

# Cincinnati Art Museum Guidelines, Policies, and Procedures for Special Events

The Cincinnati Art Museum is pleased to permit groups and organizations use of the Museum's facilities for Special Events. The following Guidelines, Policies, and Procedures govern use of the Art Museum for Special Events. All Special Events must be in conformance with established Art Museum requirements and must not interrupt the Museum's operations.

## Reserving Space at the Art Museum

### Reservations/Deposits/Payments

A reservation will only be considered confirmed when the Art Museum receives: a non-refundable deposit of \$1000.00 or 50% of the total rental fee, a signed Facility Rental Agreement and a signed copy of the Art Museum Guidelines, Policies, and Procedures for Special Events. The deposit must be received within thirty-days (30) days of receiving the Facility Rental Agreement. All rental fees must be paid in full no later than thirty-days (30) prior to the event date.

All checks should be made payable to the Cincinnati Art Museum and sent to the Finance Office, 953 Eden Park Drive, Cincinnati, Ohio 45202-1596.

### Reservations by Event Planners

If the first contact for an event at the Art Museum is made by a party planner or locations agent, no agreement on use of the Museum shall be made until a representative of the actual client has met with a representative of the Art Museum Special Events office.

### Right of Termination

In the event that the Art Museum determines that any violation of the Art Museum's policies or applicable laws, ordinances, or regulations including unruly conduct is likely to occur with the use of its premises and/or equipment during the event, the Museum reserves the right to cancel the function at any time including, but not limited to, the time when the event is in progress. In such an event, the Museum shall retain all sums that have been paid. Any such determination shall be pursuant to the Museum's designated representative's sole discretion and shall be binding and final. The Museum shall not be liable to the client or the event planner for any of the charges generated by, or any deposits made to, any vendor or other provider of services for the event.

### Cancellations/Refunds

If the client requests a cancellation more than ninety-days (90) prior to the event, the client will be refunded all moneys paid to the Art Museum *EXCEPT* the \$1000 non-refundable deposit. If the client requests a cancellation within sixty-days (60) of the event date, no fees paid to the Art Museum will be refunded.

The Museum reserves the right to cancel an event if the facilities are, in the sole judgment of an authorized Museum official, rendered unsuitable for the event due to fire or other calamity, labor dispute, notice of violations by any city, county, or other government agency, or any other occurrences beyond the control of the Museum. In the event of such cancellation, the client will not be liable for payment of fees for canceled programs, nor will the Cincinnati Art Museum have any further liability or obligations with regard to said canceled events. Should such action be deemed necessary, Cincinnati Art Museum guarantees that it will provide suitable time(s) for rescheduling.

## Prohibited Uses

The following events may not be held at the Cincinnati Art Museum: political events, product sales or trade shows, fundraisers for other organizations, alcohol only events, art displays not approved by the Registration Department, and functions on the following dates: January 1, Martin Luther King Day, Presidents Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and December 24, 25 or 31.

## Museum Facility

### Space & Hours Available

Various areas are available for rental in the Art Museum. The Museum is closed to the public on Monday and is not available for rental. Listed below are the available areas and the days and times they are available for rental. Rental includes the area specified on the rental agreement, parking (when the museum is closed to the public), tables, chairs, and security personnel. Rental price does not include food and beverage, catering staff, linens, china, décor and rentals from any outside vendor. Any event extending beyond the designated time will result in an extra rental fee of \$500/half hour. Capacity maximums include all event staff.

Room	Hours	Capacity	Usage	Comments
Fath Auditorium	8:00 am – midnight Tuesday through Sunday	Maximum of 350  325 seated max	Has large stage for performances, state-of-the-art AV equipment	<ul style="list-style-type: none"> <li>● Must work with a museum approved AV contractor.</li> <li>● Food and beverage are not permitted</li> <li>●</li> </ul>
Fifth-Third Lecture Hall	8:00 am – midnight Tuesday through Sunday	Maximum of 144	Small stage area, no back stage	<ul style="list-style-type: none"> <li>● Podium with sound available.</li> <li>● Food and beverage are not permitted</li> </ul>
Castellini Foundation Room	8:00 am – midnight Tuesday through Sunday	Maximum of 134  70 seated max	Best suited for meetings, small luncheons/dinners	<ul style="list-style-type: none"> <li>● Dark room, which is good for projections.</li> <li>● Food and beverage are permitted.</li> <li>● Stanchions must be placed 3-feet in front of painting.</li> </ul>
Great Hall	6:00 pm – midnight Tuesday through Sunday	Maximum of 400  170 seated max (no band) 150 seated max with dance floor 250 seated max for a ceremony with no tables	Weddings, dinners, receptions, etc.	<ul style="list-style-type: none"> <li>● Food and beverage service permitted.</li> </ul>

