



## **SPECIAL EVENT POLICIES**

The following policies have been established to ensure the safety of the collection during special events. All events are subject to the guidelines contained herein. These policies apply to all events including third party, internal and auxiliary events, and must be initiated by Client and returned to the DIA Event and Food Service Operations (EFSO) department. The resolution of conflicts or issues rests with museum officials.

### **THE NATURE AND SCOPE OF ALLOWABLE EVENTS**

The DIA is available for civil wedding ceremonies, corporate, social and nonprofit events. Nonprofit events are permitted as long they are not fundraisers, art related or in conflict with museum goals. The DIA reserves the right to review event requests on a case-by-case basis.

A contract for a special event does not imply exclusive use of all museum facilities. There may be more than one event at a time in the building. Events cannot interfere with daily operations or other museum activities. Events in the Auditorium or Lecture Hall may be subject to additional contract terms. ADA access is available through the John R Street or Farnsworth Street entrances. Setup for events held in public areas may only begin when the museum closes.

The DIA is unable to accommodate:

- Fundraisers
- Proms
- Events of a religious nature including but not limited to wedding ceremonies officiated by clergy and bar/bat mitzvahs
- The on-premise sale of any commercial product
- Political rallies or similar events for the purpose of endorsing candidates for public office
- Other inappropriate uses as defined in the sole judgment of the DIA.

### **NONPROFITS AND TAX EXEMPTION**

Nonprofit organizations with a 501(c)3 letter from the IRS receive a 25% discount on room rental fees of \$2,000 or more. Security, coat check, and other charges normally included in the room rental fee may apply if room rental fee is discounted.

If the nonprofit organization is also exempt from Michigan sales tax, Client must submit a copy of the tax exempt letter issued by the State of Michigan Treasury or the Michigan Sales and Use Tax Certificate of Exemption. Pursuant to Michigan law, if tickets are sold, the event is taxable, regardless of the nonprofit or tax-exempt status of the organization.

### **CONTRACTS AND DEPOSITS**

The room rental contract is to reserve event space only and must be signed and returned to the DIA within 10 business days along with the room rental fee. Any outstanding invoices from previous events must be paid in full before a new booking will be confirmed.

Additional event charges such as food and beverage, valet parking, etc will be outlined in the Banquet Event Order (BEO) contract. The BEO must be signed by Client and returned with 50% of the total dollar amount due within 10 business days. The remaining 50% of the BEO must be paid no later than 10 business days prior to the event. If the event details are revised during the course of planning, deposits shall be made according to the original BEO. Any remaining charges or adjustments will be done after the event.



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Client designates the person indicated in the signature block of this contract as the primary event contact unless otherwise indicated. The DIA may but is not obligated to respond or act upon any request or communication from other representatives of Client. By initialing each page, Client acknowledges receipt of, understands and agrees to abide by the DIA's Special Event Policies. The DIA will not consider any changes to the terms or language of the Room Rental or Banquet Event Order contracts.

Deposits are accepted by corporate check, certified check, money order or credit card using the attached form. No personal checks. Client is responsible for making all deposits and payments.

### **FOOD, BEVERAGES, AND FINAL GUEST COUNT**

Sodexo is the exclusive food service provider for the DIA. No outside food, beverages or alcohol may be brought in or donated for the event, nor can food, beverages or alcohol be removed from the premises. A 6% sales tax (unless the event is exempt from sales tax) and a 20% staffing charge will be added to all food, beverage and alcohol costs. The staffing charge is not a gratuity, but recovery against the payroll for staff servicing the event. Gratuity is offered at the sole discretion of the client. Additional line item labor charges may still apply; please check with the catering manager for details.

The DIA reserves the right to request proof of legal drinking age. Alcoholic beverages will be denied to those guests who are under age or appear to be intoxicated. We urge you not to mix drinking and driving.

The final guest count is due three business days prior to the event.

### **DECORATIONS, SIGNAGE, AND PUBLICITY**

The DIA must approve any organic materials, additional lighting, room layouts, large objects, decorations or displays. Nothing can be attached to any wall, floor, ceiling or other surface. Artificial fog, smoke or snow, confetti, or any other airborne substances including helium balloons may not be used for decorations or in performances. Signage within the building must be approved by the DIA. Outdoor signage is not permitted.

All publicity, invitations and tickets using the "Detroit Institute of Arts" name or logo must be approved by the DIA prior to mailing or distribution. The DIA should be listed as the location only.

### **SECURITY AND PROTECTION OF THE OF ART**

We ask that you make your guests and vendors aware of their unique surroundings and ask that they assist in the preservation of this historic building and collection by abiding by the Special Event Policies.

A certain amount of DIA security is included in the room rental fee. Additional security fees may apply if the event extends beyond six hours in duration or requires staffing beyond what is included in the room rental fee. Any supplemental security required by Client must be approved by the DIA's Chief of Security.

