



VENUE RENTAL POLICIES

Approved by the Board of Trustees, October 20, 2021

GENERAL EVENT INFORMATION

The Abraham Lincoln Presidential Library and Museum (ALPLM) offers locations for business meetings, conferences, receptions, weddings, dinners and other events. Please note that such activities may not interfere with the normal public operation of the ALPLM and are subject to the policies and procedures below.

We look forward to the opportunity to work with you and we realize that each event is unique. For this reason, please note that this document may not be inclusive of topics that arise from unique requests, so we ask that you speak with our Venue Rental staff regarding all event details and requests.

Please note that by submitting an event request you acknowledge that you have reviewed and do agree to comply with the terms of the complete rental policies.

Types of Events: Events at the Abraham Lincoln Presidential Library and Museum (ALPLM) must be social, cultural, recreational, corporate, educational or personal in nature. The ALPLM cannot be used for partisan political events. Please note that the Executive Director of the ALPLM has the authority to waive any provision of these policies if, within his or her sole discretion, it is determined to be in the best interest of the ALPLM and consistent with its mission.

1. General Rules

- a. **Discrimination:** The ALPLM reserves the right to refuse rental to individuals, organizations or events that discriminate because of an individual's race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service in connection with employment, or in any other way that would constitute a violation of the Illinois Human Rights Act (775 ILCS 5).
- b. **Outside Space:** Renting an interior space for an event provides no use of any exterior areas.
- c. **Food & Drink:** No food or beverages, outside equipment, or decorations may be taken into museum exhibit areas, theaters or the Museum Store.
- d. **Children:** Children must remain under the direct supervision of an adult at all times while on ALPLM property.
- e. **Gambling, Firearms, Animals:** The ALPLM prohibits firearms and live animals, with the exception of service animals. With approval by the ALPLM, auctions, raffles and ticket games are permitted where the goods and services being sold, or funds being raised, are donated to a not-for-profit entity.
- f. **Event Information:** The ALPLM cannot be responsible for providing event information to the public or for taking or carrying messages for event attendees. A telephone number for your organization should be included on all of your event literature and promotions.

There can be no implication through verbal or written communications, social media, or media relations that the Abraham Lincoln Presidential Library and Museum is sponsoring



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an event, has endorsed the organization sponsoring an event, or supports the views of the organization sponsoring the event.

- g. **Media/Press:** Press conferences may not be held in the ALPLM without the prior written approval of the ALPLM.
- h. **Photography/Video:** Photographs/video taken in designated areas in the ALPLM for personal use are permitted. Flash photography is not allowed in the exhibit spaces, including in Journeys, Treasures Gallery, Illinois Gallery, and Library venues showcasing artifacts. Photography and video are not allowed in the theaters.
- i. **Filming:** Clients choosing to film any portion of their presentations must put the following disclaimer on the video before sharing publicly:
The views and opinions expressed in this video are not necessarily those of the Abraham Lincoln Presidential Library and Museum and are presented for educational and informational purposes.

2. Event Hours/Additional Charges

- a. **Daytime Events:** Daytime events are available in the Library, Union Station (when not being utilized as exhibit space), and Union Square Park. You may choose a full-day rental (up to 8 hours) or a half day rental (up to 4 hours). Daytime events must end by 5:00 p.m.
- b. **Evening Events:** Evening events are offered throughout the campus. Library evening events are up to four hours in length and available between the hours of 5:00 p.m. and 10:00 p.m. Museum events are held between the hours of 6:00 p.m. (or 6:30 p.m. for 200 or more guests) and 10:00 p.m.
- c. **Set-up/tear-down:** Our Venue Rental Manager will work with you to ensure you have enough time for set-up. Please note that set-up in the museum cannot begin until 5:00 p.m. Clients will have up to one hour to remove their event items (no later than 11:00 p.m.) Events exceeding the timing listed above are subject to an automatic \$750 per hour charge.
- d. **Weekend Charge:** Events held in the Library, Union Station or Union Square Park on the weekend will incur a \$500 weekend event charge for full-day events (\$300 for half-day or evening events) in addition to the venue rental charge. The additional charge would not apply if three or more venues are rented or if the client hosts a Museum event in relation to the weekend Library, Union Station or Union Square Park event.
- e. **Holiday Charge:** Events held throughout the campus on a state holiday will incur a \$500 charge for full-day events (\$300 for half-day or evening events) in addition to the venue rental charge.
- f. **Multiple Venue Discount:** There are multiple spaces to rent in the Library. Those renting the Library for a daytime event (Monday - Friday) will pay full price for the highest-priced space. Additional venues can be rented at \$100 off the full-day rental fee (\$50 off a half-day rental fee).



