



Private Event Facility Use Guidelines

Thank you for hosting your event at the Forney Museum of Transportation! The following information is provided to assist in planning your special event. For further information or any questions, please contact the Event Coordinator at events@forneymuseum.org.

Please note that all visits to the Museum for event purposes are by appointment only. You are welcome to visit the Museum as a guest with a purchased ticket anytime during our open hours.
www.forneymuseum.org

The Forney Museum of Transportation is a hidden gem centrally located near Downtown Denver. This unique venue holds a collection of over 500 historical artifacts including railroad cars, automobiles, carriages, motorcycles, and wax figures.

Rental Fees-

Your contract includes 2 hours of set up, 4 hours of event time, and 1 hour for clean-up standard, unless stated otherwise in your contract or for Meeting Room events. All events must end at 11:00 pm with tear down concluding by 1:00 am, if additional hours are added. Below is a recap of additional fees and requirements based on types of events.

- Additional event hours can be added at the rate specified in your contract
- Additional set up and tear town hours can be added at the rate of \$150 per hour
 - For set up hours while the Museum is open to the public, additional fees may be added depending on the complexity.
- For events producing an excess amount of trash that causes the trash bins to overflow, a \$250 fee will be charged.
- The Forney Museum must be the one to hang any decorations from the ceiling. There is a \$100 per hour charge for this with a minimum of 2 hours. Decorations should be dropped off to the Forney no later than 1 week prior with detailed instructions and maps of where items should go. Items will be taken down the day after the event and can be picked up within 1 week of the event.
- For events over 200 guests, a parking attendant may be required and will incur a \$200 fee.
- For events over 300 guests, a security guard is required. 1 guard for every 150 guests is required. The Forney can contract security for the event and will pass along costs. Clients are also able to contract security on their own, so long as it is approved with the Forney prior to contracting.
- Proms and school dances will be required to provide 1 security guard for every 50 students + 1 adult chaperone for every 50 students.

Insurance-

The Forney Museum requires a one-day special event insurance policy to cover you in the event of damage or harm to your guests for most events. Unless approved by the event coordinator, this policy will be required. You can obtain this policy using this link: www.theeventhelper.com with the Museum's requirements already included.

Event Set-up-

The event host and/or caterer is responsible for all set up of the event space including any tables, chairs, linens, equipment, etc. Please work with your caterer to determine who will be responsible for the set-up. The Forney Museum staff will be available during your set up for any questions and to ensure the facilities are being taken care of.

Vendors and Host should provide all equipment needed for transporting food and supplies. The Museum cannot guarantee use of any type of dolly or rolling carts.

Delivery and set-up times should be arranged through the Event Coordinator and will be based on the number of guests, contract, hours, complexity of event, and the Museum calendar.

Current Inventory-

All tables, chairs, and linens are included in your rental of the Central Space or Motorcycle Room. Polyester linens are provided in many colors. Additional colors can be chosen from the selection at AllWellRents.com. Linens may be upgraded for an additional fee. Additional rentals may be added and will be coordinated through the Event Coordinator.

Meeting Room or Gallery rentals have use of available tables and chairs in inventory, but does not include the use of linens. All tables must be covered either by cloth linen or plastic table coverings.

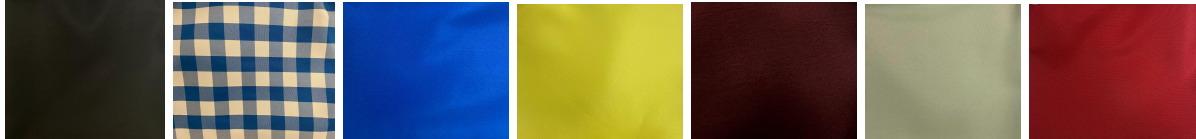
A podium is available for use in any of the spaces free of charge.

Quantities/types of tables in inventory:

- 5' round: 20
- 4' round: 10
- 6' banquet: 7
- 8' banquet: 55
- Cocktail table: 8

Quantities of chairs in inventory:

- Blue hotel stacking chair: 100
- Blue metal chair: 65
- Tan hotel stacking chair: 240



Linen tablecloth colors: black, blue & white checkered, royal blue, bright yellow, maroon, sage green, cherry red

Audio/Visual-

The Museum has a music system with speakers to carry sound throughout the Museum. The system can play music from any device with a headphone jack. The use of the system must be overseen by the Event Coordinator and only plays to a "Museum volume level." This cannot be used for announcements or dance parties.

