

The Philbrook Museum of Art, Inc.
Event Policy

The Museum is the perfect setting for any Event. From stockholders' meetings to intimate social gatherings to large celebrations, Philbrook is equipped to make your Event successful. Hosting an Event at Philbrook is a benefit to donors. Non-profit organizations are permitted to rent the Museum for Events if the Event is not a fundraiser. A fundraiser is defined for this purpose as an Event that has a ticket price that is greater than the direct, per person cost of the Event. Philbrook's staff is dedicated to the art of Event planning and will handle all necessary arrangements (*appropriate fees apply*).

The Philbrook Museum of Art, Inc. ("Philbrook") has established this Event Policy to set out the terms and conditions for use of the premises of Philbrook (the "Museum") for an event which is not sponsored by Philbrook (an "Event") and which occurs after regular Philbrook hours. This Policy sets out policies which pertain to the use of the Museum for an Event and constitutes the Event Sponsor's agreement to abide by such policies in hosting the Event. Philbrook assigns an Event Coordinator ("Event Coordinator") for each Event. The name of the Event Coordinator for this Event is shown on the Event Contract. This Policy is part of the Event Contract.

Because Philbrook is first and foremost a fine arts museum, the following policies have been established to preserve the Museum, including grounds and gardens, the Museum contents and Philbrook's accreditation by The American Association of Museums. Philbrook 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, Philbrook will endeavor to notify you of any material changes at the earliest reasonable date.

Guest Event Policies:

1. After hours Events may not begin before 6:00 P.M. central time and must conclude by Midnight. Set-up of equipment must occur on the same day of the Event and must minimize any interference with regular Museum activities. Precise times and locations of deliveries must be approved by the Philbrook Event Coordinator prior to the set-up day.
2. Artwork and title walls cannot be moved or covered for any reason. Extra security may be required if there is a special exhibition on display at the Museum during the Event (*appropriate fees apply*).
3. No artwork or Museum collection furniture may be touched or moved, except by Philbrook personnel.

4. For someone other than a Philbrook member to use the member's benefit of hosting an Event, the transfer of the member's benefit must receive Executive Committee approval. Upon approval, the transferee of the member's benefit must execute an Event Contract.
5. All decorations, equipment and any other items must be removed at the conclusion of the Event. No personal items or equipment rentals may be left for any reason and must be removed from the Museum the night of the Event.
6. No attachable décor such as banners, signage or floral arrangements may be used anywhere in the Museum, without written approval from the Event Coordinator on placement and method of attachment.
7. Any live plant materials must contain sterilized soil, be sprayed with insecticide prior to being brought into the Museum and are prohibited in the art galleries. Areas where live plant materials can be placed are limited and must be approved in advance by the Event Coordinator.
8. All catering for Events is required to be provided by La Villa Restaurant, Inc. (the "Restaurant"), except for Events hosted by donors who have contributed \$20,000 or more to Philbrook within the last twelve months and have not transferred such right to any other person (see Catering Guidelines, some fees may apply). Philbrook reserves the right to control all placements of food and beverage service locations. If alcohol is to be served at the Event, please see the Philbrook Policy on Alcohol Service, which is incorporated in this Policy by reference.
9. A Catering Manager will be assigned to your specific Event and will coordinate all rentals.
10. Approval for music and other entertainment requests are subject to the discretion of the Event Coordinator. All approved entertainment must schedule delivery/set-up/tear-down/special needs with the Event Coordinator. Additional charges may apply for special lighting, electrical, or other requirements. All entertainment must conclude 30 minutes prior to the end of the Event.
11. Some Events may be required to use valet parking services at additional cost.
12. Audio / visual equipment is available for rent and will require a mandatory technician fee.
13. No candles of any kind, mechanical, open flame fixtures or flammable liquids are allowed at an Event, except for food warming purposes. Flames used for food warming purposes must be attended at all time by a representative of the Restaurant or other approved caterer. Battery operated candles are allowed.

