



## **A Guide to Planning a Distinctive Event at the Abraham Lincoln Presidential Library & Museum**

Welcome! The Abraham Lincoln Presidential Library & Museum<sup>1</sup> is both a world-class library *and* museum, housed in a 215,000 square foot complex in downtown Springfield, Illinois. We are pleased to offer locations within the Library and Museum for business meetings, conferences, receptions, 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 hope that you will be sure to set aside time to permit your guests to experience our 40,000 square feet of exhibits that bring Lincoln and his era brilliantly to life.

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 completely inclusive of topics that arise from unique requests, so we ask that you speak with our Facilities Rental staff regarding all event details and requests.

Thank you for considering the Abraham Lincoln Presidential Library & Museum for your event.

### **GENERAL EVENT INFORMATION**

Events at the Abraham Lincoln Presidential Library & Museum (ALPLM) must be social, cultural, recreational, corporate, educational or personal in nature. The ALPLM cannot be used for promotional events, commercial events, rallies or political events. No product promotion is allowed. Renting an interior space for an event provides no use of any exterior areas.

The ALPLM reserves the right to refuse rental to individuals, organizations or events that discriminate because of an individual's race, color, religion, origin, ancestry, age, marital status, physical or mental handicap, military status, sexual orientation, or in any other way that would constitute a violation of the Illinois Human Rights Act (775 ILCS 5).

Daytime events in the Library may not begin set-up until 7:30 a.m. and must end by 5:00 p.m. For evening events, the rental rate generally includes 1-2 hours of set-up time; up to 4 hours of event time between the hours of 5:00 p.m. and 10:00 p.m. and one hour of move-out time. Events exceeding this timing are subject to an automatic \$750 per hour, or fraction thereof, overtime charge.

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<sup>1</sup> The Abraham Lincoln Presidential Library & Museum consists of: The Library and the Museum. Terminology in this guide may refer to any of these particular locations or the abbreviation ALPLM may refer to the entire complex or facility.

**Current: March 2008**

**\*\*The following policies are subject to change.**

The Museum is not available on Wednesdays for rental events. The Library may have limited events on Wednesday evenings. Rental events may be held on State of Illinois holidays, but only if necessary staffing is available and subject to additional costs.

No monetary activities may occur on our premises, including cash bars, or credit or debit card machines. The ALPLM prohibits any form of gambling activity, firearms and live animals, with the exception of guide animals. Events may not create any hazard or impose undue hardship to the ALPLM and its collections, exhibits, facilities, staff or visitors. Casino functions, including raffles, ticket games, punch cards, and other gaming events are not allowed on ALPLM property. Live and silent auctions are permitted where the goods and services being sold are donations to the client to support the client's not-for-profit activities.

The ALPLM retains the option to rent other Library spaces during your event. An additional fee will be incurred if the client wishes to disallow the ALPLM this option.

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.

Absolutely no food or beverages, outside equipment, or decorations may be taken into exhibit areas, theaters or the Museum Store.

### **Fundraising Events**

All fundraising events must be by written invitation only and have prior approval from the ALPLM. Fundraisers for political parties, political action committees and individual candidates are not allowed. The ALPLM reserves the right to refuse fundraisers for any group that discriminates on the basis of race, color, ethnicity, gender, age, religion or disability.

Any organization seeking to use ALPLM facilities for an event involving an admission charge or fundraising must qualify as a not-for-profit, tax-exempt organization under Section 501 (c)(3) or other relevant sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter must be provided to the ALPLM prior to executing the Facility Rental Agreement. The sponsoring organization must appear on the Agreement and provide a certificate of insurance in its name, and add as additional insureds the State of Illinois, Illinois Historic Preservation Agency, the Abraham Lincoln Presidential Library & Museum and the Illinois Historic Preservation Agency Board of Trustees, its employees and volunteers.

### **Guest Count**

The client needs to provide the ALPLM with their estimated guest count at the time of signing the Facility Rental Agreement. No significant increase in the number of attendees, or any material aspect of the event shall be changed less than 30 days prior to the event. Failure to comply with the above conditions will result in terminating the Facilities Rental Agreement, forfeiture of the deposit and release of the event date.

