



Facility Rental Policies

*Subject to change without notice

CONFIRMATION, PAYMENT AND CANCELLATION

- All Clients must submit a Facility Rental Application prior to event approval.
- A date may be held for five (5) days prior to submission of a Rental Application.
- A Facilities Rental Agreement will be issued after approval of the event.
- A signed Facilities Rental Agreement and a non-refundable deposit equal to 50% of the rental fee are required within ten (10) days from the date of the Agreement or the date will be released.
- The balance of the rental fee is due at least fourteen (14) days prior to the event
- Cancellations made by the renter after the contract has been signed will require a forfeiture of the entire deposit, which is 50% of the rental fee. If an event is cancelled following the final payment, the entire rental fee is forfeited.

USE REGULATIONS

The Taubman Museum of Art is foremost an art museum, and all policies are guided by the need to ensure the safety of our art collection, care for the building itself, and maintain the reputation of the Museum. Therefore, the museum's facilities are made available only under very specific conditions.

- ***Types of Events***

The Museum may be used for cocktail receptions, dinners, meetings, presentations, weddings and wedding receptions and other corporate and special events.

THE MUSEUM RESERVES THE RIGHT TO REFUSE OR CANCEL RENTALS ON THE BASIS OF AVAILABILITY, SAFETY, OR INAPPROPRIATENESS OF THE PROPOSED EVENT AS IT PERTAINS TO THE MUSEUMS OVERALL MISSION OR STANDARDS OF QUALITY AS DETERMINED BY MUSEUM REPRESENTATIVES.

- ***Membership Requirement***

All individual renters must be members of the Taubman Museum of Art. If the renter is not currently a member, a membership application will be included with the contract. The payment must be made separately from deposit.

- ***Availability***

The Museum is available for private rental to Museum Members every night except Thursdays. The Auditorium and Boardroom are available any time of day, however most spaces are available for event rental after 5pm when the Museum closes to the public.

- **Rental Fees**

Rental fees for events beginning after Museum hours are based on a four-hour rental period. Any evening event longer than four hours will incur an additional charge of \$150 per hour. Rental fees include up to 38 5' round banquet tables and 300 standard chairs, standard security, custodial services, coat room attendant and special events supervision. Rental fees do not include catering, linens, china, glassware, cutlery and specialty tables and/or chairs.
- **Additional Fees**

Rental fees include initial setup of Museum-owned tables and chairs. Setup requirements must be confirmed 10 days prior to the event, if any changes are made to the setup after this time, including on the day of the event, additional fees may be applied. If any changes to the initial setup are required during the event, additional fees may be applied.
- **Times**

All use of the Facilities shall terminate and facilities be vacated no later than the time and dates stated. In the event all persons are not vacated at such time, an additional hourly fee may apply. This does not include any possible overages Client may incur from other vendors. Events should be scheduled to begin no earlier than 5pm and may end no later than 12 midnight. Spaces may be made available prior to 5pm with special arrangement, additional fees may apply. Events are allowed a 1 hour setup and 1 hour breakdown.
- **Event Insurance**

The renter is responsible for any and all damage to the premises, equipment or property and will be held liable for all actions, behavior and damages caused by his/her guests or attendees. Renters must provide the Museum with an original copy of a certificate of insurance providing public liability and property damage in an amount not less than \$1,000,000 (one million dollars) per occurrence and naming the Taubman Museum of Art as an additional insured.
- **Conduct**

The Client shall conduct the event in an orderly manner in full compliance with all applicable laws, ordinances, and regulations, and in accordance with all rules and regulations established by the Museum. The Museum reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by the Client or Client's guests as determined by the Museum staff. Such cancellation will result in the forfeiture of all monies paid to the Museum by the Client.
- **Decorations**

All plans for décor are subject to approval and are limited to the designated event spaces. Nothing may be affixed to any interior or exterior surface of the Museum. Candles in glass containers or votives are allowed in certain spaces approved and identified by the Museum. No open flames, confetti, rice, glitter, loose petals, balloons, sparklers or live animals are permitted. All rented equipment, decorations, and flowers must be removed from the premises within one hour after the end of the event or an additional hourly fee may be charged.

- **Catering**
All food and beverages (including all alcoholic and non-alcoholic beverages) must be provided by the museum's exclusive caterer. Individual caterers, restaurant delivery or personal food services are not permitted. No food or beverages are allowed in the galleries. Wedding and Birthday cakes may be provided by the Client.
- **Alcohol**
The Museum retains a liquor license and must provide any liquor, beer, and/or wine used at any function held at the Museum. A renter or guest may never furnish their own alcohol.
- **Print, Press and Photography**
All printed materials relating to the event, including invitation, programs, promotional material, press releases, print and radio ads, must be reviewed and approved by the Museum 14 days prior to publishing. The renter is not to promote their event as a museum sponsored event.

Due to copyright laws and the safety of the art work, photography is not allowed in the galleries.

- **Museum Services**
Guided tours or special lectures are available for an additional fee. If requested, the Museum Store may be open during an event, at the discretion of the Museum. The second floor Galleries may remain open to Client, if the client is renting the first floor facilities only, for a fee of \$250 for the first three hours and then \$150 per hour for each additional hour.
- **Parking**
Parking is available on the street and in area parking lots and garages for event guests and is priced according to the fees charged by the lots and paid by the guest. Valet parking can be arranged in advance through the Museum for an additional fee.
- **Deliveries**
Deliveries may only be made on the event date during designated hours as to not conflict with Museum activities and operations, and must be coordinated through the Special Event Coordinator. All vendors must complete and return a Vendor Form at least 7 days prior to the event. There is no storage available at the Museum. No hand trucks, dollies or carts will be provided by the Museum.
- **Entertainment**
The renter is responsible for any applicable licenses for live or recorded music. Subcontracted bands or DJ's are required to contact the Special Event Coordinator at least two weeks prior to the event to consult on set-up guidelines within the museum. All entertainment is subject to approval by the Museum.

- ***Audio/Video and Technical Needs***

A podium and microphone are provided at no charge in most rental spaces. In addition, the Auditorium and Boardroom are equipped with an LCD projector and screen which are included in rental.

- ***Smoking***

The Museum is a smoke-free facility and smoking is not permitted inside the buildings or on the premises, including the terraces and café patio.

- ***Security***

The Taubman Museum of Art requires security guards to be present at all events. Standard security is included in rental. Additional security may be required depending on the type of event, to be determined by the Museum and to be paid by the Client. Security officers are under direct supervision of the Museum and only the Museum personnel are to give instructions to the officers. The Client and guests must comply with all security officer requests.