



Policies and Guidelines for Private Events at the Oklahoma City Museum of Art

- Client will work directly with the Museum of Art Event Coordinator to ensure a smooth and successful event.
- With nine beautiful and functional spaces, as well as gourmet catering services provided by the Museum Cafe, the Museum of Art in downtown Oklahoma City is the perfect place to host corporate meetings and events, educational programs, wedding ceremonies, cocktail or seated receptions, rehearsal dinners, private parties, or private portrait sessions.

Planning your Private Event at the Oklahoma City Museum of Art - Overview

1. Oklahoma City Museum of Art policy excludes use of the facility for religious, fundraising and political events.
2. Client, by signature, acknowledges that Oklahoma City Museum of Art reserves the right to install, de-install, or rotate art objects at its sole discretion. Oklahoma City Museum of Art does not allow the display of unapproved art in any area of the facility.
3. All aspects of Client's event must meet the approval of the Oklahoma City Museum of Art's authorized representative.
4. Touching or handling the art is strictly prohibited.
5. Client must submit a list of all vendors involved in event production to the Oklahoma City Museum of Art two weeks prior to the event. All vendors must be notified by the Client that they are responsible for all bills. The Oklahoma City Museum of Art shall not assume responsibility for any of the Client's trade bills.
6. Oklahoma City Museum of Art is not responsible for any items brought onto the premises by the Client.
7. Smoking is strictly prohibited on Oklahoma City Museum of Art property.
8. With the exception of service dogs, animals are not allowed in the Oklahoma City Museum of Art.
9. Admission to a private event is by invitation only. Client must provide Oklahoma City Museum of Art with an accurate count of event guests prior to and at the conclusion of the event.
10. **Catering services must be provided by the onsite Museum Cafe restaurant.** No food or beverages may be brought onto or taken off the Museum premises by Client, Client's guests, vendors, or representatives. Exceptions will be made in the case of wedding cakes or specialty dessert items not found on the Museum Cafe catering menu.

Insurance Requirements

1. Client may be responsible for supplying liability insurance in the amount of \$2 million aggregate and \$1 million per occurrence and include the Oklahoma City Museum of Art as additionally insured. *If applicable, copies of the insurance documents must be received at least 30 days before the event date.*

Booking and Payment

1. **For any after-hours event, an Oklahoma City Museum of Art Family Level Membership is required.** Memberships are non-transferable and non-refundable unless a *Force Majeure* event takes place. Neither party shall be liable for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, without limitation, acts of God, Government restrictions, wars or insurrections. Client will make a solid effort to reschedule the event or a similar event. If rescheduling is not possible, Oklahoma City Museum of Art Membership in conjunction with scheduled booking will be refunded. Upon Membership verification or enrollment, the Client is eligible to reserve a space in the facility.
2. **Facility Rental fees are based on a four hour rental period unless otherwise noted. Event arrival and departure times, as stated in the Facility Rental Contract, are binding and not subject to negotiation on the event date. Please see Venue Information and Fees for information about what is included in the rental fees for each space.**
3. Oklahoma City Museum of Art will only enter into contract with the sponsor of the event (not an event or meeting planner, or a location agent).
4. Bookings are the exclusive responsibility of the Oklahoma City Museum of Art. **A deposit in the amount of 50% of the total estimated Facility Rental fee is required to guarantee the rental space and secure the catering reservation.** The deposit will be applied to the final bill. The remaining Facility Rental fee, Security fee, and gallery admission fees will be due no later than the day of the event. The Catering charges and any additional rental charges must be paid within 14 days of the invoice date following the event. **Sales tax will be charged on catering fees unless a valid tax-exempt certificate is presented prior to the event date. Alcoholic beverages are always subject to a bar tax regardless of tax-exempt status.**
5. If the reservation is cancelled at least 60 days prior to the event day, the deposit will be refunded in full. If the event is cancelled between 30 and 60 days in advance of the event date, half of the deposit will be forfeited. If it is necessary for the Museum or Caterer to cancel the booking due to a *Force Majeure* event or for any circumstance beyond the control of the Museum or Caterer, the deposit will be refunded in its entirety.

