

# OHR-O'KEEFE MUSEUM OF ART

## Rental Policy and Schedule of Facility Rental Fees

### Rental Policy and Conditions

- A **\$125.00 non-refundable Booking Fee** is required at the time of reservation and is separate from rental fees.
- A **\$500 refundable Deposit** is required at the time of reservation and is separate from rental fees.
- **Rental fees** must be paid in full no later than sixty **(60) days prior to the event date.**
- **Reservations** are not confirmed until all required payments are received.
- **Public Safety** fees are required for events with 50+ people in attendance.
- The **Refundable Deposit** will be refunded once post-event inspection, less any costs for damages, excessive cleaning, or policy violations are considered and applied.

### Rental Space Schedule of Fees

Rental Space Proposed Date:	Standing Capacity	Seated Capacity	Rental per Day Rate	Paid By Date:	Cost Per:
Welcome Center	150	75	\$1,500.00	60 Day	
Plaza	500	280	\$500.00	60 Day	
Center for Ceramics 4 <sup>th</sup> Floor	30	20	\$1,200.00	60 Day	
Center for Ceramics 2 <sup>nd</sup> Floor	75	50	\$1,100.00	60 Day	
Galleries – priced per each	-	-	\$500.00*	60 Day	
Fire/Police – Public Safety	-	-	\$450.00** \$250/hour over the 4hr min.	60 Day	
Event Insurance	-	-	\$170.00-\$580.00***	60 Day	
Specialty Event Brick	-	-	\$100.00****	-	
Booking Fee	-	-	\$150.00*****	Today	\$125.00
Deposit	-	-	\$500.00*****	Today	\$500.00
<b>TOTAL</b>	-	-	-		

### Continued Policies & Conditions

- **Special Daytime Rental Rates Available:** Tuesday–Saturday, 10:00 a.m.–5:00 p.m. Email [rentals@georgeohr.org](mailto:rentals@georgeohr.org).

- **Gallery Rentals\*** : No food or beverages permitted inside galleries; all service must occur outside gallery spaces.
- **Public Safety\*\*** : Events must be booked at least 30 business days in advance and are subject to police, fire, and staff availability. Public safety fees are paid directly to Biloxi Fire Department and Biloxi Police Department in compliance with local ordinance and law.
  - **Police and Fire:** Require 4 hour minimum, including 30 minutes of inspection prior to start time. Initial fee of \$450 provides **3.5 hour event with public/private access.**
  - **Police and Fire:** Require an additional **\$250 per each additional hour.**
- **Event Insurance\*\*\*** : Liability insurance is determined by attendees and audience. Liability insurance is required for all events and is non-refundable. See the chart below:

Attendance	Private	Public
200 or fewer	\$170	\$200
201–750	\$200	\$230
751–1,500	\$270	\$345
1,501–3,000	\$460	\$580

- **Specialty Event Brick\*\*\*\*** : Available at a **20% discount** to commemorate your event. Bricks available at of \$100
- **Booking Fee\*\*\*\*\*** : Non-refundable once paid.
- **Refundable Deposit\*\*\*\*\*** : Subject to partial or full forfeiture if damages or violations occur.

### Rental Inclusions

Rental includes use of the reserved space and available tables and chairs in accordance with established capacity limits.

Rental includes and requires the presence of 2 staff members present throughout event. All staff and safety officers are considered part of the event, inclusion in seating and food and beverage accommodations is required.

### Rental Exclusions

Rental excludes set up and break down of tables and chairs. The approved quantities of tables and chairs will be provided per the capacity guideline of each space. Our guests may set-up tables and chairs to facilitate event needs, however must comply with local ordinance and law.

Rental excludes overnight storage. However, to accommodate storage needs the museum may make adjustments on a case-by-case basis.

Rental excludes the use of the kitchen. However, to accommodate catering needs the museum may make adjustments on a case-by-case basis.

Rental excludes linens and decoration.