The Museum also owns a smaller speaker and mic system for announcements. This includes 2 handheld and 1 lapel mic with a speaker. The purpose of the system is to make announcements for events as well as small speaking events. The system is not capable of producing a program for a large event.

The sound system can be used in either the Central Space or the Meeting Room. The Meeting Room includes use of a projector and projection wall. The Museum does not own a screen for projection.



Vendors-

The Forney Museum only requires use of one exclusive vendor for your event- AllWell Rentals. You may work with whomever you'd prefer for your event for all other vendors. All vendors must be approved by the Event Coordinator no later than 14 days before your event. All approvals, arrangements and access to the Museum for caterers and all other vendors must be coordinated through the Event Coordinator.

Please inform your vendors that all pickups and deliveries of goods must be coordinated through the Event Coordinator to ensure vendor access to building and/or rental space.

Please see the preferred vendors list at the end of this document. These vendors are trusted and have worked with the Museum before.

Catering-

Caterer must provide required & appropriate permits in connection with the event. This includes general and food service liability insurance. Caterer may be required to provide a copy of this if it is not already on file with the Forney Museum.

Food and beverages may be consumed and served in designated areas only. Caterers may not cook with open flame inside the building.

The Museum will provide 3 large trash and 3 large recycle bins for event use including trash bags. Host/Caterer is responsible for emptying trash from cans and replacing liners throughout the event, and ensuring trash areas are clean at the end of the event. The Museum has one trash and one recycle dumpster for the disposal of trash on-site.

Please DO NOT drag the trash bins along the ground. Please use the provided dollies to roll them.

The Museum provides an area for caterers to prep and store food and supplies. The Museum does not have a refrigerator, freezer, or ice machine. We do have a sink for caterers to fill water pitchers but it is advisable for caterers to bring water bins. There is no garbage disposal available!

At the end of the event, the catering supervisor and/or Host and Event Coordinator must conduct a walkthrough of all areas to ensure the building is in acceptable condition.

Alcohol-

The Forney Museum suggests working with Peak Beverage for all your bar needs.

If liquor is sold, an appropriate liquor license must be obtained and provided to the Event Coordinator no less than 30 days prior to the event. Please refer to the City of Denver's website for more information- Special Event Liquor Permit.

<https://www.denvergov.org/content/denvergov/en/denver-business-licensing-center/liquor-licenses/special-event-liquor-permit.html>

A trained professional bartender that holds an active Safe Service training, including TIPS as well as the other state-approved certifications who is NOT a guest at the event is required for all events that are to

serve alcoholic beverages. Professional bartenders working independently of caterers or licensed and insured bartending services are required to show proof of their training as a professional bartender, along with a photo ID to the Event Facilitator on the day of the event before any alcohol service will be permitted.

Signage-

You are welcome to place A-frame (stand-alone/sandwich board) signs and/or balloons near Brighton Boulevard to direct your guests. Signs may not be affixed to any Forney Museum signage. Signs must be removed at the conclusion of the event.

Signs placed inside the Museum must be approved by the Event Coordinator and must be adhered with non-invasive materials or be free standing.

Supplies-

Event host is responsible for all supplies needed for special events including extension cords, zip ties, office supplies, dollies, etc.

The Forney Museum will provide trash and recycle bins for your event. All receptacles MUST be covered with 33-gallon trash bags. If receptacles are not covered, you will be responsible for cleaning them.

Decorations-

Nothing may be strewn on the floors inside the Forney Museum. This includes, but is not limited to, confetti, glitter, crepe paper, rice, birdseed, feathers, and flowers. Nothing may be affixed to any surfaces without prior clearance from the Event Coordinator. All decorations must be approved in advance. Any decorations requiring ladders must be hung by Forney Museum staff and will be charged at \$100 per hour with a 2-hour minimum.

Feather boas are not allowed.

Smoking, open flames, real-flame votives, taper or unshielded candles, and pyrotechnics of any kind are not allowed inside the Museum. We require the use of battery-operated candles. Sterno flames are allowed under caterer supervision only.

All decorations and equipment must be delivered and set up on the same day as the event and removed at the conclusion of the event unless other arrangements are pre-made with the Event Coordinator.

Logistics-

All elements of the event chronology, vendor plans, and design must be submitted and approved 14 days in advance.

The Museum can create a floor plan for your event if you'd like. The Event Coordinator has measurements of the space and can assist with creating the best layout for your event.

Delivery times and items must be confirmed and approved through the Event Coordinator no later than 14 days in advance. Deliveries are only accepted the day of the event unless prior approval is obtained from the Event Coordinator. All Event Host property is stored and handled at the risk of the Event Host. No event equipment or supplies may be left in the building after the conclusion of the event unless prior

approval is obtained from the Event Coordinator. The Museum is not responsible to the Host or its vendors, suppliers or agents for any missing or damaged items.