Decoration and Event Plan

1. **Client will designate a person to be in charge of the event.** This person must be present at all times during the scheduled hours of the event and will serve as the liaison to the Museum of Art Private Event Coordinator.
2. Use of open flames such as candles, sparklers, or pyrotechnics in any indoor or outdoor space on Museum property is strictly prohibited. LED candles are permitted.
3. Nothing may be adhered or affixed to the walls inside or out.
4. Nothing may be placed in a way that will endanger any piece of art as the safety and preservation of the artwork is our paramount concern. Client and its guests shall not deface or damage the Museum premises and will be responsible for any damage to the premises by Client, Client's guests, vendors, or representatives.

5. Per Oklahoma City Fire Department regulations, all hallways and exits shall be kept clear and usable at all times.
6. Rice, confetti, bird seed, individual flower petals, etc. are not permitted on Museum premises.
7. **The Oklahoma City Museum of Art does not provide storage space to Clients or Client's vendors.**
8. An event floor plan (including a Plan B floor plan for events on the Roof Terrace) must be created with the Museum of Art Private Event Coordinator indicating decoration, floral arrangement, musician location, bar locations, service tables, and/or other equipment no later than two weeks prior to the event.
9. Access to the Museum lobby or other public Museum spaces for the purposes of event set up will not be allowed prior to 4:00 p.m. Museum Staff reserves the right to postpone set up until the Museum closes at 5:00 p.m. Access times to other spaces will be determined on a case by case basis by the Museum Private Event Coordinator no later than two weeks prior to the event date.
10. Client must submit a list of all vendors involved in event production to the Oklahoma City Museum of Art two weeks prior to the event. Vendor delivery times must be coordinated and approved through the Museum Private Event Coordinator no later than two weeks prior to the event date.
11. **Adequate security personnel will be assigned and supplied by the Oklahoma City Museum of Art.** The Museum security fee is \$25.00 per security guard per hour. The Oklahoma City Museum of Art requires a minimum of three members of security personnel for any after-hours event that takes place on Museum premises.
12. **The facility rental fees are based on a four hour rental period unless otherwise noted.** Client is responsible for ensuring that all events conclude no later than the time specified in the signed contract. **After that time, security overtime will be charged at \$100.00 per hour. The overtime charge for Museum facilities is one and one-half times the hourly rental rate.**
13. **If additional event time is desired, each additional hour will be prorated at the hourly rate specified in the Venue Capacities and Fees.**
14. The Oklahoma City Museum of Art has a no tobacco use policy. This includes all types of tobacco products, electronic cigarettes and vapor pipes. The policy applies to the interior of the building, roof terrace, Café patio and all exterior areas within 25' of the building.

Food and Beverages

1. **Museum Cafe is Oklahoma City Museum of Art's exclusive Caterer**
2. No food or beverage will be allowed in any gallery
3. Catering set ups and/or all other equipment must be decided according to Oklahoma City Museum of Art guidelines
4. No food or beverages may be brought onto or taken off the Museum premises by Client, Client's guests, vendors, or representatives. Exceptions will be made in the case of wedding cakes or specialty dessert items not found on the Museum Cafe catering menu. **Caterer and Museum are unable to store cakes prior to event times. Caterer and Museum are not responsible for cake or the cake placement following delivery.**
5. All event activities will be conducted in compliance with all laws, regulations, and ordinances of the State of Oklahoma.

- a. Persons attending a function while intoxicated or demonstrating unruly behavior may be detained by security. The Museum reserves the right to remove from its premises any person whose behavior is disruptive.
- b. Alcohol cannot be displayed or consumed during hours the Museum is open to the general public.
- c. Client agrees to inform all guests that they may not leave the premises with any food or beverages.
- d. All food and beverages must remain within rented areas, and are strictly prohibited in exhibit areas of the Museum.
- e. To ensure the safety and security of the Museum and its contents, as well as minimize liability to Client, all non-rented areas are off-limits to Client and Client's guests, unless advance arrangements have been made for entry to Museum's galleries. Any individuals found in an off-limits area may be asked to leave the premises.