Client must provide a guest list to the Facilities Rental Office two days prior to the event. If a written invitation will be the admission to the event, it must be an original invitation (no copies). ALPLM staff will take an accurate guest count at each entrance used. ALPLM Staff reserves the right to limit admission if the door count significantly exceeds the guaranteed guest count.

### **Invitations and Printed Materials**

Invitations for rental events may not use the name of the Abraham Lincoln Presidential Library & Museum except as the designated location of the event. A client may not use the name or likeness of the ALPLM to promote any event. It is permissible to include an informational brochure or other information published by the ALPLM for the purpose of describing the facilities and collections.

The content of all printed materials relating to the event must be submitted to the Facilities Rental Office for review and approval before being printed. Any violation can result in cancellation of the event. Please allow six weeks prior to the event for invitation copy approval.

Photographs taken in designated areas (Gateway and Museum Plaza) in the ALPLM for personal use are permitted. Photography is not allowed in the journeys, theaters, temporary exhibits and artifacts galleries. All photographs that will be submitted for publication must be approved by the ALPLM Facilities Rental Department before publication or commitment to publication.

### **Media/Press**

Press conferences may not be held in the ALPLM without the prior written approval of the ALPLM. Use of the ALPLM's name or likeness to promote, advertise, or sell tickets to an event (other than as the location of the event) is prohibited.

### **Security**

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, client's entertainment, speakers, VIPs, dignitaries, etc. have their own private security, armed or otherwise, the Facilities Rental Office and the Security Office must be notified 48 hours prior to the event.

If guests would need to be contacted in the case of an emergency, the Museum Security number is (217) 558-8988.

### **Theaters**

The Museum has two spectacular theaters that are open as part of the normal Museum experience during public hours. Both may be included as part of the facilities rental package at an additional cost. The cost of each theater includes the production being shown twice per Museum rental event.

The Exelon Union Theater features *Lincoln's Eyes*, a multi-screen and -stage special effects show giving an overview of Lincoln's extraordinary life.

The AT&T Holavision Theater uses state-of-the-art holographic technology to bring visitors behind the scenes of a great presidential library.

### **Weather Delay/Cancellation**

The possibility exists that bad weather 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. If there is a long delay which makes it necessary to abbreviate or cancel the event, the on-site Event Coordinator in cooperation with ALPLM Security will decide as to delay or cancellation. If there is a significant delay or a cancellation, the Facilities Rental Manager may contact the client after the event to discuss possible refund of rental charges.

## **GENERAL FACILITY INFORMATION**

The **Library's** research hours are Monday through Friday from 9:00 a.m. to 4:30 p.m. and Saturday from 9:00 a.m. to 3:30 p.m. The **Library's** public hours are Monday through Sunday from 9:00 a.m. to 5:00 p.m. The **Museum's** normal hours of operation are Monday through Sunday from 9:00 a.m. to 5:00 p.m. The entire facility is closed on Thanksgiving, Christmas and New Year's Day. The **Library** will be closed on all State of Illinois holidays.

The Abraham Lincoln Presidential Library & Museum has wheelchair-accessible entrances, elevators and restrooms. A limited number of wheelchairs are available for use on a first-come, first-served basis.

Children must remain under the direct supervision of an adult at all times while on ALPLM property, including theaters and exhibit areas.

During normal ALPLM hours, it is the responsibility of the client to maintain a noise level respectful of ALPLM visitors.

The ALPLM is a smoke-free environment. Smoking is allowed only in designated smoking areas outside the buildings.

## RESERVATION PROCESS

The ALPLM will accept reservations for events within one year from the event date. For major or multiple-day events, an exception may be made to the timing of reservation acceptances.

To request a reservation, send a written request on your organization's letterhead (emails are accepted) to the Facilities Rental Manager. Please include in the request a description of your organization and its mission, the nature of the event, preferred date and hours of the event, requested location, catering requests, set-up requirements, audio-visual needs, speakers, performers, films or programs that may be a part of your event.

The Facilities Rental Manager will contact a prospective client to confirm receipt of the request and tentatively hold the date requested, if available. The Facilities Rental Manager will send a Facilities Rental Agreement and a Preliminary Rental Invoice to the prospective client.

An hourly charge of \$750.00 for every hour or portion thereof will be added to a Preliminary Rental Invoice for requests to extend an event end time after 10:00 p.m., the time at which all rental events must end. Arrangements for extended event time must be made at the time of reservation.

