



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

### **General Museum Policies**

1. Oklahoma City Museum of Art (Museum) policy excludes use of the facility for religious, fundraising and political events.
2. The Museum is not responsible for any items brought onto the premises by the Client.
3. The Museum reserves the right to install, de-install, or rotate art objects at its sole discretion. The Museum does not allow the display of unapproved art in any area of the facility.
4. Touching or handling the art is strictly prohibited.
5. 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.
6. Per Oklahoma City Fire Department regulations, all hallways and exits shall be kept clear and usable at all times.
7. With the exception of service dogs, animals are not allowed in the Museum or on the Roof Terrace.
8. 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.
9. Nothing may be adhered or affixed to the walls inside or out.
10. Rice, confetti, bird seed, individual flower petals, loose glitter, etc. are not permitted on Museum premises.
11. The Museum 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, Cafe patio and all exterior areas within 25' of the building.
12. Persons attending a function appearing to be 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.
13. All food and beverages must remain within rented areas, and are strictly prohibited in exhibition areas of the Museum.
14. The Museum has set photography policies for each exhibition area. Still photography without flash is permitted in permanent collection galleries. The photography policy for special exhibition galleries varies. Please follow signage or inquire with a staff member for policy specifics.
15. The Museum does not have a designated parking lot for guests' use. However, there are several surface lots and metered parking available around the Museum.
16. Film screenings in the Theater must be approved by curatorial staff. The Museum does not offer ticketing/box office services or marketing assistance for private film screenings.

## Event Policies

1. An Oklahoma City Museum of Art Family Level Membership is required for any event.
2. 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.
3. In specific cases and at the Museum's discretion, 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.*
4. All event activities will be conducted in compliance with all laws, regulations, and ordinances of the State of Oklahoma.
5. 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 Capacities and Fees document for information about what is included in the rental fees for each space.
6. 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 Event Coordinator.
7. The Museum does not provide storage space to Clients or Client's vendors.
8. 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.
9. 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.
10. Galleries may be used in conjunction with a space rental only. Wedding ceremonies, no matter the size, are not allowed to take place in the Galleries, and no event is permitted to be held solely in the Galleries. Gallery security and admission fees apply.
11. All arrangements for furniture rental are to be made by the Client. Client must coordinate delivery of furniture with Museum's Event Coordinator.
12. Furniture belonging to the Museum can only be moved by Museum Building Support. Additional fees may apply.
13. Wedding ceremonies can take place as stand-alone events, or in conjunction with a reception. For any event involving a wedding ceremony, the capacity is limited to 120 guests.
14. The Oklahoma City Museum of Art is not equipped with a bridal suite or changing area for members of the bridal party.
15. For events in the Museum Lobby, set up cannot begin prior to 4:00 p.m.
16. For events on the Roof Terrace, set up can begin two hours prior to the event start time. Please see Event Services and Fees section for additional fees.
17. Wedding rehearsals and rehearsal dinners may take place at the Museum unless the space is already booked by another party or internal Museum event. Wedding rehearsals require at least one security guard. Facility Rental and Security Fees will be applied to the final bill.

## Roof Terrace Policies

1. Any client who has booked the Roof Terrace for an event must also familiarize themselves with the policies of the Museum Lobby and work with the Museum Event Coordinator to design a back-up plan for using the Museum Lobby, as that will be the space used for the event in case of inclement weather.
2. If any of the following conditions are present, the event will be moved from the Roof Terrace to the Museum Lobby. The final call is made at the discretion of the Museum's Chief of Security.
  - a. The temperature is outside the range of 55-100 degrees according to Will Rogers World Airport
  - b. The wind is gusting to 30 mph or greater
  - c. There are tornado or storm warnings for Oklahoma County
  - d. Lightning in the area calls for immediate closure of the Roof Terrace for both guests and staff.
3. If a combined Roof Terrace/Museum Lobby event is forced inside due to weather, Client will be billed at the "Rain Plan Rate".
4. It is encouraged that all decorations on the Roof Terrace be anchored or tied down. No objects can be placed on the ledge of the Roof Terrace.