Caterer Booking Requirements

1. The Menu Confirmation must be agreed on and signed no later than two weeks prior to event date.
2. Any questions or modifications dealing with food and beverages should be directed to the Museum's Event Coordinator at (405) 278-8286. Changes can be phoned in to the Museum's Private Events Coordinator up to one week prior to the event.
3. Client's final charges for food and beverage will be based on the guest count that Client confirms with Event Coordinator 48 hours in advance of the event. If no confirmation is provided to Caterer, the number of guests indicated in the Contract will be considered the guaranteed number. Client will be charged for the guaranteed number or the number actually attending the event, whichever is greater. If there are fewer guests than estimated, Client will be charged for the full confirmed number. If there are more guests than Client's confirmed count, there will be a 20% surcharge for each extra person (based on the per person estimate from the Menu Confirmation). If the length of the event exceeds four hours, an overtime charge of \$200 per hour will be added to the catering fees.
4. Oklahoma state law requires that no one under the age of 21 be served alcohol. Caterer reserves the right to verify age and refuse service to any person who, in the judgment of Caterer's servers or bartenders, appears intoxicated.
5. **Caterer and Oklahoma City Museum of Art Private Event Coordinator reserve the right to stop bar service thirty minutes prior to event end time as defined in the event Contract.**

Photography

1. Still photography (no flash) is permitted in the Permanent Collection Galleries
2. Photography is strictly prohibited in any gallery hosting a traveling exhibit
3. Oklahoma City Museum of Art permission is required for any commercial, educational, and/or public use of Museum photos
4. Use of tripods, light stands, or more than one operator is restricted and requires Museum permission
5. Flash photography is permitted in all Classrooms, Administration, Museum Cafe, Museum Lobby, Mezzanine Dining Room, and Theater Lobby
6. Photography is fully restricted during screenings in the Noble Theater, no restriction any other time

Parking

1. Oklahoma City Museum of Art does not have a designated parking lot. However, there are several surface lots and metered parking available around the Museum
2. Valet parking may be arranged independently by Client. Valet services may not use street parking to park cars; therefore Client must also rent a surface lot for cars to be parked by a Valet service

Galleries and Tours

1. Galleries may be used in conjunction with a space rental only. No event is permitted to be held solely in the Galleries.
2. Privately guided tours of the Galleries during a Private Event are available for \$50 based on docent availability. Guided tours must be arranged with the Museum's Private Event Coordinator no later than a month prior to the event date.

Event Set up, Clean up, and Departure

1. Client is responsible for ensuring that all vendors adhere to the Contract and these Policies and Guidelines.
2. **Event set up is permitted 2 hours prior to event start time.** Exceptions to this policy may be determined on a case by case basis with the Museum's Private Event Coordinator. **If extra time is needed for set up, Client will be charged \$100/hour for additional set up time.**
3. Event clean up must begin promptly at the designated event end time. Clean up by both Client and Client's vendors must be completed within thirty minutes of designated event end time. All events must be cleaned up and all guests exited the building by midnight.
4. Event vendors must pick up all items by noon the day after the event.
5. Clients must have all items picked up from the museum within 48 hours of their event. The Oklahoma City Museum of Art is not responsible for any items left at the museum after that time.

Roof Terrace Weather Policy - Event will be moved to the Museum Lobby if any of the following conditions are present:

1. If the temperature exceeds 100 degrees according to Will Rogers World Airport
2. If the wind is gusting to 30 mph or greater
3. If there are tornado or storm warnings for Oklahoma County
4. If Roof Terrace event is forced inside due to weather, Client will be billed at the "Rain Plan Rate". If Roof Terrace event is part of a Roof Terrace/Museum Lobby combo rental, Client will be billed at the "Combination Rain Plan Rate."

