

# The Nelson-Atkins Museum of Art

Effective as of November 2020

**POLICY FOR SPECIAL EVENTS**  
**MUSEUM SPACE USAGE POLICY**  
**RESTRICTIONS AND RIGHT OF TERMINATION**  
**SECURING A RENTAL DATE**  
**FINALIZATION OF EVENT PLANS**  
**VENUES AND HOURS OF AVAILABILITY**

**501c3 Organizations**

**Cancellations**

**Catering Services**

**Contracts, Deposits and Payment Schedule**

**Damages**

**Décor & Decorations**

**Deliveries**

**Extended Hours on the Day of the Event**

**Evacuation**

**Gifts**

**Giveaways or Items for Sale**

**Grounds and Donald J. Hall Sculpture Park**

**Guarantees**

**Holds and Date Conflicts**

**Insurance and Liability**

**Liquor Laws**

**Member Rental Information**

**Discount Rental Fee - Clarification**

**Waived Rental Fees – Clarification**

**Payment and Billing Arrangements**

**Nelson-Atkins Personnel**

**Parking Services**

**Payment Schedule**

**Photography & Audio/Visual Recording**

**Press Coverage**

**Printed and Electronic Promotional Materials**

**Rental Equipment, Furnishings and Materials**

**Security & Protection Services**

**Services Included in Venue Rental Fee**

**Silent Auctions**

**Smoking**

**Tours of Collection**

**Wedding Ceremonies and Receptions**

**Art Course**

## EVENTS POLICY

### **POLICY FOR SPECIAL EVENTS**

The special events policy is written to encourage use of the museum and thereby increasing community awareness of The Nelson-Atkins Museum of Art. It is widely acknowledged that the museum possesses extraordinary buildings and grounds; this policy is intended to promote, in a responsible and professional manner, the use of the facilities for private functions and activities. Selecting the Nelson-Atkins as a special event site offers an organization a creative way to support the museum, while ensuring that the event has a unique cultural dimension.

The Nelson-Atkins Museum of Art is committed to its mission that the works of art remain its primary focus. Private events which have the objective of increasing awareness can be consistent with this primary purpose as the museum's extraordinary collections can be shared with event attendees. All such functions are encouraged to include, as an integral component, the opportunity for viewing the works of art or an educational program.

The museum's Event Planning Department ensures that private events provide opportunity and appreciation of the art on display. Also, they help coordinate all of your needs. Events are expected to harmonize with the character and mission of the museum, conform to established Nelson-Atkins policies, and not interfere with normal operations. The museum reserves the right to review event plans to ensure that they are compatible with the museum's mission and do not create any hazard or impose undue hardship to its collections, exhibitions, facilities, grounds, staff or patrons.

Museum event venues are available for rent, including wedding ceremonies and wedding receptions. Commercial and promotional events and rentals can be arranged. Products and services can be sold or promoted in conjunction with an event, provided they are preapproved by the museum at the time of the application. Priority will be given to Society of Fellows and/or Business Council members. Wedding ceremonies are available when renting the museum for a wedding reception. Nonprofit and other fundraising events are permitted if the fundraiser is not in conflict with the museum's own fundraising efforts or considered to be in conflict with museum goals. Silent auctions and ticket sales are allowed. While the museum can be a venue for ticketed events, tickets are to be sold in advance of the event and not upon arrival on site. The museum will enter into Contract with the sponsor of the event only, not meeting planners or location agents, although the museum will work with such parties to plan and execute an event.

**The Nelson-Atkins reserves the right to make exceptions on a case-by-case basis.**

A fee is required for each event held at the museum. The amount depends on spaces used and time spent in the museum. The rental fee covers the normal costs for security, maintenance, engineering, supervisory staff, utility costs and trash removal. Any and all other costs of the event, including parking are the responsibility of the Client.

Additional costs may include: Food and beverage, decor, musicians, photographers, furniture, fixtures, 3rd party rentals and audio visual equipment and services, etc. needed to meet your event requirements.

