

NASHER MUSEUM OF ART AT DUKE UNIVERSITY

Museum Rental Guidelines for Corporate Events

Picasso and the Allure of Language

August 20, 2009 through January 3, 2010

Thank you for considering the Nasher Museum of Art (Nasher) as a venue for your event. The Nasher makes its facilities available for rental to all members of the community in order to increase awareness of the museum in the Triangle region and to generate revenue in support of the museum's programming and general operations. Our goals are to provide a pleasant, well-run event for you, to share our exhibitions and programs with your guests, and to preserve and protect the art environment. These rental guidelines are intended to help you understand the features and restrictions unique to a museum venue, and to help you decide if the Nasher is the right place for your event. Please direct any questions to Special Events coordinator at the Nasher (919) 684-3321.

Because of the museum's status as a non-profit institution, we are limited in the kinds of events we can host. We are ourselves a fund-raising institution, and therefore cannot host fundraisers for other organizations at the Nasher. Duke University owns the Nasher and will not allow certain types of events to occur. These events include but are not limited to: some political events, sales events, and some religious events.

Event Spaces Features

The 13,000 square foot Great Hall is the focal point of the museum and lends itself dramatically to cocktail receptions, seated dinners and dancing. The forty foot high atrium, with its glass, steel and slate design creates a contemporary event space, and the three exhibition pavilions extending from the Great Hall give an artistic backdrop for the space. For shareholder meetings, educational programs or other presentations, our state-of-the-art Lecture Hall with 173 seats is the perfect setting. The University Classroom combines the same high-tech features with an intimate conference room setting, and a wooded view of the museum sculpture lawn.

Should your program include audiovisual components, the following technology is available for events in the Great Hall. Additional equipment and services may be available upon request.

- Podium with microphone
- Cordless lavalier and handheld microphones
- XM satellite radio for background music
- Digital projection system with laptop, DVD or VHS interface
- 10'x14' screen
- Programmable wall mounted LCD monitors
- Wireless internet access

No rental is charged for the use of the equipment, however, to safeguard equipment, artwork and visitors, only museum staff may setup and operate audiovisual equipment. The usual charge for audiovisual technical support is \$35 per hour. With the corporate rental package, audiovisual technical support is included. Additionally, events during the Picasso exhibition will have access to 50 audio guides for self-guided exhibition tours, and the option for a screening in the lecture hall of a narrated exhibition overview.

The museum's maximum capacity has been determined by the Durham County Fire Marshal. The maximum capacity must not be exceeded at any time. If the number of guests at an event exceeds the fire marshal limits, the event may be terminated and facility fees will not be refunded.

University Classroom: 20 around the conference table
Lecture Hall: 173 fixed seats and handicap accessible seating
Great Hall: seated dinners: 250; receptions: 800

Please note that the Great Hall capacity for catered receptions may actually be much lower based upon space required for buffets, bars and guest seating.

Special Event Hours

The Great Hall is available in the evenings for private events after the museum closes to the public, every night except Thursdays. Setup for private events can begin at 5:00pm, once the museum closes. During *Picasso and the Allure of Language*, events requiring catered food and beverage will not be scheduled to begin before 7:00pm, to allow ample setup time. Unless other arrangements are made, the museum entrances will be opened to your guests thirty minutes prior to the event start time. The building must be vacated by all guests and event support staff by 12:00 midnight.

Protecting the Museum Environment

Exhibition lighting, furniture and fixtures, room temperature and the placement of art objects in exhibition areas are all established according to museum standards. These elements cannot be changed. Rental events should be planned to function within all restrictions necessitated by the presence of art objects. The addition of furniture, decorations, signage, special event lighting and equipment to any area of the building must be approved in advance on a per-item basis by museum staff. For the Picasso catering packages, preliminary schematic diagrams have been submitted by the caterers, and reviewed and approved by museum staff.

- No items intended for events may be placed in public areas of the museum during business hours.
- Artwork may not be moved or obstructed. Items must be placed a minimum of 10 feet from any object on display.
- Artwork cannot be touched. Museum security guards will remind guests to remain a safe distance from artwork.
- Children must be supervised by an adult at all times while visiting the museum.