Roof Terrace Event Policy

1. The Client must familiarize themselves with the policies of the Museum Lobby, as that will be the back-up space in case of inclement weather
2. Client must design a Backup Plan for the Museum Lobby with the Museum's Event Coordinator
3. All arrangements for furniture rental are to be made by the Client. Client must coordinate delivery of furniture with Museum's Event Coordinator
4. Food service on the roof is limited to passed hors d'oeuvres or an hors d'oeuvres buffet
5. No additional furniture is allowed on the Roof Terrace
6. No PA system is available on the Roof Terrace

7. Furniture on the Roof Terrace can be moved only by Museum of Art Building Support and may not be removed from the Roof Terrace
- 8. If adjustments need to be made to the pre-set design of furniture on the Roof Terrace, a \$75/hour set up fee will be applied to the final event invoice**
9. No objects can be placed on the ledge of the Roof Terrace
10. No fewer than two security guards must be present on the Roof Terrace throughout the event
11. The use of shade umbrellas will be prohibited in cases of extreme wind.
12. Any decorations must be anchored or tied down

Wedding Ceremony & Reception Specifics

1. Wedding ceremonies can take place as stand-alone events, or in conjunction with a reception rental
2. Wedding ceremonies in conjunction with a reception rental are permitted for groups of 75 guests or fewer
3. Wedding ceremonies as a stand-alone event are permitted for groups of 120 guests or fewer
4. Stand-alone Wedding reception capacities adhere to the standard venue capacities as shown on the Social Events Capacities and Pricing page
5. Wedding ceremonies cannot take place in any Museum gallery
6. The Oklahoma City Museum of Art is not equipped with a bridal suite or changing area for members of the bridal party
7. If the wedding ceremony and reception are both within the four hour rental period, standard pricing applies
8. Each additional hour will be prorated at the hourly rate based on the pricing specified in the Venue Capacities and Fees.
9. For events in the Museum Lobby, set up cannot begin prior to 4:00 p.m.
10. For events on the Roof Terrace, set up can begin two hours prior to the event start time. If additional set up time is desired, a \$50.00/hour set up fee will be applied to the final bill.
11. The wedding rehearsal and rehearsal dinner may take place at the Museum unless the space is already booked by another party or internal Museum event
12. Wedding rehearsals require at least one security guard. A security fee of \$25 per guard per hour will be applied to the final bill.
13. Rehearsal Dinner space is available either in the Museum Cafe, or in the Mezzanine Private Dining Room. Additional fees may apply.

Commercial Photo & Video Shoot Specifics

1. Photo and video shoots are required to supply liability insurance in the amount of \$2 million aggregate and \$1 million per occurrence and include the Oklahoma City Museum of Art as additionally insured. Copies of the insurance documents must be received by the Event Coordinator at least 14 days before the event date.
2. Photo and Video shoots can only be scheduled when the facility is not open to the public.
3. A list of all equipment must be provided to the Event Coordinator at least 7 days before the event date.
4. A list of all persons involved in the shoot (to include extras, crew, and production managers) must be provided to the Event Coordinator at least 7 days before the event date.

5. A list of all power needs must be provided to the Event Coordinator at least 14 days before the event date. Power use must be approved by the Oklahoma City Museum of Art Facility Director.
6. Gallery use is not permitted for any and all photo and video shoots. Production crew is not permitted in the galleries as prep space.
7. Nothing can be attached to the walls, floors, ceilings or art work. Equipment must not be propped against walls in any rented space.
8. Use of ladders or lift equipment must be approved by the Facility Operations Director and Chief of Security before use.
9. All equipment must load in and out from the Museum loading dock on Robert S. Kerr.
10. Use of the Museum Private Event space is up to the discretion of the Museum Event Coordinator and Facility Director and must be approved in advance.
11. Photo and video shoots are required to pay a security fee of \$50/hour/guard in addition to the rental fee. One guard is required for every 10 persons involved in the shoot.
12. All makeup and hair prep including touch ups must be handled in the Museum restrooms. There are no exceptions to this rule.
13. All food and beverage must remain on the Museum ground floor in Founder's Hall. Food and beverage may not be taken upstairs or in any Museum galleries.
14. Overtime charges will be assessed for every hour outside of the contracted hours requested. Overtime rates are \$25/guard/hour and \$200/hour for use of the space.