A signed Facilities Rental Agreement and a non-refundable deposit of one half the Preliminary Rental Invoice total are required to confirm the event date. The Facilities Rental Agreement for the use of the ALPLM along with the deposit must be received within 10 business days of the verbal reservation. DATES WILL BE RELEASED IF THIS TIME REQUIREMENT IS NOT MET.

Please make checks payable for facilities rental charges to **Abraham Lincoln Presidential Library & Museum.**

All charges must be paid two weeks prior to the event. 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.

If another party is interested in renting the same space on the same date, the current tentative holder will have two business days from contact to submit the deposit and signed Facility Rental Agreement. Otherwise, the tentative hold will be released on the third day.

All costs associated with a rental event, including damages and/or legal fees will be the responsibility of the client or sponsoring organization.

Cancellation of the event will result in a forfeiture of any deposit, unless the event will be rescheduled promptly or the cancellation is due to the ALPLM. The Facilities Rental Manager may apply the deposit to an event that is rescheduled in the same State of Illinois fiscal year.

## 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. Such insurance shall be with a commercial insurance firm acceptable to the State. The policy will require that the insurance company give the ALPLM at least 10 days advance written notice of any reduction or cancellation of the coverage during the term of the Agreement. The client may not occupy the ALPLM without sufficient proof of coverage.

The certificate must list as additional insured The State of Illinois, Illinois Historic Preservation Agency, the Abraham Lincoln Presidential Library & Museum and the Illinois Historic Preservation Agency Board of Trustees, its employees and volunteers.

The certificates of insurance (or endorsements, depending on the insurer's practices) shall meet the following requirements:

- General Public Liability and Property Damage: General aggregate amount not less than \$1,000,000 for each occurrence
- Bodily Injury not less than \$500,000 for each occurrence and in the aggregate
- Property Damage for any peril not less than \$100,000 for each occurrence and in the aggregate

If a client chooses to use a caterer other than the designated caterer, the client or their caterer will be required to provide the following insurance:

If the event involves the serving of food, a second policy (or endorsement, depending on the insurer's practices) shall cover Food Products Liability in an amount not less than \$500,000 for each occurrence and in the aggregate.

If the event involves the serving of alcohol, a third policy (or endorsement, depending on the insurer's practices) shall cover Liquor Liability in an amount not less than \$1,000,000 for each occurrence and in the aggregate. This policy must include Dram Shop Liability in maximum coverage amounts.

Individuals hosting events (wedding receptions, bar mitzvahs, birthday or anniversary celebrations) must purchase a one-time "Special Event" insurance policy. Homeowners policies or endorsements are not accepted. In certain circumstances the ALPLM may also require a cash bond.

### **EVENT PLANNING INFORMATION**

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

The ALPLM has a limited amount of 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 facility rental charge. A/V requirements using ALPLM equipment and technicians must be arranged through the Facilities Rental Office one week prior to the event date.

Extensive A/V needs will be subject to an additional charge. In the event the ALPLM cannot accommodate your A/V requests, we will work with a client to determine a preferred vendor. When the ALPLM's sound system is not utilized, the ALPLM is not responsible for sound quality or clarity.

ALPLM Operations staff will be on site during set-up and post-event clean up including general trash removal at no additional charge. In the case of excessive trash, a clean-up charge will be added to the final bill. Extensive electrical power may be subject to an additional fee ranging from \$100.00 and up.

All service vendors (possible outside caterer, entertainment, valet parking, etc.) must be approved by the Facilities Rental Office no later than 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, clean up, and all other policies in order to provide service in the ALPLM. The ALPLM reserves the right to disapprove the use of any subcontractor used for any component of an event.

A Facilities Rental Coordinator and Museum staff will be present on the day of 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.

#### **Coat Check**

The ALPLM requests that coat check be staffed by an ALPLM employee during the months of October through March for events with over 150 attendees. Additional coat check staff may be necessary for

larger events. Throughout the year, ALPLM staff may be able to provide staff for coat check service during an event. Please speak with the Facilities Rental Office regarding coat check service.

### **Decorations**

Event-related banners, posters and signage may be hung only with prior approval from the ALPLM and only on free-standing displays or easels. From time to time, the ALPLM may have exhibit banners hung throughout the facility. Those banners may not be removed.