**The museum is a non-profit organization and does not charge tax for its services. A 12% service charge will be added to the final invoice for food & beverage purchases.**

## EVENTS POLICY

### **MUSEUM SPACE USAGE POLICY**

Consideration of all event requests will be based upon proposed use of the facilities in relationship to the museum's mission, availability of space, the timing of the proposed event in relationship to other events and museum functions already planned, and the ability of the museum staff to accommodate the intended use.

*Art museums operate differently than other event venues. Interested parties are advised to read and understand all elements of this policy document to avoid misunderstanding in the use of event space and event coordination at The Nelson-Atkins Museum of Art.*

### **RESTRICTIONS AND RIGHT OF TERMINATION**

The Nelson-Atkins Museum of Art is first and foremost a fine arts museum and charitable institution that has a need to protect the objects displayed, including those in the Donald J. Hall Sculpture Park.

The museum reserves the right to refuse to make its facilities available to prospective users for any reasons it deems inappropriate, at its sole discretion. The Event Planning Director shall seek authorization for events that do not completely subscribe to the established policies but acceptance is at the discretion of museum leadership and not negotiable.

In the event the Nelson-Atkins determines any violation of its policies, applicable laws, ordinances or regulations with intended use of its premises and/or equipment, the museum reserves the right to cancel the function at any time and no monies paid up to that point will be refunded.

The museum also reserves the right to change or amend this Policy for any reason at any time, without advance notice, including, but not limited to, procedures regarding life, safety codes, insurance requirements, building codes, art lender requirements, or other legal issues. Nevertheless, the Nelson-Atkins will endeavor to notify of any material changes at the earliest reasonable date.

### **SECURING A RENTAL DATE**

To provide for proper planning and attention for a private event requires upwards of three (3) months or more advance planning. While shorter planning times may suffice for some events, the museum upholds the right to decide if shorter lead events can be accommodated.

Advance notice must be given to the Event Planning Coordinator when an event is proposed.

The requested advance times are as follows:

- Sixty to ninety (60-90) days prior to the proposed event.
- Six (6) months in advance for large, complex events needing extensive planning.
- Events co-sponsored by an outside group and the museum need to be scheduled six (6) months in advance to insure appropriate publicity and public participation.
- Products and services can be sold or promoted in conjunction with an event, provided they are preapproved by the museum at the time of the application.

To secure a rental date, the Client must confirm the date, time and estimated attendance with the Event Planning Department. If confirmed, an Event Confirmation/Contract will be sent to the Client at which time the deposit, equal to the rental fees, will be due. An Event Planning staff member will schedule a meeting with the Client to discuss the details. Once the cost estimate of the

## EVENTS POLICY

event's details has been determined an Event Worksheet will be provided. At that point the remaining amount of money will be due no later than thirty (30) days in advance of the event.

### **FINALIZATION OF EVENT PLANS**

Certificates of insurance and any known changes must be given to Event Planning staff at least two (2) weeks prior to the event. Any final arrangements, including guaranteed attendance, will be confirmed five (5) business days in advance of the event date at which time any additional matters must be confirmed and arranged and any additional costs will be due.

### **VENUES & HOURS OF AVAILABILITY**

The following venues may be available for rental:

#### **Interior Venues**

- Atkins Auditorium
- Bloch Lobby  
*(Excludes Fri evenings)*
- Kirkwood Hall
- Rozzelle Court
- Cloister (circumstantial)
- Lens 2
- Rockhill Room

## EVENTS POLICY

### **Exterior Venues (rain plan required)**

- The Lawn at the Donald J. Hall Sculpture Park (circumstantial)
- East Sculpture Terrace
- Art Course & Noguchi Terrace (circumstantial)
- West Sculpture Terrace (circumstantial)
- Tapis Vert (circumstantial)

### **Available hours for private event rental at the Nelson-Atkins**

#### **Museum operating hours:**

Monday	10 a.m.-5 p.m.	
Tuesday	Closed to the public	Business office hours 9 – 5 p.m.
Wednesday	Closed to the public	Business office hours 9 – 5 p.m.
Thursday	10 a.m. – 9 p.m.	
Friday	10 a.m. – 5 p.m.	
Saturday	10 a.m. – 5 p.m.	
Sunday	10 a.m. – 5 p.m.	

