



216 S. BRAND BLVD. / GLENDALE, CALIFORNIA 91204 / 818.696.2149 / [INFO@NEONMONA.ORG](mailto:INFO@NEONMONA.ORG)

### **Special Events at the Museum of Neon Art / 2022- 2023**

#### **Space Available:**

The Museum of Neon Art has over 5,000 square feet of space to accommodate a variety of events. MONA has been the site of private and corporate parties, birthdays, weddings, bar mitzvahs, memorial services, fashion shows, poetry readings, performance art, lectures, and conferences.

#### **Rental Fee:**

-\$450 per hour for a minimum of four hours, including set-up and takedown for 149\* people. \**This includes all people involved in the event: hosting staff, servers, volunteers as well as guests.*

-\$500 per hour for events of 150 and over. The outdoor Paseo patio area must be used for both the serving of food/beverage and the live entertainment/program.

The use of the Paseo requires a City of Glendale Special Event Permit:

<https://www.glendaleca.gov/government/departments/management-services/filming-special-events-office/special-event-permit>

If a daily liquor license is required, the link for Form ABC 221 is here:

<https://www.abc.ca.gov/wp-content/uploads/forms/ABC221.pdf>

The office for obtaining, submitting or questioning:

6150 Van Nuys Blvd. #220, Van Nuys, CA 91401

(818) 901-5017 / [VanNuys@abc.ca.gov](mailto:VanNuys@abc.ca.gov)

#### **Deposit and Payment:**

-\$500 is required as a non-refundable deposit to reserve the date and space. It is deducted from the final payment.

-Full payment (minus the \$500 deposit) is due at least one week in advance of the event.

-Security deposit can be a check to MONA or a credit card charged before set-up of the

event. -Overtime is calculated incrementally at the \$450 / \$500 per hour rate.

#### **Security and Security Deposit:**

-\$1,500 / \$1,800 is required as a Security Deposit. We will charge your credit card or we can hold a check. Costs for additional cleaning, overtime, damage to the facility or to the exhibition artifacts

will be deducted from this deposit. The deposit will be returned no later than 5 days after your event.

-For use of the Paseo and events of 150 or more guests, one or more security guards must be secured. The MONA staff will determine if a security guard is needed for events with less than 150 on a case-by-case basis. We use American Eagle Protective and can obtain the guard for you. The hourly rate is \$35/hour and is added to the total due.

**Clean-up:**

The event host is responsible for removing all trash, food and beverages from the premises at the conclusion of the event. All host property and rentals must be removed from the museum interior space the same day. There are no exceptions.

In the event of food and beverage spills during the party, or any other mishap in the restrooms or elsewhere on the premises, the MONA staff are not responsible for its cleanup. You must have persons available to clean up messes as they occur during your event. MONA will provide a mop, sponges and gloves.

MONA will deduct \$200 from the security deposit for cleaning the floor and restrooms if required at the completion of your event.

**Caterer:**

We recommend David Sutton Catering: <http://www.davidcateringla.com> / (323) 697-0107 or any other local restaurant in the city of Glendale, but catering is at the discretion of the renter. You may also use a food truck. You will need to reserve 1-2 parking spots for the food truck in Lot 10.

**Music:**

Music and musicians must be reviewed and approved by MONA staff prior to event. Volume of music during event will be determined by MONA staff. Dancing must take place in the Paseo, not inside the museum.

**Alcohol and Smoking:**

Wine and beer may be served, but MONA staff will need to approve your request for serving hard liquor. All bars must be set up in the Paseo, not in the museum. Smoking is prohibited both inside the museum and outdoors on all City-owned property.

**Equipment Available:**

Please let us know in advance if you will need any of these items and how they will be used, so we will have them present for your set-up.

- Ten folding metal chairs
- Four plastic folding 30"x72" tables

**Parking:**

Our business neighbor to the north offers valet parking and must be arranged in advance of your event directly with them: Abraham's Valet, [info@abrahamsvalet.com](mailto:info@abrahamsvalet.com) / (818) 334-7474

**Reservation Procedures:**

1. Call the Museum to make an appointment to see the space.
2. Confirm your desired reservation date and time and submit an application.
3. Once approved, send a non-refundable \$500 check.
4. At least one week in advance of the event:

- Send a copy of your certificate of liability insurance naming the Museum of Neon Art in the coverage with the date and times of your event.
  - Send a check for the rental fee balance minus the \$500 deposit.
5. The day of the event, and prior to set-up, provide a credit card to MONA staff to charge and hold the \$1,500 / \$1,800 security deposit.
6. MONA staff will assess cleanup, damages, or overtime and refund the security deposit in full or in part at least 5 days after your event.

**Please Read and initial:**

The Museum of Neon Art is not responsible for any accidents or personal injuries to participants at the event.

The Museum of Neon Art is not responsible for any lost or stolen articles during the event.

The Museum of Neon Art reserves the right to cancel a reservation at any time for any cause and will refund the non-refundable \$500 deposit in that case.

The Museum of Neon Art reserves the right to expel any person whose actions threaten to endanger another person or the artwork exhibited in the Museum during the event.

**Agreement for Rental**

I, the undersigned, have read the foregoing application and the regulations, attached hereto, and agree to their standards and requirements. I understand that the names of the Museum of Neon Art, its staff and trustees may not be held responsible for any accident or injury occurring to any host, guest, staff person or employee while using the Museum of Neon Art and agree to indemnify and hold the Museum of Neon Art, its staff and trustees harmless from and against any and all liabilities, damages and claims arising from the use of the Museum of Neon Art. I further agree to pay, on demand, for any and all damages to the art, furniture, building, or equipment occasioned by our use of the premises and acknowledge that our reservation is subject to cancellation if we violate any of the terms or conditions provided herein or otherwise communicated to us.

Group Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Museum of Neon Art: \_\_\_\_\_

Date: \_\_\_\_\_

**Application for Rental of the Museum of Neon Art**

Date \_\_\_\_\_ Date Requested for Rental \_\_\_\_\_

Individual or Organization Host \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Home/Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

On Site Contact Person \_\_\_\_\_

cell \_\_\_\_\_ email \_\_\_\_\_

Type of Event \_\_\_\_\_

Check if applicable: Live Music \_\_\_\_\_ DJ \_\_\_\_\_ CD or Taped Music \_\_\_\_\_ DVD \_\_\_\_\_

Number of People Expected \_\_\_\_\_ Actual Number \_\_\_\_\_

Set-Up Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM \_\_\_\_\_ total

Hours of Event \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM \_\_\_\_\_ total

Clean-up Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM \_\_\_\_\_ total

#### **Payment Worksheet:**

\$ 500.00 Deposit

Total Hours \_\_\_\_\_ @ \$450 / \$500 per hour = \$ \_\_\_\_\_ Sub-Total

\$ - 500.00 (Deposit)

\$ \_\_\_\_\_ (other)

Due at least one week prior to event date or \_\_\_\_\_ \$ \_\_\_\_\_ Total Due

\$ \_\_\_\_\_ Security Deposit

\$ \_\_\_\_\_ Refund amount