Café	8:00 am – 10:00 am 5:00 pm – midnight Tuesday through Sunday	Maximum of 96  84 seated max	Dinners and meetings	<ul style="list-style-type: none"> <li>● Only available during non-operating hours.</li> <li>● Food and beverage service permitted.</li> <li>● Café tables and chairs may not be removed.</li> </ul>
Alice Bimel Courtyard	6:00 pm – midnight Tuesday through Sunday, year around. Furniture available weather permitting.	Maximum of 420  130 seated max for ceremony with no tables  100 seated max with tables	Receptions and dinners	<ul style="list-style-type: none"> <li>● Must also book a rain location that will hold the same size event.</li> <li>● External tents, barbecue equipment, and open fires are prohibited in courtyard.</li> <li>● Food and beverage service permitted.</li> <li>● Doors may not be propped open.</li> <li>● Café tables and chairs may not be removed.</li> <li>● Smoking prohibited.</li> </ul>
Cincinnati Wing	6:00 pm – midnight Tuesday through Sunday	Maximum of 180 for reception	Maximum of 180 for standing receptions	<ul style="list-style-type: none"> <li>● Food and beverage prohibited.</li> </ul>

Longworth Library Reading Room	5:00 pm to 10:00 pm	Maximum for seated reception 35	Maximum for standing reception 75	<ul style="list-style-type: none"> <li>● Food and beverage service permitted</li> <li>● Smoking prohibited on Library Terrace</li> <li>● Tables and chairs may not be removed</li> </ul>
Large Conference Room, Library	8:00 am to 5:00 pm	Maximum seating 12	N/A	<ul style="list-style-type: none"> <li>● Food and beverage service permitted</li> </ul>
Small Conference Room, Library	8:00 am to 5:00 pm	Maximum seating 6	N/A	<ul style="list-style-type: none"> <li>● Food and beverage service permitted</li> </ul>

While the following galleries may be used as passageways during events, food and beverage service is not allowed in these areas:

- Schmidlapp G102
- Miro Gallery G127 – stanchions will be placed 3 feet in front of the painting.

## Smoking

The Art Museum is a smoke-free facility. There are several smoking areas available outside the Museum. Smoking is prohibited in the Courtyard and the Library Terrace.

## Handicapped Access

The Art Museum is handicapped accessible. Wheelchair accessibility is available via the DeWitt Entrance and Castellini entrance to the Longworth Wing. All galleries are physically accessible. Handicapped accessible restrooms are available by the DeWitt Entrance, off the Great Hall and in the Longworth Library. Elevators and water fountains are accessible. Wheelchairs are available for use at no charge and may be secured at both the Main and DeWitt Entrances. Service dogs are the only animals permitted in the museum.

## Parking

The Art Museum cannot ensure that adequate parking is available during hours that we are open to the public. The Art Museum parking facilities accommodate approximately 298 automobiles, including staff and handicapped spaces. Valet parking, shuttle service, or off-site parking may be necessary based on the size of the client's event and other events occurring simultaneously at the Art Museum. The Special Events office can make suggestions to contact additional parking services (valet, shuttle, etc.). Additional parking services will be at the client's expense.

## Security

Security is required for all uses of the facility and will be provided by the Art Museum security service. Security fees are included in the rental cost of the Art Museum. If additional security staff, other than Art Museum security, is required by the client to be on Art Museum grounds in conjunction with an event, this must be approved by the Chief of Security at least 15 days prior to the event to finalize procedures. The Art Museum remains responsible for overall security on Art Museum premises. The Cincinnati Art Museum Security staff will determine the number of security guards for each event on a case-by-case basis.

## Electrical Use

Extension cords can be used within the Museum only if a portable GFCI (ground fault circuit interrupter) is used. A small number of GFCI's are available for use and should be reserved in advance. GFCI's are property of the Cincinnati Art Museum. Please do not remove them from the premises. Please discuss additional electrical needs with the Special Events Office.

## Food and Beverage Service

### Catering

See list of approved food & beverage areas in the Space Available chart under the Museum Facility section.