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- g. **Theaters and Exhibits:** The Museum has two theater presentations, *Lincoln's Eyes* and *Ghosts of the Library*, as well as four exhibit spaces (Journey One, Journey Two, Treasures Gallery, and Illinois Gallery). For additional fees, these spaces can be added to your museum rental package.

3. Guest Count

- a. **Estimated Guest Count:** The client's estimated guest count is required at the time of signing the Venue Rental Agreement. The estimated guest count may not be increased by more than 15% without written approval of the ALPLM.
- b. **Guest Check-In:** It is the responsibility of the client to manage guest check-in. ALPLM Staff reserves the right to limit admission if the door count significantly exceeds the guaranteed guest count.

4. Security

- a. **Security Officers:** Adequate security by ALPLM Security officers will be provided during rental events at the ALPLM. If deemed necessary, additional Security guards will be provided at an additional charge to the client. If a client's entertainment, speakers, VIPs, dignitaries, etc. have their own private security, armed or otherwise, the Venue Rental Office and the Security Office must be notified 48 hours prior to the event.
- b. **Museum Security Contact Information:** If guests would need to be contacted in the case of an emergency, the Museum Security number is (217) 558-8988.

5. Cancellations/Delays

- a. **Force Majeure:** Circumstances may arise including though not limited to acts of God, terrorist attacks, government issued closures, natural disasters, civil disorder, or strikes that may make it illegal or impossible to provide ALPLM venues for use. The Venue Rental Agreement may be terminated for any one of the above reasons by written notice from the ALPLM within a reasonable amount of time. The ALPLM will notify the client if the ALPLM has become an unsafe environment based on local, state or federal specifications and guidelines or is not usable based on government mandated closure.
- b. **Delay/Cancellation (ALPLM):** The possibility exists that unforeseen circumstances may cause the ALPLM to have to delay or cancel an event. If the event is delayed, all efforts will be made, if possible, to complete the event. The on-site Event Coordinator in cooperation with ALPLM Security will decide as to delay or cancel. In the unlikely circumstance that the ALPLM cancels an event all deposits will be refunded to the client or they may work with the Venue Rental Manager to transfer the deposit to a new event date.
- c. **Cancellation (Client):** Cancellation of an event by the client will result in a forfeiture of any deposit. If the client reschedules within 1 year of the original event date, the client may apply these funds to the deposit for the new event date.



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6. Invitations/Communication

Use of our name/Brand: Invitations and communications for rental events may use the name of the Abraham Lincoln Presidential Library and Museum only as the designated location of the event. Use of the ALPLM's name, logo and/or likeness to promote, advertise, or sell tickets to an event (other than as the location of the event) is prohibited without prior written approval.

RESERVATION/BILLING PROCESS

The ALPLM accepts event reservations up to two years in advance of an event date. For major or multiple-day events an exception may be considered. Please review the timeline below for our reserving and payment processes.