A Museum staff member will be onsite to ensure adherence to contractual requirements and the safety of the building. The Museum will check and stock all bathrooms prior to and throughout your event.

The Museum has swamp coolers and full heat.

The Museum has a 1920's red and black Model-T that you are welcome to use for a photo booth. Host must provide all props needed. Props must be removed at the end of the event. Feather boas are not allowed.

The Museum does have enough WiFi connectivity for your vendors to utilize including any auction bidding software or payment processor. The WiFi information should not be given to guests.

Walk-through-

A logistics walk-through of the Museum is required at least 14 days prior to your event. A list of required tables and chairs must be provided to the Event Coordinator at the time of or within 3 days of the walk-through. All walk-throughs must be scheduled with the Event Coordinator.

Your caterer is required to attend the walk-through. If any additional vendors would like to see the space, the walk-through is a good time for them to do so.

Cleaning Guidelines-

At the conclusion of the event, the event space must be cleaned thoroughly (including the floors). All stains should be treated and removed. Brooms, mops, and cleaning supplies are provided by the Forney Museum. All trash cans must be emptied and all trash must be removed from the building. The Museum is not responsible for removal of trash generated by the event or spills from the process of removing the trash.

Host/Caterer is responsible for breakdown of all tables and chairs. Tables and chairs are to be placed into storage under the direction of the Event Coordinator. Tables and chairs should be picked up and not drag along the floors. Damage from dragging tables will be charged to the Host.

The Host will be responsible for ensuring that the caterer cleans up thoroughly. This includes removing all catering equipment, all supplies and all garbage from premises, mopping/cleaning, and not leaving any dirty dishes or any trash in the kitchen or event space.

The Museum requires all staging and event areas to be left as they were when set up began. All damage incidents must be reported immediately to the Event Coordinator for appraisal.

A cleaning checklist will be provided to you prior to your event. It is the responsibility of the event host to communicate this with the caterer.

Location & Parking-

The Museum is located at 4303 Brighton Blvd Denver, Colorado 80216. Our building is completely ADA Accessible.

We offer 100 parking spaces in the parking lot connected to our building. The parking lot has enough space to park and turn around a chartered bus and/or limousine. Please do not park in the surrounding business' parking lots without prior approval from that business. Hosts can work with surrounding businesses to provide additional parking options for your guests based on their availability.

Forney Museum Preferred Event Vendors

****REQUIRED RENTAL COMPANY**

AllWell Rents

Mariah Lehnert
303-935-7705 ext. 42
mariah@allwellrents.com
www.allwellrents.com

CATERING

Catering by Design

Ching-yuan Hu
303-781-5335
ching@cateringbydesignco.com
www.cateringbd.com

Savory Cuisines Catering

Alexa Govostis
303-440-1016
alexa@savorycuisines.com
www.savorycuisines.com

Footers Catering

Erin Hehn
303-762-1410
erin@footerscatering.com
www.footerscatering.com

Occasions Catering

Jeremy Bronson
303-789-1867
jeremy@occasionsdenver.com
www.occasionsdenver.com

Greens Point Catering

Susie Plank
303-772-2247
Susie@greenspointcatering.com
www.greenspointcatering.com

Y. Lo Epicure Catering

Shelly Lehrke
303-780-9888
shelly@yloepicure.com
www.yloepicure.com

DJ

A Music Plus

Pat Bruno
303-426-9990
patb@amusicplus.com
www.amusicplus.com

BEVERAGE SERVICE AND BARTENDERS

Peak Beverage

720-722-1140
adam@peakbeverage.com
www.peakbeverage.com

Avant Garde

Tim Taylor
303-906-1396
tim@avant-garde-events.com
www.avantgardeeventservices.com

Party Liquor

Joe Gonzales
720-759-9445
Joe@party-liquor.com
www.party-liquor.com

AUDIO VISUAL

Howe Eventful

Brian Howe
970-528-9271
info@howeeventful.com
www.howeeventful.com

Sound Town

Mark McElwain
303-733-3336
mark@soundtown.us
www.soundtown.us

Kaleidoscope Productions

Stephen Ridgeway
info@kaleidoscope-co.com
www.kaleidoscope-co.com

OTHER

Jay's Valet and Transportation

303-777-5297
www.jaysvalet.com

All American Parking

*Area parking manager
Eric Gonzales
720-296-0918
ericg@allamericanparking.net
www.allamericanparking.net