## Event Plan

1. Client must submit a list of all vendors involved in event production and have their delivery times coordinated and approved by Museum Event Coordinator no later than two weeks prior to the event. All vendors must be notified by the Client that they are responsible for all bills. The Museum shall not assume responsibility for any of the Client's trade bills.
2. An event floor plan (including a Plan B floor plan for events on the Roof Terrace) must be created with the Museum Event Coordinator indicating decoration, floral arrangement, musician location, bar locations, service tables, additional lighting and/or other equipment no later than two weeks prior to the event.
3. The Menu Confirmation must be agreed on no later than two weeks prior to event date. Updated guest headcount for catering may be accepted up to 48 hours prior to the event. If no update is received, Client will be charged for catering based on the guest count listed on the contract.
4. 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 Event Coordinator no later than two weeks prior to the event date.
5. 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 Event Coordinator. If extra time is needed for set up, Client will be charged \$100/hour for additional set up time.
6. Event clean up must begin promptly at the designated event end time. Clean up by both Client and Client's vendors must be completed by designated facility use end time. All events must be cleaned up and all guests exited the building by midnight.
7. Event vendors must pick up all items by noon the day after the event. Items must be moved to the loading dock area before midnight on the night of the event.
8. Clients must have all items picked up from the Museum within 48 hours of their event. The Museum is not responsible for any items left at the museum after that time.

## Catering

1. Museum Cafe is Oklahoma City Museum of Art's exclusive Caterer. Catering services must be provided by Museum Cafe.
2. The Museum's Event Coordinator arranges all menu requests for onsite catered events. Any questions or modifications dealing with food and beverages should be directed to the Museum's Event Coordinator at (405) 278-8286. Changes to the menu can be requested up to two weeks prior to the event.
3. 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.
4. 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. Caterer and Museum Event Coordinator reserve the right to stop bar service thirty minutes prior to event end time as defined in the event Contract.
6. 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.
7. 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, the number of guests indicated in the Contract will be considered the guaranteed number for catering. 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.

## Booking and Payment

1. 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, Catering fees, and any additional fees (security, gallery admission, etc.) will be presented in a final invoice following the event. Payment of the final invoice is due no later than 30 days following receipt.
2. 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.
3. Event cancellation Policy:

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| More than 60 days prior to event     | Deposit will be refunded in full.  |
| 30 to 60 days prior to event         | Half of the deposit will be forfeited.   |
| Less than 30 days prior to the event | Total deposit will be forfeited and Client may be responsible for paying a percentage of the projected catering costs. If cancelled within 48 hours of the event, Client will be responsible for 50% of the total service fee. |

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.

## Event Services and Fees

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|---------------------------|-----------------------------|---|
| Museum Family Membership  | \$85                        | Required for all individuals to book private event space(s). Membership is good for one year.   |
| Facility Rental Fee       | Varies by space             | Based on a 4-hour rental period. See Venue Capacities and Fees document for details.  |
| Event Security            | \$25/guard/hr.              | Adequate security personnel will be assigned and supplied by the Museum. Security is required for all after-hours events. Minimum of 3 guards will be used for Roof Terrace and Museum Lobby events.  |
| Gallery Admission         | \$7/person                  | Required for all guests entering the galleries. Group admission rate applies during an event.   |
| Gallery Security          | \$100/hr.                   | Required for all after-hours gallery usage in conjunction with and in addition to facility rental and event security. Minimum 1-hour charge.  |
| Server Fees               | \$125/server                | Required for all catered events. Number of servers is determined by Museum Cafe staff.  |
| Extended Hour Server Fees | \$10/server/hr.             | In addition to Server Fees. Applies for catered events lasting longer than 4 hours.   |
| Food and Beverage         | Based on menu and headcount | For headcount-specific catering, such as a buffet or seated meal, 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 per person estimate from the Menu Confirmation). |
| Sales Tax                 | Based on menu               | Applies to food and beverage fees unless a valid tax-exempt certificate is presented prior to the event date.   |
| Bar Tax                   | Based on menu               | Applies to alcoholic beverages regardless of tax-exempt status.   |
| Additional Event Time     | Hourly                      | Applies for events contracted to last longer than 4 hours. Fee is prorated based on the facility rental fee for the space(s) used.  |
| Additional Set Up Time    | \$100/hr.                   | Applies for any requested set up time in addition to 2 hours prior to the event.  |
| Roof Terrace Set Up       | \$75/hr.                    | Applies when set up requires Museum staff to remove furniture already on Roof Terrace (e.g. Wedding Ceremony set up). Some restrictions may apply.  |
| Changeover                | \$50/hr.                    | Applies when it is requested for Museum staff to move or remove furniture during an event (e.g. removing Wedding Ceremony chairs). Minimum 1-hour charge.   |
| Event Overtime            | Hourly                      | Applies when the event lasts longer than the contracted rental period. Fee is 1.5 times the hourly facility rental fee rate for the space(s) used.  |
| Security Overtime         | \$100/hr.                   | Applies when the facility use lasts longer than the contracted rental period.   |
| Catering Overtime         | \$200/hr.                   | Applies when the event lasts longer than the contracted rental period.  |