Food, beverages and gum chewing are strictly prohibited in the galleries, Lecture Hall and Auditorium. Smoking (including e-cigarettes) and tobacco chewing are prohibited inside the museum. No smoking within 25 feet of any entrance. The DIA promotes a weapon-free environment.

All items, including equipment or personal items, entering or exiting the museum are subject to inspection by DIA Security. Long umbrellas, oversized handbags, backpacks, briefcases or any other object larger than 11" x 15" are prohibited in the galleries; such items may be left at Coat Check. Wrapped packages are not allowed into the building; gift bags, however, are permitted.

Any person, including event guests and vendors, whose behavior threatens or appears to threaten the collection will be asked to leave the building. Artwork cannot be touched. Obstruction, movement, rearrangement, or disturbance of any work of art is absolutely prohibited. No artwork can be directly lit or have anything projected



onto it. Lights and projectors cannot raise ambient temperature around a work of art by more than 5 degrees Fahrenheit. No objects may be placed on or over a work of art or attached to its pedestal, base, casework or surrounding wall. Protective elements such as stanchions cannot be moved or relocated. Nothing can be erected or installed on or over the *Wisteria Gate* between Rivera Court and Great Hall. No artwork can be brought into the museum without prior approval.

### **OCCUPANCY RATES**

If the guest count exceeds the allowable maximum occupancy rate, DIA reserves the right to move the event to a larger event space. Should this become necessary, the rental rate of the larger space may apply. If there are no larger event spaces available, additional guests may be denied entry into the event.

### **GALLERIES AND PUBLIC PROGRAMS**

During normal museum hours, guests are encouraged to participate in any of the gallery talks, concerts, art studio projects or other regularly scheduled programs.

### **PHOTOGRAPHY/FILMING INSIDE THE BUILDING**

Art is protected under the United States Copyright law, therefore reproduction, distribution or sale of photographs is not permitted. Photographs or video may be taken of the permanent collection for personal, noncommercial use only. The camera must be at least three feet from the work of art. Flash photography, detachable lenses, camera bags, monopods, tripods, additional lights and extension cords are not allowed. Guidelines for commercial photography or film shoots and rates are available upon request.

Photography is not allowed where a "No Camera" sign appears, including any Special Exhibition galleries, the Schwartz Galleries of Prints & Drawings, and the Albert and Peggy de Salle Gallery of Photography. Failure to comply with these policies may result in persons being escorted from the area. The DIA reserves the right to photograph during events for archival purposes.

### **INCLUDED IN ROOM RENTAL FEE:**

- Up to six hours of Security and Coat Check
- 60" round tables (seat 8–10 per table) with standard black or white linen
- 36" round cocktail tables with standard black or white linen
- Standard banquet chairs
- Standard china, glassware and flatware
- Wireless internet
- Votive candles



**OPTIONAL ITEMS FOR AN ADDITIONAL FEE (INCLUDING BUT NOT LIMITED TO):**

- Security or Coat Check beyond six hours
- Audio Visual technician and equipment
- 72" round tables (seat 10–12 per table)
- Linen for 72" round tables
- Specialty chairs, tables or linens
- Upgraded china, glassware and flatware
- Floral arrangements
- Valet parking
- Canopy or red carpet at entrances
- Musicians or background music
- Opening the Museum Shop
- Gifts from the Museum Shop
- Opening the galleries after hours
- Special Exhibitions
- Private curator lectures
- Gallery tours

**INSURANCE REQUIREMENTS**

**Vendors:** All vendors must provide proof of adequate insurance prior to the commencement of work or services at the DIA that satisfies the following requirements, unless a waiver is requested of and granted by the office of the Chief Financial Officer:

- Commercial general liability insurance, including protective liability and contractual liability, and covering death, bodily injury and property damage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- The commercial general liability insurance policy shall name Client and the DIA as the named insureds.
- Provide the DIA with at least 30 days prior written notice of any cancellation or material change in coverage.

**Clients:** The DIA may, in its sole discretion, require that Client provide the DIA, in form and amount reasonably satisfactory to DIA, an indemnification agreement and proof of adequate insurance prior to the commencement of work or services at the DIA that satisfies the following requirements:

- Comprehensive general liability insurance including contractual liability insurance with a limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- The policy must name the DIA as an additional insured, be endorsed as primary and not excess over or contributory with any valid, applicable or collectible insurance or self-insurance in force for DIA.
- Provide the DIA with at least 30 days prior written notice of any cancellation or material change in coverage.

All of the foregoing coverages will be obtained and maintained at the Vendors and/or Clients expense from insurers rated "A" or better by A. M. Best's Insurance Reports, and which are authorized to transact insurance in Michigan, as evidenced by a subsisting certificate of authority issued by the Commissioner of Insurance of Michigan. Each insurance policy required by this Section shall be accompanied by an endorsement that states that the policy shall not be canceled or reduced without 30 days prior written notice to the DIA. Within 10 days after the execution of this agreement, Vendor and/or Client will provide the DIA with evidence of the insurance and endorsement required by this Section.