- 1. Request a reservation:** To request a reservation, please provide the following information about your event to the Venue Rental Manager: Name of the Client, a description of the organization, the nature of the event, preferred date and hours of the event, estimated guest count.
- 2. Tentative Hold Placed on Date:** The Venue Rental Manager will contact a prospective client to confirm receipt of the request and tentatively hold the date.
- 3. Rental Agreement/Preliminary Rental Invoice:** The Venue Rental Manager will send a Rental Agreement and a Preliminary Rental Invoice to the prospective client. Within 2 weeks of receiving the Rental Agreement and Preliminary Rental Invoice, a non-refundable deposit of one half the Preliminary Rental Invoice total (payable to the ALPLM) and signed Rental Agreement are required to confirm the event date. DATES MAY BE RELEASED IF THIS TIME REQUIREMENT IS NOT MET.
- 4. Insurance:** Certificates of Insurance must be on file from the client and the client's vendors at least thirty (30) days prior to the event. See Insurance section.
- 5. Secondary Rental Invoice (Event Balance):** All remaining venue rental charges must be paid at least two weeks prior to the event.
- 6. Post-Event Invoice:** After the event, any other charges incurred during the event will be billed to the client. Payment of additional charges is due within 30 days of the invoice date. All costs associated with a rental event, including damages and/or legal fees will be the responsibility of the client or sponsoring organization

INSURANCE

Any company, not-for-profit organization or individual wishing to rent a venue at the Abraham Lincoln Presidential Library and Museum must present a certificate of insurance at least 30 days before the event date. Such insurance shall be with a commercial insurance firm acceptable to the State and must include the following:

1. The policy must provide that it cannot be canceled without at least 10 days prior written notice to the ALPLM.



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2. The insurance policy shall provide General Liability and Property Damage in a general aggregate amount not less than \$1 million for each occurrence.
3. The policy shall cover bodily injury not less than \$500,000 for each occurrence and in the aggregate.
4. It shall cover property damage for any peril not less than \$100,000 for each occurrence and in the aggregate.
5. The certificate must name the following as Additional Insured:
 - *The State of Illinois*
 - *The Board of Trustees of the Abraham Lincoln Presidential Library and Museum*
 - *Abraham Lincoln Presidential Library and Museum, its employees, agents, officials and volunteers.*
6. The certificate must be provided to the Venue Rental Office at least 30 days before the event by mail or email to Britta.Brackney@illinois.gov.
7. NOTE: Rental clients choosing an outside caterer will need to have the caterer provide an insurance certificate for the caterer as described in this section.

EVENT PLANNING INFORMATION

All activities relating to an event must be coordinated through the Venue Rental Office. If extensive or unusual set-up is needed, it must not interfere with normal ALPLM activities and must be arranged with the Venue Rental Manager. An additional charge may apply.

1. **Furniture/Equipment:** The ALPLM has a limited amount of indoor equipment and furniture that can be used on a first- come, first- served basis for meetings and events. The use of ALPLM furniture at these events is included in the venue rental charge.
2. **Audiovisual (A/V):** The ALPLM has A/V equipment and technicians available for rental events at an additional cost. Arrangements must be made through the Venue Rental Office one week prior to the event date. Charges for A/V equipment and services will be invoiced post-event. In the event the ALPLM cannot accommodate your A/V requests, we will work with a client to determine a preferred vendor.
3. **Trash/Electrical:** ALPLM staff will be on site for set-up and post-event clean up including general trash removal at no additional charge. In the cases where clean-up is unreasonable a \$250 clean-up charge will be added to the final bill.
4. **Service Vendors:** Service vendors (examples: decorators, entertainment, etc.) must be approved by the Venue Rental Office at least three weeks in advance of the event date. One week prior to the event, all vendors must provide a list of service staff entering the facility for the event. Service staff must check in with Security upon arrival. Vendors must follow ALPLM guidelines for move-in/move-out and clean up in order to provide service at the ALPLM. The ALPLM reserves the right to deny the use of any subcontractor used for any component of an event.