#### **Rental hours:**

Monday	8 a.m. - midnight	Not all venues available
Tuesday	Closed to events	Circumstantial
Wednesday	8 a.m. – midnight	Circumstantial
Thursday	8 a.m. – midnight	Not all venues available
Friday	8 a.m. – midnight	Not all venues available
Saturday	8 a.m. – midnight	Not all venues available
Sunday	8 a.m. – midnight	Not all venues available

The museum is closed to the public on Tuesdays and Wednesdays to address art movement, maintenance and engineering matters. It is not available for rental on Tuesdays and Wednesdays.

The lobby will remain open and functional for all museum operating hours. Events in some designated areas cannot begin until 6:00 p.m. Set up in those areas may not begin before 3:00 p.m.

All events must end by midnight (12:00 a.m.); last call for alcoholic beverages must be no less than one half hour before the scheduled end of an event; the last song played by bands or DJs must be no later than 11:45 p.m., and tear down must be completed by 1:00 a.m.

### **501c3 Organizations**

While discounts for venue rental are part of many membership levels 501c3 organizations are eligible for a 50% reduction on rental rates. Proof of status may be required. No double discounting applies whereby a museum member's discount can be added in addition to the 501c3 discount.

### **Cancellations –Check policy listed in the contract**

If a Client cancels an event more than thirty (30) days prior to the event the Client will be refunded 50% of the monies paid to the Nelson-Atkins. If the Client requests a cancellation less than 30 days prior to an event, no monies paid to the Nelson-Atkins will be refunded to the Client.

## EVENTS POLICY

If the Museum is unable to make the designated space for the event available to the Client by reason of (a) repairs, replacements, improvements, additions, or alteration being made in the Museum, or (b) any cause whatsoever beyond the Museum's sole control, including but not limited to government preemption, regulation, order, or restriction; strike, labor troubles, war, or emergency; or acts of God, including but not limited to fire, flood, earthquake, storm, hurricane or other natural disaster, or (c) a "Public Health Emergency of International Concern" as designated by the World Health Organization and the Museum is forced to close to the public **either** due to local or state directives or emergency orders **or under the Museum's discretion in response to a public health emergency**, then the parties shall mutually make reasonable efforts to reschedule the event at a time and date mutually acceptable to the Museum and the Client. If no such agreement is reached Museum shall refund to the Client all moneys paid by the Member to the Museum under this agreement and this agreement shall thereupon be deemed cancelled and terminated and the parties shall have no further obligations or liabilities to one another.

### **Catering Services**

Rozzelle Court, operated by American Dining Creations, is the exclusive caterer for all museum events. Menus can be found on the museum's website, <https://nelson-atkins.org/event-rental/> or the executive chef can create a menu tailored for special requests. Requests for extraordinary service standards will require added charges that will be determined and shared in advance of the event.

All food and beverages must be provided and served by museum designated services and none may be brought in or sold; wedding cakes are the exception although they can also be provided through the museum's catering company. Food and beverages are not allowed in gallery spaces or Atkins Auditorium.

### **Contracts, Deposits and Payment Schedule**

Upon approval of an event date and space, the Client will receive an Event Confirmation/Contract. A signature and deposit of the rental fee will be required to secure the date.

Other direct costs incurred by the museum relating to the event including equipment rental, arrangements with third parties, food and beverage service and audio visual equipment and services, etc. will be provided with the Event Worksheet that will follow once the arrangements are clarified.

The Event Worksheet will include a description and cost estimate of your event. Full payment of estimated event costs is due no later than one (1) month in advance of the event date. Any final arrangements, including guaranteed attendance, will be confirmed five (5) business days in advance of the event date at which time any additional matters must be confirmed and arranged and any additional costs will be due.

A final invoice, accounting for any additional differences, will be provided within two (2) weeks following the event and is payable upon receipt. If the invoice is less than what was paid from estimated costs, the museum will provide a refund of the difference.

### **Confirmation of a reservation cannot be considered definite until:**

1. The date, time, location and expected number of guests have been agreed to in writing by The Nelson-Atkins Museum of Art and the reserved date has been confirmed on the museum's calendar. This will be documented in the Event Confirmation/Contract.
2. A proof or sample of the invitation and other materials promoting the event has been provided and approved by prior to printing or sending.

