

Dr Pepper Museum Special Event and Celebration Policy

The Dr Pepper Museum is honored to be considered as a location for special moments including, but not limited to marriage proposals, gender reveals, family photos, birthdays, anniversaries, graduations, etc. To ensure the safety, comfort, and enjoyment of all our guests, we have developed the following guidelines for those wishing to propose or set up special events within the Museum. It is important to remember that the Dr Pepper Museum is a national historic landmark and a private business, and our facilities and grounds are private property and should be treated accordingly. Unsolicited events on Museum property are strictly prohibited.

1. Request for Permission

- All special events (including proposals, family photos, birth announcements, and setup of decorations, photographers, and other equipment) must be pre-approved by Museum staff.
- Guests must submit a request form at least **30 days in advance**, detailing the nature of the event, including any setup requirements or special accommodation.

2. Review Process

- Requests will be reviewed on a case-by-case basis. Approval will depend on several factors, including anticipated guest volume, availability of space, and overall impact on regular Museum operations.
- Proposals during **peak visitation times** (typically weekends and holidays) may be restricted to avoid disrupting the flow of the Museum.

3. Fee Structure

- Museum staff will work with approved guests to determine and set appropriate fees and if necessary, deposit requirements on a case-by-case basis. Special Event and celebrations are considered rentals and must adhere to the Museum's rental and space use policies accordingly.
- Most events of this nature will require fee payment.

4. Location and Setup

- Proposals must take place in **designated areas** that will not obstruct or disrupt the flow of regular Museum guests. Museum staff will work with approved guests to determine the most appropriate location.
- Any decorations or additional items (such as floral arrangements, Dr Pepper can display, signage, or furniture) must be **approved** and coordinated with Museum staff in advance. The use of **confetti, candles, food, open flame, glitter, Coke, Pepsi, or any materials** that could potentially negatively impact Museum property are strictly prohibited.

5. Museum Hours

- Proposals or special events can only take place during **Museum hours** and must be scheduled in a way that does not interfere with the general guest experience.
- Museum staff reserves the right to **relocate or cancel** any proposal if it negatively impacts the guest experience or operational flow.

6. Photographer/Videographer Guidelines

- Photographers or videographers must be **pre-approved** in advance. All photography or filming must be respectful of other Museum guests and should not obstruct walkways or exhibits. All Museum grounds are private property, including our parking lots.
- The **Museum reserves the right to capture photos and videos** of any proposals, events, or activities held on its premises. These images and recordings may be used for **promotional purposes** across the Museum's social media, website, or marketing materials, and may also be shared with **media outlets** at the Museum's discretion.

7. Guest Count and Event Size

- The number of people involved in the proposal or event should be limited to ensure **minimal disruption** to the Museum and its guests. Large groups or parties should be discussed in advance.

8. Cleanup and Responsibility

- After the proposal or special event, the guest is responsible for ensuring that the space is **left clean** and free of any debris or items. The Museum is not responsible for any personal items left behind.

9. Alcohol Policy

- No alcohol is permitted during any events or proposals during normal business hours at the Dr Pepper Museum.

10. Unauthorized Proposals and Fees

- The Museum does not typically rent spaces for private events or proposals during regular hours. If a proposal is conducted without prior approval, the Museum reserves the right to immediately stop the event and charge a rental fee of up to \$500 to account for any disruption to Museum operations.
- Weddings are considered events and will require a formal rental agreement. Unauthorized weddings or ceremonies held without approval will result in a rental fee being charged.
- Additionally, guests who proceed without approval may be asked to leave the premises if the event is deemed disruptive. If these policies are not followed, the security staff reserves the right to stop a proposal at any time.

11. Terms of Rejection

- The Museum reserves the right to **deny any request** based on operational needs, safety concerns, or any other reason deemed appropriate by Museum staff. If these restrictions are not followed, the security staff reserves the right to stop a photo shoot at any time.

We are excited to be part of your special moment and appreciate your cooperation in helping us maintain a positive experience for all Museum visitors. If you are interested in proposing at the Dr Pepper Museum, please contact **pr@drpeppermuseum.com** to begin the approval process.