



### A. OVERVIEW

The Boca Raton Museum of Art is a private, non-profit institution, which receives wide monetary support from the community for the education and enjoyment of the public. Its building and treasures are unique and their protection is the responsibility of the Museum staff. The use of the Museum's facilities is made available to arts and cultural organization, civic associations, non-profit organizations, private and public corporations and individuals under specific conditions outlined below for the purpose of making the Museum and its programs more widely known to the public. The fees charged are to reimburse the institution for its overhead expenses and to cover wear and tear of its facilities.

- Commercial, political, religious, and fundraising events are not permitted, although a non-profit organization shall be permitted to charge its members a nominal fee to defray the cost of the event.
- Because of the character of the Museum as an educational and cultural institution, the need for protection of the objects displayed in the building and the building itself, the Museum reserves the right to refuse to make its facilities available to any prospective user for any reasons which it deems appropriate in its sole discretion.
- All events at the Museum are arranged through the Special Event's Department, which is responsible for the scheduling and coordination of all events at the Museum. The Museum's security, maintenance, and event staff is required to be present at all events.
- The Museum is not responsible for natural causes that interfere with event plans. An alternative space may not be available.

### B. HOW TO PLAN YOUR EVENT

Confirmation of the reservation is considered definite when the date, time, location and number of guests as agreed in writing by the Boca Raton Museum of Art and

- A nonrefundable deposit of 25% has been received by the Museum, with the balance due two weeks before the event.
- A certificate of insurance has been received indicating liability coverage for the event in the amount of \$1,000,000 combined single limit, indicating the Boca Raton Museum of Art and its trustees are named as an additional insured for the duration of the event. In no case will the facilities be available without this coverage.
- A sample of the invitation or announcement of the event has been approved by the Museum prior to printing. All other printed materials, including programs, posters, advertising, press releases or public notices are also subject to the approval of the museum. Under no circumstances will any corporation or organization using the Boca Raton Museum's facility be allowed to use the name of an exhibition without crediting the sponsor in writing. Violation of the agreement may result in the cancellation of said event with a refund of monies less the non-refundable deposit and the right to host any future events at the Museum.
- The parties agree that no partnership between them respecting any event or the use of the Facility shall be implied in any way, and the User agrees to indemnify and hold the Boca Raton Museum harmless from and against any claims to the contrary.

In order to facilitate scheduling and use of the Museum, we ask that the User please follow the procedures outlined below:

1. **Reserve The Date:** To reserve a date, please contact the Museum's Special Events Department at (561) 392 2500 ext. 208. All events are subject to availability. If a preferred date is available, the Museum will place a tentative hold on that date for approximately (2) weeks. If the date is not confirmed within the allotted time, the date will be released. A letter of confirmation and an event package will be mailed once a date has been placed on hold.
2. **Schedule A Site Visit:** Once the event and date have been finalized, please schedule a visit to the Museum to tour the facility and to discuss the details of your event with the Museum's Special Event Staff.
3. **Sign And Return Facility Use Contract:** A 25% deposit is required with the return of a signed contract.

C. CATERING AND DÉCOR

- All costs incurred in catering and presentation including equipment rental, décor, entertainment and any other service by outside vendors will be the responsibility of the User. The Museum has a list of preferred caterers to choose from. The User is required to use a preferred caterer. If a caterer is used that is not on our list of preferred caterers, a one-time catering/kitchen fee of \$650 will be charged to the client. Catering negotiations and costs are the sole responsibility of the User. All catering arrangements must be approved by the Museum. A site visit with the Museum’s event staff and caterer is required prior to the event to discuss the logistics of the event.
- No food or drink may be served in, nor carried into, any open gallery areas that contain any exhibition items that are not cased. The serving of **red wine** and/or **red food** is strictly prohibited inside of the Museum and is allowed only in the Patio and Sculpture Garden areas. The catering staff is restricted to designated work areas and may not enter the exhibitions galleries during setup or breakdown of the event.
- No **propane** or **butane** powered equipment is permitted in the Museum’s facilities for any events. **Open flame** of any kind is prohibited. In accordance with the law, the Museum prohibits the serving of alcohol to anyone under the age of 21, or to anyone who appears to be intoxicated. Alcohol service must cease 15 minutes prior to the contracted ending time of the event. Smoking is prohibited in the Museum and is allowed only in the Patio and Sculpture Garden.
- Decorations may not be placed outside of the building or in any space other than the contracted area. Decorations may not be affixed to, nor cover any art object within the Museum. Only temporary fixtures may be used in securing decorations. Floral décor is limited to cut flowers only. Live plants of any kind are prohibited in the Museum. The Museum reserves the right to disallow any decorations considered inappropriate, damaging to the property, or a safety hazard. All décor and equipment, to include, but not limited to, plants, floral arrangements, lights, printed materials, gifts, signage etc., must be removed immediately at the conclusion of the event. Ice sculptures and open flames of any kind are not permitted within the Museum.
- The Museum must approve all musical and entertainment arrangements. Musical and entertainment selection, negotiations and costs are the responsibility of the User. The museum can provide a list of musicians and entertainers who have had experience working in the Museum and are familiar with the premises and policies.
- The User and/or caterer must submit a floor plan, an event flow and a final menu to the Boca Museum Special Events Department two (2) weeks prior to the event.
- The Museum reserves the right to refuse any unscheduled deliveries and will not accept COD deliveries on behalf of the User or subcontracted vendors. A list of all deliveries must be on file with the Special Event Department along with the event plan. The Museum staff will not assist in loading, unloading or carrying equipment to areas being used unless by prior arrangement with the Special Events Department. Any rental equipment or décor must be removed at the conclusion of the event and must be picked up before 10 a.m. on the following day. The User, caterer, and contracted vendors must provide their own dollies or carts; however, they are not permitted in the exhibition galleries.
- The User must supply the Museum with the Names, Addresses and phone numbers of any outside vendors. The User and any outside vendors or staff must check in with the Boca Museum security located at the designated entrance on the first floor of the Museum before entering the Premises.

FACILITY USE GUIDELINES ACKNOWLEDGEMENT FORM

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I have read and agree to abide by all terms of the Boca Raton Museum of Art’s Facility Use Guidelines.

Date \_\_\_\_\_ By \_\_\_\_\_

User \_\_\_\_\_

(Signed and returned by Both Rental Client and Caterer)  
Updated 7/26/10 bf