- No tables, chairs, equipment, electrical appliances, or decorations of any kind may be used in the pavilions.
- No food and beverage may be served or carried into the pavilions.
- Smoking, open flames and the use of incense are all strictly prohibited anywhere in our facility.
- Tents are not permitted on the museum's grounds.

Special event decorations permitted in the Great Hall are restricted by the following guidelines:

- Decorations may not be hung from or attached to walls, glass or ceiling beams.
- All flowers and loose greenery must be pest free and come from an approved florist. Proof of purchase may be required. Advance permission to use very small potted plants may be an option; hydroponic plants and bromeliads are preferred.
- Trees and large potted plants are not permitted in the museum for private events.
- Balloons (air filled or helium) are not allowed inside or outside the museum.
- Bubbles, fire works and artificial flower petals are not allowed in the museum or outside the entrances.

Security and Fees

The Nasher requires museum security guards to be present at all events, and rental clients are responsible for the full cost of security. The corporate rental package includes security fees for an event starting at 7:00pm and ending by 10:00pm. Security hours are based on the actual time frame of the event, plus a minimum of one hour prior to the event and one hour after the event, for set up and break down. As the event host, you are responsible for ensuring that guests leave the building at the end of the event, to allow cleanup to begin promptly and safely. Delays may result in additional security fees not covered by the rental package. Events for more than 500 guests will require additional security fees.

Catering Services

The Nasher has pre-screened an exclusive list of five local caterers from which clients must select. Each caterer has its own culinary, service and design specialties, and so we encourage you to speak with each of the caterers before making your final selection. Clients are responsible for finalizing any food and beverage service with the vendors. Anticipating high demand for corporate events during *Picasso and the Allure of Language*, the Nasher and several caterers have collaborated to create all-inclusive catering packages. To preview these packages, please visit www.nasher.duke.edu/picasso or write nasherevents@duke.edu. The complete list of approved caterers is found on page 6 of this document. Please note that the Nasher Museum charges all caterers a site surcharge of 7% of your food and beverage total for all events. In the case of the Picasso catering packages, the site surcharge is built into the package price.

The Picasso catering packages also include the appropriate food, staffing, registration and guest tables, chairs, linens and event equipment necessary for your event. Should your specific event needs require additional tables and chairs,

upgraded linens, china, glassware or specialty items, your caterer will make the necessary arrangements on your behalf and charge accordingly.

In preparation for each event, you may choose to do a walk-through with the museum's Special Events coordinator, who can offer guidance with respect to the museum environment. Sample event schematics corresponding to each caterer's package are available upon request. However, your chosen caterer will finalize setup and scheduling details with you and produce an event plan that meets both your needs and museum guidelines.

Food and Beverages Restrictions

The following restrictions apply to catering service in the museum at all times. All of the approved caterers are aware of these restrictions and have agreed to abide by them. They are experienced at creating a successful event within the limitations of the museum environment. Please consider this information carefully, as you make catering plans for an event at the Nasher.

- Food and beverages may only be served in the Great Hall, the University Classroom and the Nasher Café
- Food and beverages are prohibited in the exhibition pavilions and the lecture hall.
- Red wine may not be served at standup receptions; red wine may only be served during a seated dinner.
- Open flame is not permitted anywhere in the museum, this includes the use of Sterno to heat chafing dishes and large or exposed candles. Tea lights and/or votive candles enclosed in glass are permitted in the Great Hall.
- Outdoor cooking areas must be set at least 12 feet away from the building.

Alcohol Policy

Clients renting the museum may not bring in their own alcohol (beer, wine, liquor) for events. All Nasher approved caterers have NC ABC licenses to serve beer, wine and liquor, however GIORGIOS HOSPITALITY GROUP (NASHER CAFÉ OPERATOR) is the only vendor permitted to operate a cash bar at the Nasher. Other caterers may contract GIORGIOS HOSPITALITY GROUP to provide cash bar services at events. All caterers reserve the right to decline the sale or serving of alcohol to individuals who appear to be intoxicated. Guests should be prepared to show photo identification with proof of age.

