



Mid-America All-Indian Museum (MAAIM)

Dedicated to educating people about and preserving the culture
of the American Indian for future generations.

Frequently Asked Facility Rental Questions

How long can I rent the space?

Event times are 6 pm to 11 pm.

When can I start to set up?

You may begin decorating at noon (while the museum is still open). Food/drink and DJ may be set up after 4pm.

Can I bring my own food?

We have an open catering policy, but you must use a caterer. Outside caterers must be licensed and able to provide a current copy of their certificate of insurance, valid through the date of the event.

Is alcohol allowed?

Yes. All alcohol must be served by a licensed and insured bar service. They must provide proof of their liquor license and certificate of insurance, valid through the date of the event.

What is included?

Use of the Gallery of Nations and the back grounds. Table and chair set up and tear down for the Gallery of Nations. (Furniture to be used outdoors is provided by the client). Security guards before, during and after event. Free on-site wireless-internet. Pre-arranged 4-hour decorating time on event day.

Who is responsible for clean up?

You are responsible for anything you, your guests or vendors bring into the event, which includes your trash. We will breakdown tables and chairs, sweep mop and clean restrooms. Clean up occurs between 11pm and midnight.

What happens if I need to cancel?

MAAIM requires 90 days' notice for all cancelled rentals. If cancellation occurs within 90 days of rental date, full amount will be due.

General Guidelines

Rental

- A signed contract, \$500 deposit (nonrefundable) and \$200 (refundable) damage deposit are required to secure the date. The \$500 deposit goes toward the overall rental fee.
- MAAIM will not be responsible for damages or injuries resulting from the conduct of vendors or guests, whether negligent or otherwise.
- Client will have one hour after the event to clean the facility of any decorations or trash before incurring additional rental charges.
- MAAIM will not be responsible for any property left before or after the event.
- All prices are subject to change without notice.

Decorations

- 4 hour decorating time prior to event. DJ, food and drink may be set up after museum closes at 4pm.
- Decorations and all vendor equipment must be removed immediately after the event.
- Attachments and decorations cannot be hung from ceiling or any walls.
- Candles are permitted if the holder is tall enough to cover the flame by 2 inches.
- No devices may be used to simulate fog.
- Rice, birdseed, rose petals, confetti, glitter, bubbles may not be used or thrown inside.

Severe Weather

- In case of severe weather, security will execute the severe weather procedures.
- If an event is cancelled within a 48-hour period prior to the event due to acts of God, terrorist activity, riot or civil commotion, i.e., "Force majeure", Client shall have the right to reschedule to another day.

Damage to Property

- Client is responsible for any damage or vandalism done to MAAIM by guests or vendors.
- MAAIM will not be held responsible for any vandalism or theft in the parking areas.
- Caterers are responsible for all preparations before the event, clearing tables, trash removal and clean up after the meal. All areas used by the caterers must be cleaned by the caterer.
- MAAIM is not responsible for guests that consume alcohol in excess while on the property or after the event has ended.
- MAAIM reserved the right, in its discretion, to escort any guests off the premises.