Cincinnati Art Museum Catering must provide all food service. *The catering cost is not included in the rental price and requires a separate payment.* China and linens can be rented through Cincinnati Art Museum Catering and will be included in the Banquet Order. China and linen rental from outside vendors is permitted at the client's expense and must include all pieces Cincinnati Art Museum Catering offers. *Linens & China rented by the client are not the responsibility of Cincinnati Art Museum Catering. Clients are solely responsible for any breakage, replacement or lost items that they rent.*

**Final guest counts must be given to the Catering Manager 7 DAYS PRIOR to the event. The Banquet Order must be signed at this time. The caterer cannot guarantee sufficient food count if guest counts change after the 7 DAYS PRIOR policy.**

All checks should be made payable to Cincinnati Art Museum and sent to: Cincinnati Art Museum, Attn: Finance, 953 Eden Park Drive, Cincinnati, OH 45202-1596.

### Alcohol Beverage Service

The State of Ohio liquor license held by the Art Museum requires that all alcoholic beverages consumed at the Art Museum be purchased through the Art Museum and served by our designated servers. **THERE IS NO EXCEPTION TO THIS POLICY. Alcohol may NOT be brought into or removed from the Art Museum by a client or their guests at any time.** Bars must close 30 minutes prior to the event end time. The Cincinnati Art Museum, or their designated servers, reserves the right to refuse alcohol service to anyone at any time. Identification may be requested from anyone requesting alcoholic beverages. Refusal to produce requested identification will result in no alcoholic beverage service for that individual.

## Use of the Facility

### Decorations

To protect the integrity of the Art Museum collections and the safety of Art Museum visitors and guests, **the Special Events office must approve all decorations no less than 72 hours prior to event set-up.** Placement and attachment of decorations must be coordinated with the Art Museum's Special Events office and approved by the Chief of Security. Decorations for events may be delivered the day before the event and must be picked up the next day following the event. **The Art Museum is not responsible for any items left following an event. For any clean up beyond normal wear and tear, or damages, the client will be charged repair fees.**

- All décor and signs must be free standing; signs on walls or exhibit cases are not permitted. The hanging of large signs or banners on the outside of the Art Museum is not permitted.
- Fresh and dried floral arrangements provided by a professional florist are permitted; however, live potted plants (including soil/dirt), fresh-cut garden flowers, and spore producing ferns are not permitted at any time. If lilies are used, stamens must be removed from all open buds before entering the museum.
- **Although battery operated candles are strongly recommended, tea lights and votive candles are permitted and may only be used on top of tables.** No other types of candles are permitted. The use of candles is allowed only in the Great Hall, the Café, the Courtyard, and the Castellini Room. These candles must be in an approved candleholder and the candle flame must be one inch below the opening of the candleholder. The Special Events office and the Security department must approve all candleholders prior to the event.
- Confetti, glitter, rice, birdseed, balloons, and bubbles are not permitted under any circumstances.
- Aisle runners are not permitted. Fog machines and pyrotechnics are not permitted.
- The use of hairspray is permitted in the restroom facilities only.
- Any excessive decorating requirements beyond standard table set up (i.e. dinnerware, glassware, flatware, and centerpieces) will require a \$250 set up fee. Excessive is defined as any extra set up needs required in the Main Lobby, Courtyard, Great Hall, or restrooms.

### Vendors

The Cincinnati Art Museum works with preferred vendors who are knowledgeable about Museum policies and procedures. A list of vendors is available through the Special Events office. All vendors must sign the Art Museum policies and procedures document, provided by the Special Events Office, prior to the event. Any equipment provided by an outside vendor is the sole responsibility of the client. **The Art Museum and Cincinnati Art Museum Catering will NOT be responsible for the cleaning, breakage or replacement of items rented by the client. All equipment provided by an outside vendor must be picked up the following day.**

## Entertainment

The Art Museum Special Events office must have all equipment needs, vendor forms signed, and delivery confirmation ten (10) days prior to the event. All vendors must enter and exit through a specified doorway and be escorted by the Special Events office or museum security personnel at all times. Entertainment, including sound and equipment and lighting set-up, is not permitted to take place in any gallery space unless approved by the Cincinnati Art Museum's Special Events Office. Music must not exceed a decibel level of 110dB. All equipment, of any type, is subject to inspection by Security staff.

