

Fort Collins
MUSEUM *of*
DISCOVERY



Fort Collins Museum of Discovery
Rental Fees

Room Rental Rates

*All rooms require a four hour minimum rental; additional hours may be purchased by the hour.
Building hours are Tuesday through Sunday, 8:00am – 11:00pm.*

Standard Room Fees	Hourly Rate	Four Hours
Lobby & Griffin Piano Lounge	\$250	\$1000
Classroom A/Classroom B	\$75 each	\$300 per room
Main Exhibition Gallery	\$750	\$3000
Markley Community Room/ Rooftop Deck	\$200	\$800
OtterBox Digital Dome / Upper Gallery	\$250	\$1000
Big Back Yard	\$250	\$1000
Full Facility	\$1500	\$6000
Woodward Special Exhibition Gallery	*varies	*varies

Non-Profit Room Fees	501(c)3 or government	Hourly Rate	Four Hours
Lobby & Griffin Piano Lounge		\$237.50	\$950
Classroom A/Classroom B		\$71.25 each	\$285 per room
Main Exhibition Gallery		\$712.50	\$2840
Markley Community Room/ Rooftop Deck			
<i>No charge for the Community Room during business hours</i>			
	After hours	\$190	\$760
OtterBox Digital Dome / Upper Gallery		\$237.50	\$950
Big Back Yard		\$237.50	\$950
Full Facility		\$1425	\$5700
Woodward Special Exhibition Gallery		*varies	*varies

All non-profit groups must include a copy of their Tax Identification Certificate with signed contract to receive non-profit rates.

Cancellation Fees		
Meetings – no food/beverage	More than 7 days in advance	Full refund
	Less than 7 days in advance	50% refund
Special Events, receptions, etc.	More than 120 days in advance	50% refund
	Less than 120 days in advance	No refund

Food Service		
Up to 99 guests	Cleaning fee	\$65
100 – 199 guests	Cleaning fee	\$125
200 – 299 guests	Cleaning fee	\$200
300+ guests	Cleaning fee	\$250
Snacks brought in by customer	Cleaning fee	\$25-\$100

All food must be provided by Approved Vendors, no self-serve catering is permitted

Other Fees

Security Payment	\$500
Required for all events with food, beverage, alcohol and Special Events <i>Returned less expenses after event</i>	
Liability Insurance	varies
Required at FCMoD's discretion Customer's insurance certificate or City policy	
Security Guard(s)	\$25/hour/guard
Required at FCMoD's discretion	
OtterBox Digital Dome Technology Support	\$50/hour
OtterBox Digital Dome Presentation	\$300 per show

Birthday Parties

FCMoD invites all families to enjoy a birthday party at the museum. Birthday Parties are available for children ages 4 – 12 years old.

A Birthday Party Rental is a \$200 flat rate and includes the following:

- Rental of one Classroom, including tables and chairs, from 2:30pm until 5:00pm.
- Admission to the FCMoD for up to 12 children and 4 adults.
- Gift Bags are available from The Cache Museum Store for an additional charge of \$5.00 per bag.

The following policies apply to Birthday Parties:

- Birthday Parties can be scheduled by calling FCMoD's Reservations Specialist, Sierra Tamkun, at (970) 416.2912 during regular business hours.
- Birthday party rentals are available on Sundays only, from 2:30 – 5:00pm.
- Children **MUST** be accompanied by adults **AT ALL TIMES** during the birthday party.
- Tables, chairs, and counters must be wiped clean and all trash disposed of in provided receptacles at the end of the party.
- Tablecloths, helium balloons, and crepe paper are permitted only in the Classroom, and must be attached to tables and chairs only. Clients are not permitted to tape or affix any decorations to walls, cabinets, other furniture, or other surfaces. All decorations must be removed and disposed of at the end of the party.
- No additional services are provided with this rental.

Included Amenities

Tables & Chairs - Classrooms Only	Complimentary
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Four tables, 24 chairs – Markley Community Room	Complimentary
Easel	Complimentary
Lectern	Complimentary
Wi-Fi – throughout building	Complimentary

**Prices for, and availability of, the Woodward Special Exhibition Gallery vary. Please call the FCMoD for information on scheduling and rates.*

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