

# OKCMOA

## Oklahoma City Museum of Art

### PRIVATE EVENT CONFIRMATION KIT

Please fill out this confirmation kit to better help us assist you in the planning of a flawless event. A credit card and deposit are **REQUIRED** to hold your event space at the Oklahoma City Museum of Art, if the requested date is available.

Email the completed confirmation kit to **EVENTS@OKCMOA.COM** and our Event Coordinator will contact you within two business days. Your reservation is **NOT** confirmed until the Museum Event Coordinator has contacted you to let you know that all required information has been received. We look forward to working with you!

**Date of Event:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Estimated Number of Guests:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Event Space(s) Requested:** \_\_\_\_\_

- Yes, I have received, reviewed and initialed a copy of the Policies and Guidelines for Private Events at the Oklahoma City Museum of Art (pages 3-10 of this document)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### CONTACT INFORMATION

OKLAHOMA CITY MUSEUM OF ART

415 COUCH DRIVE, OKLAHOMA CITY, OK 73102

PHONE: (405) 278-8286 EMAIL: **EVENTS@OKCMOA.COM**

**PLEASE SCAN/EMAIL OR MAIL THIS SHEET ALONG WITH CREDIT CARD AUTHORIZATION FORM**

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#### - CREDIT CARD AUTHORIZATION FORM -

This form authorizes **OKLAHOMA CITY MUSEUM OF ART** to charge your credit card as specified below and should be submitted along with the included confirmation kit. A credit card on file is **REQUIRED** to secure your event reservation. If you prefer to use another method of payment for deposit and/or final balance, please check "to be used as credit card on file only".

*Kindly print legibly.*

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

CREDIT CARD TYPE: *please circle one*    **AMERICAN EXPRESS**    **MASTERCARD**    **DISCOVER**    **VISA**

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_    CREDIT CARD ID: \_\_\_\_\_

CARD HOLDERS BILLING ADDRESS: \_\_\_\_\_

CARD HOLDER NAME: \_\_\_\_\_

CARD HOLDERS SIGNATURE: \_\_\_\_\_

- PLEASE CHECK ALL TYPES OF CHARGES AUTHORIZED TO BE CHARGED TO THIS CREDIT CARD -

**TO BE USED AS CREDIT CARD ON FILE ONLY**

Initial Deposit \$ \_\_\_\_\_

Total Amount of Bill \$ \_\_\_\_\_

Final Balance of Bill \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**PLEASE SCAN/EMAIL OR MAIL THIS SHEET ALONG WITH PAGE ONE OF CONFIRMATION KIT**

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## Oklahoma City Museum of Art

### PRIVATE EVENT CONFIRMATION KIT

### **POLICIES AND GUIDELINES FOR PRIVATE EVENTS AT THE OKLAHOMA CITY MUSEUM OF ART**

*Please initial after each section.*

#### **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. The Client and their 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 Museum 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.

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#### **General Museum Policies** (continued)

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 is strictly prohibited in exhibition areas of the Museum.
14. The Museum does not have a designated parking lot for guests' use. However, there is metered parking, the Arts District parking garage, and several surface lots near the Museum. The Museum Event Coordinator can connect the Client with surface lot operators if they wish to make parking arrangements for their guests.
15. 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.
16. The Museum has 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 inquire with a staff member for policy specifics.

**Client Initial:**

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#### **Event Policies**

1. Admission to a private event is by invitation only. Client must provide Oklahoma City Museum of Art with an accurate count of event guests **two weeks prior** to the event date.
2. Rental clients are 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. Copies of the insurance documents must be received at least **30 days prior** to the event date.
3. Valet parking may be arranged independently by Client and will require a Certificate of Insurance showing Oklahoma City Museum of Art as the certificate holder. 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. We are happy to supply preferred vendor recommendations.
4. All event activities will be conducted in compliance with all laws, regulations, and ordinances of the State of Oklahoma.
5. **Event Space Rental fees are based on a 4-hour rental period.** Event arrival and departure times, as stated in the Event Space Rental Contract, are binding and not subject to negotiation on the event date. Please see “Event Spaces and Rates” document for information about what is included in the rental fees for each space.
6. A contractual start time and end time is required for all events.
7. To ensure the safety and security of the Museum and its property as well as minimize liability to Client, all non-rented areas are off-limits to Client, Client’s guests and vendors, unless advance arrangements have been made for entry. Any individuals found in an off-limits area may be asked to leave the premises.
8. Client will designate **ONE person** as the main contact for the event. This person must be present at all times during the scheduled hours of the event including setup and tear down and will serve as the liaison to the Museum Event Coordinator.
9. Galleries may be used in conjunction with a space rental only; no event is permitted to be held solely in the Galleries. Gallery security and admission fees apply.

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#### **Event Policies** (continued)

10. Furniture belonging to the Museum can only be moved by Museum Staff. Additional fees may apply.
11. An event floor plan (including a “Plan B” 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 at least **two weeks prior** to the event.
- 12. 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 Event Coordinator. If extra time is needed for set up, Client will be charged an hourly Additional Set Up Time fee.
13. For events in the Museum Lobby, set up cannot begin prior to 4:00 pm. Museum Staff reserves the right to postpone set up until the Museum closes at 5:00 pm.
14. 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 and vendors exited the building by midnight.**
15. Clients must have all items removed at conclusion of the event. The Museum is not responsible for any items left at the Museum after that time.
16. Trash receptacles are provided in all event areas to help guests leave the Museum as they found it. **In the event there is documented excessive trash, items left behind, and/or damage, the Client will be responsible for a Cleaning/Repair Fee.** The amount of this fee is determined based on the extent of the necessary cleaning and/or repairs.