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5. **Event Management:** An Event Coordinator or Museum staff will be at the event to manage the set-up, activities, and move-out. The ALPLM asks that one person representing the client remain at the event until all guests exit the building. That designated client representative and the Event Coordinator may inspect the event space to ensure that there has been no damage.
6. **Decorations**
 - a. **Decor:** The ALPLM provides no decorator services. Our designated caterer offers linen and table and service ware options. Outside decorating companies may be used with prior coordination with the Venue Rental Office. Items such as glitter, confetti, streamers, helium balloons, bubbles or live plants or trees are not allowed anywhere in the facility.
 - b. **Event-related banners, posters and signage** may be displayed only with prior approval from the ALPLM and only on free-standing displays or easels.
 - c. **Candles:** Open-flame candles are not allowed. LED battery-operated candles are permitted.
7. **Deliveries:**
 - a. **No Storage:** Items for rental events may not be delivered prior to the contracted event date. A client representative must be present to accept deliveries on the day of their event. Arrangements may be made for the Venue Rental Office to receive small items, such as handouts or programs prior to the event.
 - b. **Schedule:** One week prior to the event a schedule of event day deliveries must be established with the client's vendors and the Venue Rental Office.
 - c. **Transporting delivered items:** The client is responsible for transporting their items within the building. The ALPLM will provide a limited number of dollies or carts for client or contractor use. Please arrange usage in advance. If client wishes to use their own equipment, it must have rubber, non-marring wheels as to not harm floors.
 - d. **Disposing of items:** The ALPLM cannot be responsible for any materials left after the event and items may not be stored overnight. All left-over decorations and other items will be regarded as trash.
8. **Entertainment**
 - a. **Approval:** The name and type of entertainment must be provided to the Venue Rental Office three weeks in advance of the event for approval.
 - b. **Sound:** The ALPLM reserves the right to require sound adjustments where volume would interfere with other activities, be injurious to hearing or threaten collections or facilities in any way.
 - c. **Service Providers:** The band, disc jockey or other entertainment provider must provide the ALPLM a technical rider outlining their equipment type and electrical set-up three weeks prior to the event. The ALPLM is unable to provide staff to move props, musical instruments, staging, etc. The ALPLM will not provide equipment for bands or DJs, such as microphones or gaffers' tape. The ALPLM will provide a limited number of dollies or carts for client or contractor use. Please arrange usage in advance. If client wishes to use their own equipment, it must have rubber, non-marring, wheels as to not harm floors.



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- d. **Prohibited Items:** Fog, smoke, bubbles and the use of helium balloons are prohibited. The ALPLM reserves the right to prohibit any equipment needing more power than the standard electrical outlet provides or that may damage our collections or facilities.

CATERING

The ALPLM contracts with a designated caterer. Please speak with the Venue Rental Manager regarding catering information and sample mmenus. Clients will work directly with the designated caterer for food/beverages, linens, and table and service ware.

Outside Caterer: A rental client may choose to use an outside caterer but will be charged an additional 50% of the total venue rental charges for that option.

1. **Policies:** The outside caterer will be asked to sign an Outside Caterer Agreement and provide appropriate licenses and insurances. If an outside caterer is chosen, some very limited preparation facilities may be available but must be approved by the Venue Rental Manager.

No cooking stations are allowed in the ALPLM. Food service supplies, bars, etc. should be provided by the caterer for the event. The caterer is responsible for food service, clean-up during and after the event, as well as cleaning the kitchens where the food is being prepared and served and disposing of food and beverage trash.

2. **Alcoholic beverages :** Alcohol including beer, wine and liquors may be served after 11:00 a.m. with written consent, as long as the manner of sale or dispensing does not impair normal workings of the facility. The ALPLM retains the right to deny a request to serve alcohol. The caterer must provide and serve all alcohol. Donated food or alcohol is prohibited. Food must be served at an event at which alcohol will be served. Food and beverage service must end 15 minutes before the event end time. No person under the age of 21 may be served alcohol under any circumstances.