14. The Museum is a smoke free campus. Smoking is not allowed anywhere in the Museum, or on the grounds.
15. The Event Host and/or Sponsor will be responsible for any damages due to negligence, including actions of guests. Philbrook reserves the right, in its discretion, to remove or have removed guests that deviate from appropriate behavior. Certain events may require off-duty police or paramedic services at additional cost.
16. Additional terms and fees may apply due to event size and availability of the Museum.
17. Rental of the Museum for an Event does not imply Philbrook sponsorship or approval of the Event. As a result, any publication or invitation must receive prior approval from the Event Coordinator.

Historic Villa Philbrook is available for use by donors at the \$5,000 level and above during the 1st hour of an Event, with the following limitations:

1. No food or drinks are to be served or consumed in the Historic Villa Philbrook.
2. Full bar service can be arranged on the outside Terrace.
3. Furniture re-arranging and/or removal is done by Philbrook staff with prior approval of the Event Coordinator. Approval may only be granted if the anticipated guests total over 150 people.
4. No photography is allowed in any art gallery and is subject to restrictions in other areas. All use of photography must be approved in advance.

Hosting a Ceremony or Reception is a benefit to donors at the \$5,000 level and above while a ***Wedding Ceremony and Reception*** is available to donors at the \$10,000 level and above.

1. Weddings and receptions are restricted to specific areas in the Museum and grounds. Event logistics must be approved in advance.
2. Only flower petals and lavender may be thrown and only outside the Museum during wedding events. Flower petals and lavender must be passed to guests outside of the Museum.
3. Philbrook is not responsible for any gifts, flowers, keepsakes etc. all of which must be removed from the Museum the night of the Event.

*Use of Philbrook's **Grounds and Gardens** is a benefit for use by donors at the \$5,000 level and above.*

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 in the gardens.
3. Wedding parties may have access to the grounds one hour prior to the Event for set-up and may remain one hour following the Event to load out items.
4. Tents & Flooring

Tents

- The benefit of installing a tent for Event use is reserved to members at the \$20,000 level and above.
- Tent rental may be arranged only by the Event Coordinator and additional rental fees will apply.
- Tent placement is limited to the Film Lawn or the Front Lawn and additional rental fees will apply. No other areas will be considered for tent placement.
- For weekend Events, tents are set up on Friday and removed on Monday. Due to Philbrook weekend activities, some weekends may not be available for tent rentals, per the discretion of the Event Coordinator.
- All deposits, rentals, and delivery fees are the responsibility of the Event Host.

Flooring

- Flooring on the grounds for Events, dance floor or other occasions, will be allowed only on the Film Lawn or the Front Lawn and additional fees will apply.
- Cost for sod replacement will apply for all Events using flooring.
- Pricing will vary depending on the size of the area floored. (The Event Coordinator or the Garden Manager will determine the appropriate size for the Event).
- An additional deposit will be required for sod replacement if flooring is selected. This deposit will be applied toward the final billing.
- If flooring interferes with scheduled Philbrook Events or activities, flooring for some dates may not be available, per the discretion of the Event Coordinator.

5. Decorations

- Potted plants may be used if they contain sterilized soil and are placed on sidewalks. No potted plants may be placed on the lawns.
- Votive candles may only be used outside, must have a heavy base and are enclosed.
- Luminaries may be used in a limited amount, subject to the sole discretion of the Event Coordinator or the Garden Manager.
- Only flower petals, fresh or dried, may be used to toss in the air.

6. 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.

Both Philbrook donors and non-profit organizations are subject to all Philbrook fees and out-of-pocket costs associated with their Event. All Events outside regular Philbrook hours require a \$500 non-refundable deposit and a completed Event Contract in order to secure an Event date. All additional outside costs and vendor fees will be added to the remaining balance. This balance is due no later than 30 days before the Event date. **Failure to make all required payments 30 days prior to the Event will result in cancelation of Event and forfeiture of all monies, in the sole discretion of Philbrook.**

Thank you for respecting Philbrook's Event Guidelines. Together we will help preserve Philbrook for future generations. For questions or to book an event, please contact Lindsey Neal at 918-748-5399.