#### **Third-Party Vendors**

17. All arrangements for furniture rental are to be made by the Client through a third-party vendor. Client must submit rental invoices to Museum and coordinate delivery of furniture with Museum Event Coordinator. Museum is not responsible for the set-up or teardown of third-party vendor items.
18. All payments for Third Party arrangements and vendors, including caterers, florists, photographers, rental companies, etc., must be handled directly by the Client. The Museum will not be responsible for the execution of payment of those contracts.

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#### **Event Policies** (continued)

19. The Museum does not provide storage space to Client or Client's vendors.
20. Client must submit a list of all vendors involved in event production and have their delivery times coordinated and approved by Museum Event Coordinator at least **two weeks prior** to the event.
21. Event vendors may arrange for day after pick-up, by noon the day after the event. Items to be picked up the next day must be moved to the loading dock area before midnight on the night of the event.

#### **Wedding Ceremonies and Receptions**

22. For all Wedding Ceremonies and Receptions, we **require** an approved Day-of Event Coordinator to be onsite before the event to accept deliveries, oversee decorations, coordinate timing throughout the event, and help with breakdown and cleanup details. The Day-of Event Coordinator cannot be a member of the wedding party. We are happy to supply planner recommendations if you do not have a coordinator.
23. 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. Event Space Rental and Security Fees will be applied to the final bill.
24. Wedding Rehearsals are limited to 1 hour and guests include the wedding party only. No pre-set-up or advance vendor access will be allowed.
25. 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.**
26. The Oklahoma City Museum of Art is not equipped with a bridal suite or changing area for members of the bridal party.
27. Wedding ceremonies, no matter the size, are not allowed to take place in the Galleries.

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#### **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 (“Plan B”) 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 during set up or event times, then 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 Safety and 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. 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.

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#### **Booking and Payment**

1. Bookings are the exclusive responsibility of the Museum.
2. A deposit in the amount of 50% of the total Private Event Rental fee is required to guarantee the rental space and secure the reservation. This deposit will be applied to the final bill.
3. A final invoice for the remaining Private Event Rental fee and any additional fees (event security, gallery admission, additional set up time, etc.) will be sent **one week prior** to the event, with payment due in full **by the event date**.
4. Corporate payment terms can be established with advance notice and approval by the Museum Event Coordinator. Corporate payment terms cannot exceed 30 days.
5. The Museum does not accept personal checks.
6. If it is necessary for the Museum to cancel the booking due to a *Force Majeure* event or for any circumstance beyond the control of the Museum, the deposit will be refunded in its entirety.

#### **EVENT CANCELLATION POLICY**

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.

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#### Catering Policies

1. The Museum has preferred vendor partnerships with seven full-service caterers. One of the approved caterers must be selected for food and beverage service. It is the Client's responsibility to contact these caterers directly to arrange food and beverage services. Caterer Confirmation for all Food and Beverage Services must be submitted to Museum Event Coordinator no later than **30 days prior** to event date.
2. The Client may choose any **licensed food vendor** for wedding cakes. We are happy to supply cake vendor recommendations.
3. The Museum is unable to store cakes prior to event times. The Museum is not responsible for cake or the cake placement following delivery.
4. All food and beverages must remain within rented areas and is strictly prohibited in exhibition areas of the Museum.
5. No food or beverages may be brought onto or taken off the Museum premises by Client, or Client's guests. Exceptions will be made in the case of wedding cakes and specialty favors.
6. All alcoholic beverages are to be consumed on the Museum grounds. No alcoholic beverages can be brought in or taken off premise by anyone other than the caterer.
7. All alcohol must be purchased and served through one of our preferred catering vendors.
8. If a guest or Client brings personal alcohol into the Museum, this is grounds for immediate removal of the guest, or termination of event without space refund.
- 9. Bar service can never exceed 4 hours and must end 30 minutes prior to event end time as defined in the Confirmation Kit.**
10. Any event with bar services lasting longer than 1 hour must also serve food.
11. Oklahoma state law requires that no one under the age of 21 can be served alcohol. Museum Security reserves the right to verify age and refuse service to any person who, in the judgment of Caterer's servers or bartenders, appears intoxicated.

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#### Client Checklist

<b>Due Prior to Booking the Event and Securing the Date</b>	<b>Date Completed</b>
Signed Contract	
Initialed Copy of OKCMOA Confirmation Kit	
Deposit	
<b>Due 30 Days Prior to Event Date</b>	<b>Date Completed</b>
Copy of Insurance (COI) listing OKCMOA as additionally insured	
Catering Confirmation for food and beverage services	
<b>Due Two (2) Weeks Prior to Event Date</b>	<b>Date Completed</b>
Final headcount	
Vendor List: contact information, delivery, and pick-up times of all vendors, including catering, involved in the event production	
Event Floor Plan: locations for decorations, floral arrangements, entertainment, catering/bar and service set-up, audio/visual needs, and/or other equipment	
<b>Due No Later Than Event Date</b>	<b>Date Completed</b>
Remaining balance for facility rental, security and applicable admission fees	
<b>Due 14 Days Following Final Invoice Date (if applicable)</b>	<b>Date Completed</b>
Remaining balance for any additional charges incurred	

Notes:

Thank you for hosting your event at the Oklahoma City Museum of Art! We appreciate your business and invite you to return to visit our exhibitions!