedesk@lamar.edu or call, 409-880-2222.

Spindletop Boomtown provides basic audio-visual equipment (LCD projector, sound system, television, VCR/DVD player), but cannot provide computer equipment, including laptops, printers, or scanners, or technical support for such equipment. All audio-visual and electronic equipment belonging to Spindletop Boomtown must be moved, set-up and reinstalled by museum staff only. Use of museum AV equipment is contingent upon availability and assessed a separate rental fee.

Equipment, Decorations, and Storage

Lighting

All areas of the building stay fully illuminated during regular operating hours and extended operating hours. All lighting is controlled by on site museum staff and may not be altered by the group without consent. If strobe or similar lighting is used during an event, signage must be posted at the entrance with a warning about the lighting effects.

Sound

Spindletop Boomtown Museum is located adjacent to a residential neighborhood. Every effort should be made to maintain a respectful noise level throughout your event, especially in the evenings. The client is responsible for providing their own music, which must be free of profanity and sexual content. Loud music with excessive bass will not be tolerated.

Guest Count

The museum will provide seating for up to 5% over your final guest count, not to exceed

Be aware that venues are not formally reserved until official confirmation is issued from
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Policy Acknowledgment :

I acknowledge that I have received, read, and will abide by the policies set forth in this document for Spindletop Boomtown Event Rentals.

Printed Name:

Signature: _____

Date: _____

Museum Program Coordinator Printed Name:

Museum Program Coordinator Signature:

Date: _____

Museum Director Printed Name: _____

Museum Director Signature: _____

Date: _____