## EVENTS POLICY

### **Other arrangements that have to be finalized in advance of the event**

1. A Special Event Confirmation/Contract is signed and returned to the Event Planning Department.
2. The deposit, equal to the full venue rental fee, has been received.
3. Full payment, based on the estimated event costs, has been received and processed for payment 30 days prior to the event.
4. The organization has delivered a certificate of insurance showing that such organization has in force bodily injury and property damage liability insurance in an amount of no less than \$1,000,000 combined single limit and certifying that The Nelson Gallery Foundation, the William Rockhill Nelson Trust and their respective Trustees are named as additional insureds under such policies for the duration of the event. Facilities will not be available without this coverage.

### **Damages**

Facilities, premises or equipment cannot be altered or damaged. Nails, hooks, tacks, or screws and the like cannot be used nor can adhesives for any signs, posters, notices, or graphics of any description without written approval by the Event Planning Director. If such is done, with or without permission, and damages occur, repair costs will be assessed to restore premises to their original condition, ordinary wear and tear excepted.

### **Décor & Decorations**

Plans for decorations, including floral, centerpieces, signs and banners are subject to advance approval. Many such services can be supplied through the Event Planning Department at no additional markup. No objects from the museum's collection may be used for or as decoration, nor will art objects be moved to accommodate a rental event.

All flowers and arrangements must be from an approved florist, floral wholesaler or greenhouse. A list of floral companies can be provided. This requirement exists to protect the art from insect infestation. All arrangements must come in containers and display ready.

### **To safeguard the museum's collection of art, no open flames are permitted.**

No flammable materials such as bunting, tissue, paper, crepe paper, etc., are permitted. All materials used for decorative purposes must be treated with flame-proofing and approved by the Fire Department. Helium balloons, bubbles, confetti, glitter and birdseed are prohibited.

Furniture placement should be a minimum of four-feet from the historic stone walls of any special event space. All elevated, freestanding equipment and stands must be weighted with 250 lbs. to prevent toppling. Décor, lighting and sound systems should be a minimum of four-feet from artwork in event spaces.

No additional direct lighting is permitted on artwork exhibited in event spaces. Any additional ambient lighting must be low-ultraviolet emitting LED lighting.

No use or operation of fog machines, explosives or pyrotechnics is allowed inside the facility. Also not permitted are engine, motor or machinery or use oils, burning fluids, camphene, kerosene, naphtha or gasoline or any other flammable chemical, for either mechanical or other purposes or any agent other than electricity for illuminating the premises. Cooking and the use of steam tables in the galleries also are not allowed.

Organizations are not allowed to bring live animals.

## EVENTS POLICY

All décor must be removed from the event areas that same day or night (by 1 hour after the close of the event). The Nelson-Atkins is not responsible for any items left after an event.

**Decoration of any kind left behind after an event is subject to a mandatory \$500 clean-up fee to be paid by the Client.**

### **Deliveries**

Client must provide advance notice to the Nelson-Atkins' Event Planning Department regarding deliveries and pick-up schedules for items or services that are not Contracted through the museum. All deliveries and removal of outside items must be routed through the Security Command Center (SCC). Also, all delivery personnel must be escorted by museum personnel. Use of the public entrances for these purposes is not permitted in order to uphold the interior temperature and humidity of the interior spaces.

To ensure that these matters do not interfere with museum public hours, all deliveries associated with an event must be delivered the day of the event and must be removed from the premises immediately following the event. If arrangements must be made for special pick up of rental or decorative goods, the cost for special pick-up of said items will be at the expense of the Client.

**The Nelson-Atkins is not responsible for items ordered outside the Event Planning Department or for ensuring the safety or security of said items.**

### **Extended Hours on the Day of the Event**

Extra hours beyond those originally contracted for the event will be charged according to the extra hour charge per venue listed in the Venue Rental Rates.

