

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 book an Extreme Pepper Experience (EPE) to host any special event or celebration and should email experiences@drpeppermuseum.com.**

Guests must submit a request form at least 14 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. Required Experience and Fee Structure

To host a special event or celebration at the Museum, guests are required to book the **Extreme Pepper Experience (EPE)**.

- Cost: **\$75 per person**
- Contact: experiences@drpeppermuseum.com with questions

Museum staff will work with approved guests to determine additional details, if necessary. Special events and celebrations are considered rentals and must adhere to the Museum's rental and space use policies accordingly.

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 or celebrating at the Dr Pepper Museum, please contact **experiences@drpeppermuseum.com** to begin the approval process.