POLICY FOR SPECIAL EVENTS | ART COURSE ADDENDUM

WHAT IS AN ART COURSE EVENT?
Art Course is the Nelson-Atkins Museum of Art’s new installation in the Donald J. Hall Sculpture Park. It’s a 9-hole mini golf course inspired by works of art within the collection. The course is adjacent to the new Terrace Snack Bar, which features concessions-style cold beverages, salty snacks and sweet treats.

Art Course Events are gatherings, team builders, happy hours and other group social occasions centered around this playful new attraction. The museum grounds features Noguchi Terrace, a private outdoor patio, for such gatherings and offers food & beverage concession packages.

Events do not have exclusive use of Art Course, although we will make every attempt to ensure tee times are consecutive.

CAPACITY
Art Course Events are ideal for parties from 25-60 people. Larger groups can be accommodated, but require special logistical coordination with a museum Event Planner.

RENTAL FEE
There is no rental fee for Art Course events that are scheduled during typical, museum hours. In special circumstances, Art Course events will be considered outside of business hours for a rental fee which covers incremental costs to the museum. This is negotiated on a case-by-case basis and agreed upon with the client before an agreement can be drafted.

Typical Museum Hours:
- Monday & Wednesday: 10am-5pm
- Thursday & Friday: 10am-9pm
- Saturday: 10am-5pm
- Sunday: 10am-5pm

Is food being prepared for this event? ___________ (If yes, a weather back-up must be identified)
DURATION & SPENDING MINIMUMS
Art Course events can be reserved for two hour periods. A food & beverage spending minimum is required and is dependent on the timeframe you choose.

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Spending Minimum</th>
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<tbody>
<tr>
<td>11am-1pm OR 12pm – 2pm</td>
<td>$500</td>
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<tr>
<td>3pm – 5pm</td>
<td>$1,000</td>
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<tr>
<td>6pm – 8pm OR 7pm – 9pm (Thursdays and Fridays only)</td>
<td>$1,000</td>
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Should a party not reach the required spending minimum in food & beverage purchases, the rest will be assessed as a rental fee to support the Museum’s mission.

DEPOSIT AND FINAL PAYMENT
A $500 or $1,000 deposit is due at the time an Art Course event is booked and is payable by check or credit card. The deposit will be credited to the final bill. At the conclusion of the event, the remaining balance will be invoiced based on the arrangement with the host. Invoice payments are due within 30 days of receipt.

CONCESSIONS PACKAGES
Art Course event packages start at $45 per person and include a round of golf, food, beverage(s) and other museum amenities. We will happily create custom food and beverage packages for any occasion and to meet any need. A minimum number of attendees is required based on the package selected. Hosts may select a package even if they are expecting fewer than the attendee minimum so long as they are willing to pay for the balance.

MEMBER DISCOUNTS
Members receive 10% off Art Course Event concessions packages, but are subject to standard spending minimums.

ATTENDANCE GUARANTEES
A final number of attendees must be provided 5 business days in advance to Event Planning. Billing will be based off of the confirmed number or minimum, whichever is greater. If more guests attend than expected at the time of confirmation, the host will be billed for the overage at the package per-person rate.

TEE-TIMES AND SCHEDULE
Tee times are reserved for Art Course event patrons upon booking. Tee times assume parties of 4-6 entering the course every 10 minutes. It takes approximately 45 minutes to complete the course. Tee times are communicated when the event begins. Attendees are expected to be at the course start promptly at their assigned Tee time. The museum cannot guarantee availability if a tee time is missed.
Art Course will also be open to the public during museum hours. We will make every attempt to ensure Art Course event tee times are consecutive.

WEATHER POLICY
Art Course events are outdoors, which means they’re at the mercy of elements beyond our control. The museum reserves the right in their sole discretion to cancel or postpone an Art Course Event due to inclement weather. Inclement weather is defined as significant rain, lightning or tornado warnings that would make playing Art Course unsafe. A call will be made by the museum’s Security team at least 4 hours prior to the event and communicated to the host by the museum’s Event Planner.

If food was prepared for the event, the event will take place in the back-up indoor space/venue. Vouchers for a complimentary round of Art Course will be given to all attendees that may be used another time.

If food was not prepared for the event and the museum cancels due to weather, the host will have the opportunity to rebook for another date or to request a deposit refund without rebooking.

If inclement weather occurs while an event is in progress the Event Planning team will make every effort to redirect the group to an indoor space. Vouchers will be offered for a complimentary round of Art Course for each attendee that may be used another time.

INDOOR AREAS AND FACILITIES
All Art Course events will have access to restroom facilities within the museum. Indoor space for gathering or respite is not guaranteed and may be very limited based on other activities at the Museum that day.

ACCESSIBILITY
Accessibility to Art Course is a priority of the museum and we’ve made every effort to ensure patrons of every ability can enjoy the attraction. In accordance with ADA guidelines, 50% of the holes are wheelchair accessible.

I understand the Nelson-Atkins Art Course policies at outlines in this Addendum.

Signed__________________________________  Signed__________________________________
By _____________________________________  By _____________________________________
Title___________________________________  Title___________________________________
Organization____________________________  Organization ___Nelson-Atkins Museum of Art___
Date______________________________  Date______________________________

Updated May 2019

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