### **Evacuation**

Should it become necessary to shut down or evacuate the premises for reasons of public safety, or safety of art and/or premises, use of venue for a sufficient time to complete an event will be provided without additional charges, providing such times do not interfere with another scheduled use of the venue. If it is not possible to complete an event or activity, rental adjustment shall be considered at the discretion of the Event Planning Director.

### **Gifts**

Gifts brought to the museum must be in gift bags that allow the items inside to be clarified prior to entering the museum. Clients are required to notify their guests in advance of an event that gifts can only be brought into the museum wrapped in gift bags.

**Pre-wrapped gifts will have to be unwrapped prior to entering the museum or kept in Coat Check for Client to remove at the end of the event.**

### **Giveaways or Items for Sale**

Plans for attendee giveaways are to be preapproved by the museum at the time of the application. The gift policy is applicable. Objects of art may not be permitted, depending on the item(s) and event location.

Clients have the option of selling books or other merchandise to attendees, provided they are preapproved by the museum at the time of application. The Museum Store of the Nelson-Atkins offers



## EVENTS POLICY

an outstanding selection of books related to art and a unique array of jewelry, housewares, cards, gifts and toys for children and adults. Items can be purchased and given away or made available for sale to event attendees. If items are not procured through the Museum Store the Museum has final authority to decide if items are appropriate and not in conflict with museum interests.

The Event Planning Director shall seek authorization for circumstances that do not completely subscribe to the established practices but acceptance is at the discretion of museum leadership and not negotiable.

**The Nelson-Atkins reserves the right to make clarification and/or exceptions on a case-by-case basis.**

### **Grounds and Donald J. Hall Sculpture Park**

Use of the grounds of the Donald J. Hall Sculpture Park requires additional time, more detail and the requirement of a contingency plan in the event of bad weather. Non-museum activities in and around museum campus are beyond the museum's control. Drones are not permitted.

1. Alternate rain plans must be established for all outdoor events. The Event Coordinator may cancel any event for weather purposes in his or her sole discretion.
2. Additional rental and set up fees will apply for events held on the grounds as much more coordination is required than for indoor events.
3. Other considerations of tents, flooring, exterior décor and music are outlined below:

#### **Tents**

- Tent rental may be arranged only by the Event Coordinator and additional fees may apply.
- Tent placement is limited to specified locations. No other areas will be considered for tent placement.
- For weekend Events, tents are set up on Friday and removed on Monday. Due to Nelson-Atkins weekend activities, some weekends may not be available for tent rentals, per the discretion of the Event Coordinator.
- All deposits, rentals and delivery fees and after hours security costs are the responsibility of the Client.

#### **Flooring**

- Flooring on the grounds for events, dance floor or other occasions, will be allowed only in designated tent locations.
- If flooring interferes with scheduled museum events or activities, flooring for some dates may not be available, per the discretion of the Event Coordinator.
- Pricing will vary depending on the size of the area floored. (The Event Coordinator will determine the appropriate size for the event).
- Cost for sod replacement will apply for all events using flooring.
- An additional deposit will be required for sod replacement if flooring is selected. This deposit will be applied toward the final billing.

#### **Alcohol Consumption**

- Additional licensing may need to be obtained. Fees will be the responsibility of the Client.
- Consumption of alcohol is limited to designed tents and specified adjacent areas, if applicable. Alcoholic beverages cannot be carried throughout the park.
- Outside alcoholic beverages are not permitted.

## EVENTS POLICY

### **Decorations**

- Potted plants may be used if they contain sterilized soil and are placed on sidewalks.
- Only flower petals, fresh or dried, may be used to toss in the air.

### **Music**

- Must be at a reasonable decibel level, as determined in the sole discretion of the Event Coordinator, and shall be adjusted immediately at the request of the Event Coordinator.
- All music must conclude by 11:30 p.m.

### **Guarantee**

Client shall notify the Event Planning Department five (5) business days in advance of the event of the final number of persons the Client guarantees. The guarantee shall not exceed the maximum capacity of the areas within the facility in which the event will be held. This number will be considered a guarantee, not subject to reduction.

The museum will count the actual number of attendees. If the actual attendance is greater than the guaranteed attendance the actual attendance count will be charged on the final invoice. If the actual count is less than the guaranteed count, the guaranteed attendance will be charged.