## **VENDOR GUIDELINES**

If Client wishes to hire outside vendors to provide goods or services (excluding those for which DIA is the exclusive provider), the Client and all vendors must abide by the Special Event Policies, including the following:

### **Event Planners:**

- If Client has contracted with an event planner, the event planner's proposal must be approved by the DIA prior to submitting it to the Client.

### **Load In/Load Out:**

- Setup may begin at close of business on weekdays and at 3:00pm on Saturdays and Sundays.
- Vendor must inform DIA of their estimated time of arrival at museum.
- Clients contracting with outside vendors including event and meeting planners, décor, audio visual, or live performers (including bands and DJ's) must submit the vendor's contact information, a detailed equipment list, floor plans and lighting plans for DIA review for all spaces to be used during the event no later than 10 business days prior to the event.
- All equipment must be loaded and unloaded at the John R Street South Loading Dock.
- All vendor crew members must sign in and out at the loading dock and wear temporary identification/name badges issued by Security while in the building. Crew must be accompanied by DIA staff. During the event, vendor staff must wear vendor logo or DIA name badges.
- Vendor's vehicles must be parked in the Cultural Center lot located on John R, as the dock needs to remain free for art and other deliveries. Any vehicle that must remain in the loading dock area for/during an event must be approved in advance. DIA will issue a temporary day parking permit that needs to be displayed in the windshield on the driver's side.

### **Movement within the museum:**

- Orientation for vendors will be given by DIA staff.
- Client/Vendor is responsible for transporting rental décor, floral arrangements, linens or other event-related items to and from the event area for set up and tear down. Delivery persons will be escorted and supervised during set up and tear down. Movement within the museum will be limited to a specified routing approved in advance.
- Extreme caution must be used at all times. Vendors may not walk or move anything through unlit galleries. Equipment cannot be dragged, rolled, pushed or pulled across the floors; lift to move or reposition. Materials and equipment must be held at or below waist level; never carried overhead. Large loads should be transported using carts with non-marking wheels, preferably pneumatic. Movement of oversized items must be transported by two people, one in the front and one in the back.
- Vendor must supply floor protection (rubber mats, carpet squares, etc.) to be placed underneath décor, AV items and/or any type of furniture or equipment with metal feet or bases. DIA may also require Vendor to lay floor matting along path to and from loading dock and event spaces, depending upon type and quantity of vendor equipment being brought in/out for an event.
- Galleries, elevators and loading dock areas may not be used as temporary equipment storage areas. Excess equipment must be stored off premises.
- DIA staff will prepare designated spaces as serveries and place internal signage for events. Vendor may not move or relocate DIA's protective screens, floor mats or signage.



## **VENDOR GUIDELINES (continued)**

### **Setting up/Tearing down:**

- DIA staff will oversee set up and tear down of all audio/visual equipment. All contracted audio visual providers and entertainment will be monitored by the Audio Visual department and charged at an hourly rate.
- Vendors must provide cabling or power to support contractor's equipment. All cables that cross public walkways must be neatly taped or ramped to prevent trip hazards. Gaffer's tape by TECNEC®, 3 or 4-inch wide, is the only brand approved for use on museum flooring. The tape must be removed immediately after the event without leaving any residue.
- Equipment must be placed at least four feet from any wall or work of art. If the equipment is taller than four feet, it must be placed an equivalent distance from any wall or work of art (i.e., if equipment is 8 feet tall, it must be kept a minimum of 8 feet from the wall or artwork) and be secured or weighted down by sandbags. All set up and tear down in event spaces is supervised by DIA designate.
- Floral arrangements must be assembled off premises. The only exceptions are flowers or decorations created by the Friends of Arts and Flowers volunteers for internal use or auxiliary events. Potted plants or trees grown in sterilized soil (not garden soil) are allowed upon approval. Lily stamens must be removed to prevent pollen stains. Containers for flowers and candles must be stabilized or secured to prevent tipping or spilling.
- Flameless candles are preferred. Candles must have a covered flame and be in glass containers (e.g., votive candles or hurricanes). Candles are not allowed in any room other than those authorized for food use.
- Client agrees to leave the DIA premises in a neat and orderly condition. Spills and debris must be cleaned up immediately, and any building damage should be reported immediately to DIA representative.
- Event-related items must be removed immediately at the end of the event, including all containers, debris and refuse. Trash must be placed in South loading dock compactor. Client may incur additional charges for the removal of such materials if not completely removed after the event. The DIA is not responsible for any items left behind after the event.

### **Acceptable sound levels:**

- In Prentis Court, the band or DJ must be located in the center of the room or along the north wall (near CaféDIA). In Rivera Court, the band or DJ must be located on the south wall.
- To protect the art from sound vibrations, the maximum accepted sound level in Prentis Court, Kresge Court, Ancient Middle East and Kresge Reception is 90 decibels. The maximum for Great Hall and Rivera Court is 95 decibels.
- Sound levels are tested by DIA staff before the event and monitored closely through the evening. Performers will be notified if the limit is exceeded. If accepted decibel levels are not maintained, the sound system will be turned off.