



The New England Carousel Museum
The Bushnell Park Carousel
The Museum of Fire History
95 Riverside Avenue
Bristol, CT 06010
860 585-5411

NEW ENGLAND CAROUSEL MUSEUM FACILITY RENTAL RULES & REGULATIONS

1. Due to safety concerns and for the protection of the Museum's collection:
 - a. Kegs are prohibited inside the building unless on a stand.
 - b. Fog and bubble machines are not allowed inside the building.
 - c. Cotton candy and popcorn machines are not allowed.
 - d. Propane use is not allowed inside the building.
 - e. Open flames are not permitted in the Museum, however, Sterno is allowed.
2. Clients will provide Museum with a contact name and phone number for all vendors along with the time of their delivery/arrival. All vendors must be pre-approved by Museum staff. All vendors must check in at the main desk before driving behind building.
3. Clients must provide their own table and/or chair coverings (linens).
 - a. Round Tables: 60 inch - Ballroom capacity for seating is 250-300 guests
 - b. Rectangular Tables: 4 eight-foot, 2 six-foot, and one four-foot.
4. The New England Carousel Museum requires a \$500 damage deposit be paid 10 days before the date of your event or provide credit card information to hold. The Museum will contact you within 7 business days after your event to explain any damage that would prevent return of the full amount.
5. Please respect the Museum's physical building and the collection items on the both the first and second floors. Please do not touch exhibit pieces unless a sign states otherwise.
6. Please respect the outside areas of the Museum property and the parking lots belonging to our neighbors who have kindly allowed us to use their property.
7. The New England Carousel Museum requires a Certificate of Liability naming the New England Carousel Museum as the additionally insured.
8. **There is no air conditioning on the 2nd floor of the museum.** Guests are not allowed to move any collection pieces or open/close any windows; however, requests to do so can be made to the Museum staff.
9. Caterers must remove all leftover food and catering trash from the premises.
10. You must drop off and pick up your items on the agreed day at the agreed time. **The Museum is not responsible for personal belongings left in the Museum, which includes but is not limited to equipment, dishware, linens, food, beverages, or personal affects.**

I, _____, understand and will abide by the New England Carousel Museum Facility Rental Rules & Regulations.

Client Signature

Date