Items such as glitter, confetti, streamers, helium balloons, bubbles or large plants or trees are not allowed anywhere in the facility.

The use of candles requires pre-approval from the Facilities Rental Office. No open-flame candles will be allowed.

The use of tape, wire, staples, tacks, glue and similar items is prohibited with the exception of the Library's Multi-Purpose Room where tacks may be used.

The ALPLM provides no decorator services. Outside decorating companies may be used with prior coordination with Facilities Rental Office staff.

### **Deliveries**

Please discuss all deliveries with Facilities Rental Office staff. One week prior to the event, a schedule of event deliveries must be established with the client's vendors and the ALPLM Facilities Rental Office. The ALPLM has extremely limited storage facilities and will not accept any freight or other delivered items on behalf of the client. Items for rental events may not be delivered prior to the contracted event date – at a time as close to the event start time as possible -- without prior written approval from the Facilities Rental Manager. Client's representative must be present to accept delivery. Once items have been delivered to the ALPLM, the client is responsible for transporting their items within the buildings.

The ALPLM will provide a limited number of dollies or carts for the loading and unloading of client or contractor equipment or supplies. Please arrange usage in advance with the Facilities Rental Office. The client is responsible for packaging and shipping material after the event. The ALPLM cannot be responsible for any material left after the event and no items may be stored overnight. All left-over decorations and other items will be regarded as trash.

Arrangements may be made with the Facilities Rental Office to receive small items, such as handouts, programs, etc. on the day of the event. The ALPLM Facilities Rental Office must be informed one week in advance of small deliveries/mail. Please have the materials arrive on the day of the event and address the delivery as follows: Name of Event/Organization; c/o Abraham Lincoln Presidential Library & Museum; Attn: Event Coordinator, Facilities Rental Office

### **Entertainment**

The ALPLM reserves the right to approve any entertainment, including all speakers, performers, movies or programs, offered at an event to ensure that the nature of the gathering is consistent with the ALPLM's mission. The name and type of entertainment must be provided to the Facilities Rental Office three weeks in advance of the event for approval.

The ALPLM reserves the right to require adjustment to volume of sound amplification equipment, where volume would interfere with other activities, be injurious to hearing, or could threaten in any way collections or facilities.

The band, disc jockey or other entertainment will be required to provide ALPLM staff with a technical rider three weeks in advance outlining their equipment type, electrical set-up, and requested delivery schedule. Fog, smoke, bubbles and the use of helium balloons are strictly prohibited. The ALPLM is unable to provide staff to move props, musical instruments, staging, etc. Move-in/set-up at the ALPLM may not begin before 5:00 p.m. without prior approval from ALPLM staff. The ALPLM will not provide equipment for bands or DJs, such as microphones or gaffers tape. Entertainers must use floor protection approved by the ALPLM staff under their equipment during load-in and load-out. The ALPLM reserves the right to

prohibit any equipment needing more power than the standard electrical outlet provides or any equipment that the ALPLM believes is inappropriate.

### **Museum Tickets**

ALPLM Facilities Rental Staff can assist the client with advance Museum ticket purchases for guests of the client. Charges for tickets must be paid one week in advance of the event date by a separate corporate check or by Visa or Mastercard. Tickets are not necessary if an event is held in the Museum. Adult Museum admission is \$10.00/person. Groups of 15 or more receive a discounted ticket price of \$5.50/person.

## **CATERING**

Augie's operates the Museum Café and is the designated caterer for the ALPLM. Please speak with the Facilities Rental Manager regarding catering information and sample menus.

A rental client may choose to use an outside caterer, but will be charged an additional 25% of the rental charge for that option. The Abraham Lincoln Presidential Library Foundation will send an invoice for this outside caterer surcharge. 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 Augie's and the Facilities Rental Manager.

No cooking or 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.

Alcoholic Beverages including beer, wine and liquors may be served. Please include a request to have alcoholic beverages served at your event. The ALPLM retains the right to deny a request to serve alcohol. Keg beer is not permitted and beer must be served in glasses or cups. The caterer must provide and serve all alcohol. Donated alcohol is prohibited. Alcoholic beverages cannot be served before 5:00 p.m. and 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. Any person under the age of 21 may not be served alcohol under any circumstances.