

# IGFA Fishing Hall of Fame & Museum

300 Gulf Stream Way, Dania Beach, FL 33004

Facility Rental Office: (954) 924-4312 • Fax: (954) 924-4220 • E-mail: rentals@igfa.org

Main Phone: (954) 922-4212 • Website: www.igfa.org

We are pleased that you are considering holding your event at the IGFA Fishing Hall of Fame & Museum ("Museum"). This is the world headquarters of the International Game Fish Association ("IGFA"). The IGFA was founded in 1939 at the American Museum of Natural History in New York City by Michael Lerner, Ernest Hemingway, and the leaders of prominent angling and scientific organizations from around the world. We have been awarded 501(c)(3) nonprofit corporation status because we are primarily an educational institution. Also, since 1939, the IGFA has been recognized as the keeper of the world records for all species of game fish.

IGFA's objectives are founded on the beliefs that game fish species, related food fish, and their habitats are economic, social, recreational, and aesthetic assets which must be maintained, wisely used and perpetuated; and that the sport of angling is an important recreational, economic, and social activity which the public must be educated to pursue in a manner consistent with sound sporting and conservation practices.

## INTRODUCTION

The Museum provides only the site, and use of a limited number of tables and chairs. The individual or company ("Client") renting the Museum will make all arrangements for all services, supplies, set-up, and clean-up needed for the event. A complete list of vendors with contacts (names and phone numbers) must be provided by Client two weeks prior to the event. All vendors must be chosen from the Approved Vendors List. To be included in this list, Vendor must meet the qualifications and abide by the rules listed herein. A vendor not on the Approved Vendors List may work on the premises only with the written consent of the Museum's Facility Rental Coordinator. Client is responsible for all actions of vendors/subcontractors such as but not limited to entertainers, florists, caterers, rental companies, photographers & limousines. ***It is the Client's responsibility to ensure that the subcontractors are aware of and adhere to Museum Rules that apply to their work at the Museum.***

It is important to remember that the Museum is a public facility. ***The Facility Rental Coordinator must be informed of set-up locations, descriptions, and schedule for deliveries, set-up, and load-out for caterer and all other vendors at least two weeks prior to the event.*** Receiving this information in advance will help to ensure the smooth operation of your event.

The Client, caterer, and other vendors must be willing to work closely and cooperatively with Museum staff. The caterer must provide enough staff to service the event, including set-up and break-down.

The Client signing the Facility Rental Agreement assumes responsibility for the conduct of all persons at the event as well as all financial responsibility for payment of fees and coverage of any and all damage or loss of Museum property occurring as a result of or during the function; and for any personal injury which may occur during or as a result of the function or use of the property. Children under 14 years of age must be under the supervision of an adult guest at all times when they are on Museum premises.

The Client and Vendors must comply with all laws, orders and regulations of Federal, State, County and Municipal authorities relating to the use of the premises (such as Licenses, Permits, Certificates of Insurance for any contract workers, and rules regarding Fire Inspectors).

## **GENERAL RULES & REGULATIONS**

Set up time may begin two hours prior to the start of the event. Clean-up and removal of equipment must be completed within one hour after the conclusion of event.

Commercial sales or promotions are not permitted.

Food, beverages and other objects must not be placed on Museum items such as display cases and Lobby ticket desk.

***No metallic items may be placed on our tile floors.*** These floors are very easily scratched. Any tables, chairs, tripods, staging, etc. must have feet which are plastic, rubber, wood, or covered with tape. Or, these items may be placed on pieces of carpet, fabric, cardboard, or any material that will protect the tile. Extreme care must be exercised during set-up or tear-down when handling tables, staging, etc. that has metal edges which must be placed on the floor. ***A minimum \$500.00 fee will be charged to repair scratched or damaged tiles.***

Use of glitter, sand, confetti, balloons, pyrotechnics, fog machines, rice and birdseed are not permitted in the Museum without the prior written approval of the Facility Rental Coordinator. Costs associated with the clean-up of glitter, confetti and related materials are the Client's responsibility.

Museum objects and display items must not be moved without prior consent. All moving of such objects will be conducted by Museum staff with the approval of the Facility Rental Coordinator.

## **INSURANCE**

***Client*** must provide a Certificate of Insurance with current Comprehensive General Liability Coverage in the amount of \$1 million. The International Game Fish Association, 300 Gulf Stream Way, Dania Beach, Florida 33004 shall be named as additional insured for the date of the event. Certificate must be filed with the Museum's Facility Rental Coordinator at least two weeks prior to the event.

***Caterer*** must provide a Certificate of Insurance with current Comprehensive General Liability Coverage in the amount of \$1 million, including "Liquor Liability". The International Game Fish Association, 300 Gulf Stream Way, Dania Beach, Florida 33004 shall be named as additional insured for the date of the event. Certificate must be filed with the Museum's Facility Rental Coordinator at least two weeks prior to the event.

