FIRE MUSEUM OF TEXAS
Facility Use Guidelines-Special Events

1. Facility rental includes the use of the Fire Museum of Texas, kitchen facility and outdoor pavilion. Rental fees start at $100 per hour, with a three-hour minimum charge.

2. Use of kitchen facility includes counters, kitchen table & chairs, and the following appliances: microwave, refrigerator and sink. Please leave kitchen clean after your event.

3. Advance set-up for special events is dependent on the event type. Rental of tables and chairs is available. Fees may be charged if moving antique fire apparatus or artifacts is required. Please consult with the FMOT Manager on your set-up and rental needs prior to booking.

4. Event sponsor is responsible for bringing their own plates, utensils, napkins, food, and drinks.

5. If alcohol will be served at the event, a Fire Marshal must be present for the duration of the event. Fees will apply. Please consult with the FMOT Manager prior to booking.

6. Touching the fire equipment and artifacts is not allowed. Visitors are asked to keep off the antique vehicles. Running and horseplay are not permitted.

7. No piñatas, confetti or crepe paper is allowed in the museum.

8. Smoking is not permitted inside the museum or within 25 feet of the entrance.

9. Damage to the museum or any of its property is the sole responsibility of the event sponsor. The event sponsor will be held financially responsible for the cost of repair/replacement.

10. Violation of any of the above general guidelines may result in expulsion from the facility.

11. A non-refundable deposit of 50% of the total rental fee is due at the time of booking. The remainder of the fee is due no later than the day of the event. Make checks out to: Fire Museum of Texas.

12. Signed Facility Use Agreement with payment must be submitted to the FMOT office. Facility reservations are scheduled on a first-come first-serve basis. Your date will not be held until the rental deposit is received along with a signed Facility Use Agreement.

13. The FMOT reserves the right to cancel any special event within as little as one week prior to the time of the event with just cause. In case of an extreme fire department emergency, the FMOT may cancel special events at any time. If for any reason the FMOT cancels the event, the total amount of the deposit will be returned.

14. If the event sponsor cancels the event, the non-refundable portion of the rental deposit will not be returned. Any other amounts paid in advance will be refunded to the event sponsor.
FIRE MUSEUM OF TEXAS
Facility Use Agreement-Special Events

To reserve the FMOT and make special event arrangements, contact the FMOT at 409.880.3927 or email firemuseum@ci.beaumont.tx.us. The FMOT is located at 400 Walnut @ Mulberry in downtown Beaumont. The mailing address is 400 Walnut, Beaumont, TX, 77701.

Name of Event Sponsor: _________________________________________________________________
Address: ______________________________ City _____________________ Zip ________________
Telephone: Cell ___________________________ Home or Work ________________________________
Event Description: _______________________________ Total Guests Expected: ______
Day/Date of Event: ______________________________ Start Time: ___________ End Time: __________
Set-Up Requirements: _________________________________________________________________
___________________________________________________________________________________
Will alcohol be served at the event? __________
Do you need to rent tables or chairs? __________ If yes, how many? __________ Tables _______Chairs
Special Information/Comments: __________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

☐ I have read the FMOT Facility Use Guidelines-Special Events and agree to abide with all conditions and instructions stated in the guidelines. I understand that parties are booked on a first-come, first-served basis and that my reservation will be confirmed only after the FMOT has received a copy of the signed Facility Use Agreement and non-refundable deposit.

__________________________________                      _____________________
Event Sponsor Signature                  Date