If a Client fails to notify of the guaranteed attendance within the time required, the event will be staged and prepared to serve the number of estimated people in the Event Worksheet which will then be deemed to be the guarantee.

The museum will be prepared to serve 3% more than the guaranteed number of attendees and cannot be responsible for service to more than 3 % over the guarantee. If the guarantee is raised within the 72 hours, the 3% over set will not apply, and the guarantee then becomes the set. Beyond the 3% factor no guarantee can be made that food, beverage and other attendee dependent services will meet the Client's or their guests' expectations.

### **Holds and Date Conflicts**

The Nelson-Atkins provides a "courtesy hold" of fourteen (14) days from the date of your request or forty-eight (48) hours after written or telephone notice to the Client that there is a conflicting request for the same date, whichever is shorter. The event date will not be reserved and confirmed unless the museum's Event Planning Department receives the initial deposit prior to the end of the Courtesy Hold Period. If the initial deposit has not been received by the end of the Courtesy Hold Period, the date will return to open status.

### **Insurance and Liability**

It is to be understood and agreed that any party using the Nelson-Atkins facilities or grounds must provide a certificate of liability insurance for the duration of the event (at no extra cost to the Nelson-Atkins) under its policy of public liability insurance. The Client will deliver a certificate of insurance showing that their organization has in force bodily injury and property damage liability insurance in an amount of no less than \$1,000,000 combined single limit and certifying that The Nelson Gallery Foundation, The William Rockhill Nelson Trust and their respective Trustees are named as additional insureds under such policies for the duration of the event.

**The insurance certificate must be provided to the Event Planning Department at least two (2) weeks prior to the event. The facilities will not be available without this coverage.**

## EVENTS POLICY

### **Liquor Laws**

Client agrees to comply with and abide by all local and state laws applicable to the serving of alcoholic beverages at its event and further agrees that neither the Client nor the Client's guests will request, proffer, or serve alcoholic beverages to any minors, or to any persons who, in the opinion of the Caterer, are intoxicated.

If alcoholic beverages are served, the museum must approve all plans and circumstances under which it is served. Approval shall be for the sole purpose of ensuring that said plans and circumstances comply with and do not contradict the character and mission of the museum or compromise legal requirements of the liquor license.

**Minors shall not be served any alcoholic beverages, and Client specifically agrees to take whatever steps necessary to ensure that alcoholic beverages are not served to minors.**

### **Member Rental Information**

Funded primarily by private support, the Nelson-Atkins relies on the generous contributions and involvement of members, donors, sponsors, volunteers and employees to help connect over 500,000 visitors each year with the best achievements in visual art. The use of museum spaces by members for private events provides additional support to the Museum helping to sustain the world-class collection and invigorating the educational programs that inspire future generations.

#### **Discount Rental Fees - Clarification**

Rental discounts are accorded to members of Business Council and Society of Fellows.

##### **Business Council Members**

1. Discounts are available to all paid up members for the twelve (12) month period of their memberships, based on renewal date.
2. Applicable to all hours and days listed, based on availability. Not applicable to Tuesdays or Wednesdays.
3. Applicable to company sponsored events. Not applicable to personal events by employees inside a company.
4. Not transferrable.

##### **Society of Fellows**

1. Discounts are available to all paid up members for the twelve (12) month period of their memberships, based on renewal date.
2. Applicable to all hours and days listed, based on availability. Not applicable to Tuesdays or Wednesdays.
3. Applicable to personally sponsored events, but not events hosted on behalf of persons or entities who are not museum members.
4. Not transferrable.

#### **Waived Rental Fee - Clarification**

Designated Business Council members and Society of Fellows members will receive one free annual rental during museum hours in Lens 2, Rockhill Room, Atkins Auditorium, or East Sculpture Terrace.

##### **Business Council Members (Leader Level and Above)**

1. Free annual rental will be based on the member's renewal date.
2. Applicable on the days listed, based on availability. Not applicable to Tuesdays or Wednesdays.