## Deliveries

Deliveries must be scheduled through the Special Events office. All deliveries and pick-ups are processed through the Art Museum Shipping Room (dock area on the east side of the building) and should occur during business hours (M-F 8:00am – 5:00pm). Decorations for your event may be delivered the day before your event with prior approval. **Your items must be picked up the next day following your event. The Art Museum is not responsible for loss or damage to property left on-site.**

## Photography Policy for Special Events

Photography and image capturing are permitted in the Art Museum. Professional photographers hired to photograph or image capture a special event may use auxiliary equipment such as tripods, lights, etc., if they conform to the Museum's Photography in the Galleries Policy. Auxiliary equipment must be used in such a way that it cannot cause damage to any item in the Art Museum collections or potentially harm Art Museum visitors or guests. If equipment, in the opinion of any Art Museum employee, appears to be in a position to potentially cause harm to any item in the Art Museum collections or Art Museum visitors or guests, such equipment must be moved at the Cincinnati Art Museum employee's request. Failure to comply with the Art Museum employee's request will result in all photography equipment, other than hand-held cameras, to be removed from the building immediately. Any photographer in the Galleries must be escorted and overseen by a member of the Art Museum staff at all times. Adequate supervision for the number of people and the amount of equipment used is required and will be defined by the Museum. For more information please see the Museum's Photography in Galleries Policy.

## Invitations and Other Printed Material

If the client refers to the Art Museum or its collections in any printed materials related to an event, including invitation copy, programs, promotional material, and press releases the contents of all printed materials must be submitted to the Art Museum Special Events Office prior to printing for review and approval. Any image of the museum must be approved by the Cincinnati Art Museum and the Museum logo may not be used. The Art Museum Marketing Department will provide the final approval of all printed material. Please allow sufficient time for these approvals; a minimum of fourteen (14) days prior to the printing deadline is required. Some printed material may require the following disclaimer:

*"The views and opinions of this organization do not necessarily reflect the views and opinions of the Cincinnati Art Museum."*

## Advertising and Media

Any and all local, national, or international advertising, news releases, media coverage, photo shoots or other publicity referring to the Art Museum, its collections, or any event occurring at the Art Museum must be coordinated with the Art Museum Marketing Department. This includes holding press conferences or inviting the media to cover an event. The Art Museum's Marketing Department can be reached at 513-639-2872.

## Set-Up/Breakdowns

A final confirmed layout for the event is required 7 days prior to the event. After this point no changes may be made. Set-up for any Special Events held in the evening will not begin until the Art Museum closes to the public at 5:00 p.m. Set-up may not interfere with Art Museum visitors or guests at any time. Fire Code requires a four (4) foot wide pathway on either side of the room and an aisle down the middle. No emergency exits can be blocked at any time.

Persons associated with any Special Events may arrive early, with Special Events office's consent, to oversee or assist with set-up, greeting guests, or for any other appropriate reason. The front doors of the Art Museum are locked at 5:00 p.m. and are not opened until thirty-minutes (30) prior to the start of the event. It is the responsibility of the event organizer to communicate this information to early arrivals.

Breakdown must occur immediately after the event and all rental items and decorations must be removed from the event area(s) at that time. Rental items can be stored in the Art Museum Shipping Room. **Because of limited storage space, the Art Museum reserves the right to dispose of any items left at the Museum one (1) business day after the event (also see Decorations Section).**

## Equipment

Included in the rental fee of event space inside the Art Museum is the use of standard tables and chairs owned by the Art Museum. Chivari chairs can be rented through the Art Museum at a cost of \$6.00 per chair.

Chair covers and/or bows (sashes) are the responsibility of the client. Tuning the piano will be at the client's expense.

The Art Museum Special Events Department can assist event organizers in all aspects of the event as well as providing recommendations on vendors that have supplied products for previous Art Museum events.

## Weddings

All menus are subject to an 20% service charge and applicable sales tax. Please inform us of any special dietary needs at least two weeks prior to the event; additional charge may apply. Pricing does not reflect the service charge (20%) or tax (7%).

## Corporate/Social

Sales Tax (7%) and Gratuity (18%) will be applied to all food and beverage items.

## Highlights of the Museum

### Gallery Use/Special Exhibits

Gallery viewing is encouraged as part of the enhancement and entertainment for each event and may be one of the primary reasons the Art Museum was selected for this event. However, there are additional fees to cover security costs to keep galleries open during non-regular Museum hours. Please check with the Special Events Department regarding any additional costs. **Food and drink are never allowed in museum galleries.**

All comments or questions regarding the guidelines, policies, and procedures should be referred to the Art Museum Special Events Office at 513-639-2347.

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I have read, understand, and agree to abide by the Cincinnati Art Museum's Guidelines, Policies, and Procedures for Special Events.

Client Name (print only)

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Client Signature

Date

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Please print full name, organization, event, event time, and event date.

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Thank you for supporting the Cincinnati Art Museum through the rental of our facility. Please feel free to contact the Special Events Department at 513-639-2347 with any questions or concerns. This page must be signed and returned to the Special Events Department or faxed to 513-639-2885.