Parking

The corporate rental fee includes free parking for your guests. There are approximately 80 spaces available in the Nasher parking lot, and guests will also be directed to nearby overflow parking. Arrangements for valet parking can be made for your event, and the additional costs added to your museum fees. Please contact the Special Events coordinator for additional information.

Photography

Photography, film, video and broadcast media are permitted in the Great Hall, lecture hall, and on museum grounds only with advance written permission from the museum registrar's office, (919) 684-1971. Please note that photography is not permitted in any of our exhibition spaces due to copyright restrictions. Failure to obtain advance permission will result in the immediate termination of all photography and video.

Publicizing Your Event

No advertising or publicity of any nature may state or imply that the Nasher is a sponsor of or is responsible for your activities at the museum, with the exception of co-sponsored events. Please do not advertise your event as being held at the Nasher until you have returned a signed contract and have reviewed promotional copy with the museum's marketing and public affairs office at (919) 684-3314.

Rental and Package Fees, Payments and Cancellations

Rental Fees

All clients are required to sign a rental agreement with the Nasher at which time the rental fee is due. The \$3500 corporate rental fee includes museum rental, exhibition access, security, parking, housekeeping and audiovisual support for a three hour event. Corporate clients booking events more than 120 days in advance may request deposit and payment arrangements. Nasher Corporate Partners may be eligible for a discount on museum fees. Payments to the Nasher may be made with personal or certified checks or money orders and are always documented with a signed receipt.

Only a signed Nasher rental agreement plus the deposit will guarantee your rental. The signed rental agreement must be returned within ten business days of making a reservation to guarantee availability of space. Failure to return a signed contract within the designated time will result in automatic cancellation of the reservation. The Nasher is not responsible for notifying clients of cancelled reservations.

Catering Fees

The all-inclusive Picasso catering packages are priced separately by each caterer. The package price is applicable Monday through Thursday evenings only with the Picasso menu packages as published; custom menus and arrangements are subject to fees as determined by each caterer. For larger events, each caterer has provided an individual per person cost for each guest beyond the 100 included in the package. The cost for the Picasso catering package is payable directly to the caterer, and your caterer will review deposit and payment terms for their portion. The caterer's portion of the package is subject to applicable NC sales taxes.

Cancellation

Should your plans change and necessitate cancelling your event, please notify the museum as soon as possible. If this occurs less than 48 hours after we receive your deposit, the deposit will be refunded. Later cancellations will result in forfeit of the deposit.

APPROVED CATERERS FOR THE NASHER MUSEUM OF ART AT DUKE UNIVERSITY

NASHER CAFÉ, OPERATED BY GIORGIOS BAKATSIAS

CONTACT: Brian Berman
PHONE: 919.684.6032
Fax: 919.681.8624
EMAIL: brian.d.berman@duke.edu
WEB: www.nasher.duke.edu

ADDITIONAL CONCEPTS BY GIORGIOS HOSPITALITY GROUP, ALSO OFFERING CATERING AT THE NASHER:
CAFÉ PARIZADE (AMANDA SCOTT, 919.286.9712)
SPICE STREET (AMY GREENE, 919.928.8200)

MITCHELL'S CATERING & EVENTS

CONTACT: David Casteel
PHONE: 919.847.0135
FAX: 919.847.3287
EMAIL: david@mitchellscatering.com

SAGE AND SWIFT

CONTACT: Lisa Vandiford
PHONE: 919.957.7889
FAX: 919.957.7913
EMAIL: lisa.sageandswift@verizon.net
WEB: www.sageandswift.com

THE CATERING COMPANY

CONTACT: Molly Mullen
PHONE: 919.929.4775
FAX: 919.967.7728
EMAIL: info@thecateringcompanych.com
WEB: www.thecateringcompanych.com

TRIANGLE CATERING

CONTACT: Jeff Eisenhuth
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