***All other vendors*** must provide a Certificate of Insurance with current Comprehensive General Liability Coverage in the amount of \$1 million. The International Game Fish Association, 300 Gulf Stream Way, Dania Beach, Florida 33004 shall be named as additional insured for the date of the event. Certificate must be filed with the Museum's Facility Rental Coordinator at least two weeks prior to the event.

## **CATERING**

If alcoholic beverages are to be served the Client shall make certain that the subcontractors have appropriate State of Florida licenses/permits to dispense alcoholic beverages.

Butlered hors d'oeuvres and beverages are permitted in the Museum Galleries. However, no food, beverage, or busing stations are permitted in these areas.

Music and beverage service must conclude at least 15 minutes prior to an event's ending time.

It is the responsibility of the Client and/or caterer to set up and break down all chairs and tables used for the event.

The Museum does not recommend any one caterer, or other vendors. However, if requested, a list will be furnished of companies familiar with successfully working on the property.

Failure to comply with Museum rules may result in suspension of the caterer's or vendor's right to work at the Museum.

## **FIRE CODE REGULATIONS**

Client, vendors, and all other parties must comply with all Federal, State, and Municipal fire codes which apply to public assembly facilities.

The use of electrical or gas operated cooking equipment, open flame devices, fireworks or pyrotechnics must have the prior written approval of the Facility Rental Coordinator. The Museum may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Client, vendors, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.

## **POLICE**

Museum may require one or more uniformed Broward Sheriff's Officers (BSO) to be provided at Client's expense during an event.

## **ELECTRICAL**

Client is responsible for providing sufficient extension cords, electrical panels, etc. to cover the event's electrical needs. All electrical cords should be taped down immediately after placement. The Museum requires the use of SURETAPE PC 628 GAFFERS tape or approved equal. Client is responsible for the removal of all tape and residue marks left on any surface.

Placement of equipment and electrical needs must be approved at least two weeks prior to the event by the Facility Rental Coordinator. Electrical availability is limited and restricted.

## **TABLES & CHAIRS**

The Museum has 250 padded ballroom / meeting room chairs and 16 72"-round tables available for events. Since more than one event might be occurring at the same time, Client should confirm availability with the Facility Rental Coordinator.

Client (or their designated vendor) will set up tables and chairs. Client must provide covers for all tables. Immediately upon the conclusion of the event, Client (or their designated vendor) will put away tables and chairs, in a manner specified by the Museum's maintenance staff.

## **SIGNAGE & DECORATIONS**

Equipment and materials should not be leaned or placed against walls or any painted surface.

The hanging of any banners, inside or outside of the Museum, must have the prior written approval of the Facility Rental Coordinator.

No nails, staples, tacks, or glue are to be used as securing fasteners for any decorations or signage. The use of tape for this purpose must be approved at least two weeks prior to the event by the Facility Rental Coordinator.

## **SMOKING POLICY**

Smoking is not permitted in the Museum.

Smoking by Client and guests is restricted to two designated areas: the outdoor courtyard (if not in use by another group) and the covered main entrance on the south side of the Museum.

Smoking by staff and vendors is prohibited at all times inside the building, at the marina, and in the wetlands. Smoking is limited to the courtyard (if not being used by guests) or the rear loading dock area.

## **ANIMALS**

No live animal, reptile, fish, or bird is allowed in the Museum without proper written permission from the Facility Rental Coordinator. All precautions must be made to restrain and control any animal. Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals.

## **LOADING DOCK & DELIVERIES**

Deliveries must be accepted by Client or his/her designee and are not the responsibility of the Museum.

All deliveries and pick-ups must be scheduled with the Facility Rental Coordinator at least two weeks prior to the event (changes may be required in the proposed schedules to allocate specific space to different events). All freight, rental equipment, and decorations are to be delivered on the day of the event, and must be removed from the Museum premises within one hour following the event unless other arrangements have been made with the Facility Rental Coordinator. The Museum does not have storage facilities for any such materials.

All rental dishes, glassware and flatware left over night must be rinsed.

The Museum is not responsible for items left on the property either prior to or at the end of an event.

## **EVENT CLEANING**

The Museum will be provided to the Client in clean condition. It is the responsibility of the Client to leave the facility "broom clean", making sure that all trash, including tape residue, be removed. Excess post event cleaning done by the Museum will be billed to the Client.

All trash and garbage debris must be bagged and removed from the building as that becomes necessary and at the conclusion of the event. Trash bags may be placed in the Museum's dumpster. In the case of excessive trash, a dumpster pick-up fee may be charged. A separate dumpster is available for disposal of cardboard. Trash removal is the responsibility of the Client (and/or caterer), who must provide trash cans and trash bags.

During the event, the Museum's Maintenance Department will maintain all public common areas such as lobby, hallways, and restrooms.

Catering staff is required to police all areas for undisposed food and trash, such as plastic glasses, paper plates, toothpicks, etc, remove and dispose of said residue. If the catering required for the event might generate grease, caterer should be prepared to remove the grease. Drinks, ice, water or oil may not be dumped on IGFA property or grounds. Failure to adhere to clean-up rules may result in suspension of caterer's right to work at the Museum.