## EVENTS POLICY

3. Should a Business Council Executive level member wish to host an event for extended hours in the listed venues, the Business Council waived rental fee will be deducted from the event rental fee.
4. Should a member wish to host an event in a larger venue (Kirkwood Hall, Rozzelle Court, Bloch Lobby or lawn of the Donald J. Hall Sculpture Park), free rental credit will be deducted from the rental fee.
5. Should a member host multiple events at the museum during the member's annual membership period, the event rental fee will be waived for the first event; subsequent event rental fees will be discounted.
6. The benefit cannot be transferred to other Business Council members.

### **Society of Fellows Members (SOF) (Collector's Circle and Above)**

1. Free rental will be based on member's renewal date.
2. Applicable to the days listed, based on availability. Not applicable to Tuesdays or Wednesdays.
3. Should a member wish to host an event for extended hours in these venues, the waived rental fee will be deducted from the event rental fee.
4. Should a member host an event in a larger venue (Kirkwood Hall, Rozzelle Court, Bloch Lobby or Lawn at Kansas City Sculpture Park), the free credit will be deducted from the rental fee.
5. Should a member host multiple events at the museum during the member's annual membership period, the event rental fee will be waived for the first event; subsequent event rental fees will be discounted.
6. Business Council members who receive a SOF membership (as a component of their Business Council benefit package) will be accorded SOF benefits at the Patron Level.
  - a. Example: For events, if Business Council members want to use their SOF membership to host a personal event, they will receive a 25% discount on venue rentals.
7. The benefit cannot be transferred to other members.

### **Member Payment and Billing Arrangements**

Upon approval of an event date and space, the member will receive an Event Confirmation. Separately a Special Event Contract requiring a signature and a non-refundable deposit of the rental fee to hold the date will be required.

Members have the added benefit of being invoiced following their event. Other direct costs incurred by the Museum relating to the event including equipment rental, arrangements with third parties, food and beverage service and audio visual equipment and services, etc. will be included in the final invoice. The final invoice will be provided within 30 days following the event and is payable upon receipt.

#### **Confirmation of a member reservation cannot be considered definite until:**

1. The date, time, location and expected number of guests have been agreed to in writing by the museum and the reserved date has been confirmed on the museum's calendar. This will be documented in the Event Confirmation.
2. A proof or sample of the invitation and other materials promoting the event has been provided and approved by prior to printing or sending.

#### **Other arrangements that have to be finalized in advance of the event**

1. A Special Events Contract is signed and returned to the Event Planning Department
2. The deposit, equal to full the venue rental fee, has been received.
3. The organization has delivered a certificate of insurance showing that such organization has in force bodily injury and property damage liability insurance in an amount of no less than

## EVENTS POLICY

\$1,000,000 combined single limit and certifying that The Nelson Gallery Foundation, the William Rockhill Nelson Trust and their respective Trustees are named as additional insureds under such policies for the duration of the event. Facilities will not be available without this coverage.

### **Nelson-Atkins Personnel**

An event requires a number of museum personnel, including security staff, to be present. Also, a representative from the Event Planning Department will be present at the start of events. Basic museum labor fees will be estimated by the Event Planning Department based on the projected event attendance, areas used and the length of time each staff person is required for the event. These basic fees are included in rental fees and will only be charged to the Client if the event requires extraordinary staffing and/or time. The number of museum staff necessary to facilitate the event properly will be at the discretion of the Event Planning Department.

Audio visual technical assistance will be charged at an hourly rate with a one (1) hour minimum. The charges typically begin at the start of your event set-up and end with tear-down.

Arrangements for technical assistance must be made through the Event Planning Department at least one month before your event. Technical needs beyond the museum's scope of equipment and skill can be arranged by museum staff through 3<sup>rd</sup> party resources billable to the Client.

### **Parking Services**

Parking is available in the museum's underground garage during the time of the event on a first come-first served basis. A per vehicle parking charge is applied with no in/out privileges. Clients can arrange to pay for their attendees using parking passes or have attendees pay individually. Card carrying members of the museum do not pay for parking. Valet parking, shuttle service or off-site parking may be necessary based on the size of an event and other museum events happening simultaneously. Any additional fees are the responsibility of the Client.

The Nelson-Atkins does not guarantee that a specific number of parking spaces will be available on any given day. There are 450 spaces in the museum's garage, another 50 spaces in the free to the north of the Bloch Building, and street parking in the vicinity.

### **Payment Schedule**

The deposit for your event is the total cost of the room rental. It is non-refundable and is due upon issuance of an Event Confirmation/Contract. The deposit and the signed Contract will confirm the reservation. The event is subject to cancellation if the deposit and/or contract are not received by the specified date.

An estimate of event costs, beyond venue rental fees, will be provided 30 days in advance of an event at which time payment for the estimated costs is due.

**Payment of estimated costs must be received within 30 days in advance of an event or the event is subject to cancellation with no monies having been paid being refundable.**

### **Photography & Audio/Visual Recording**

Photography is permitted within the museum for special events by professional photographers. Photography shall be confined to public spaces. Copyright regulations prohibit photography of works of art. Non-personal use of such media must be approved in advance.

## EVENTS POLICY

### **Press Coverage**

A minimum of two weeks (2) notice is required if media coverage is anticipated for your event. The charge for escorting media is \$120 for a two hour period. This fee will be included in your final invoice. If media coverage is anticipated but does not show up, the escorting fee of \$120 would still be payable. If media arrives to cover the event without arranging for an escort in advance, media coverage will not be an option.

Depending on the number and variety of press participants there may be limitations as to where press can roam and what they can capture on camera.

### **Printed and Electronic Promotional Materials**

Copies of invitations, and any printed materials or digitized materials that mention The Nelson-Atkins Museum of Art is subject to museum approval to avoid compromise of its brand integrity. Such materials must be submitted to the Event Planning Director for approval prior to being printed or electronically distributed.

### **Rental Equipment, Furnishings and Materials**

Audio/visual equipment and furnishings are subject to museum approval. A list of museum equipment available for rental is available upon request. Any additional equipment can be rented through outside vendors, provided the museum approves the use of the equipment and delivery and pick up of equipment by outside vendors is scheduled. All delivery and returns of outside items must be routed through the Security Command Center (SCC). All delivery personnel must be escorted by museum personnel. Use of the public entrances for these purposes is prohibited.

### **Security & Protection Services**

Security of the building and artwork, and the safety of guests are paramount. Security officers are provided for the safety of guests and of museum property. Officers are under the direct supervision of their supervisory staff and only museum personnel shall give instructions to the officers. Any breach of security or safety regulations can result in the cancellation or cessation of an event at any time at the sole discretion of security personnel.

### **Services Included in Venue Rental Fee**

As part of the rental fee the museum will provide security staff, security escorts, maintenance and engineering personnel deemed appropriate for the event. If the event requires extraordinary staffing for these services, given the scope of the event, the additional costs will be paid by the Client.

### **Silent Auctions**

To avoid any conflict or confusion related to the Nelson-Atkins collections, no works of art can be included in silent auctions. Delivery of items for silent auctions can only arrive on the day of a Client's event. All items for silent auctions must arrive through the Security Command Center (SCC) where a museum property pass will be provided for each item specifying that it is not the property of the museum. The property pass will accompany the item(s) to the door of departure at which time the property pass will be turned over to the door officer.

**The museum is not responsible for the storage or safety of any auction items.**

### **Smoking**

Smoking is not permitted anywhere inside the museum buildings or garage. Upon request, exterior smoking areas will be clarified depending on the venue location.

## EVENTS POLICY

### **Tours of Collection**

Guided tours of the galleries are available and encouraged but prior arrangements must be made with the Event Planning Department who will arrange the request with the museum's education division. Normally three (3) weeks advance notice is required.

### **Wedding Ceremonies and Receptions**

The museum is available for wedding ceremonies when renting space for a wedding reception.

The Client has read, understands and agrees to the policies, practices and standards related to holding an event at The Nelson-Atkins Museum of Art.

### **Art Course Events**

Art Course (a 9-hole mini golf course) events are offered during warm months, approximately May-September. See the Art Course Event addendum for Art Course specific policies.

#### **Client**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

#### **The Nelson Gallery Foundation d/b/a/ The Nelson-Atkins Museum of Art**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_