

# NASHER MUSEUM OF ART AT DUKE UNIVERSITY

## Facility Rental Guidelines

*Revised: January 17, 2008*

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 fundraising institution, and therefore cannot host fundraisers for other organizations. 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 Mary D. B.T. Semans Great Hall is the focal point of the museum and lends itself dramatically to cocktail receptions, seated dinners and dancing. The 40-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 Nancy A. Nasher and David J. Haemisegger Family Lecture Hall 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. The Lecture Hall reservation form or the University Classroom form may be used to confirm a rental should you only require use of those spaces. Use of the Great Hall, alone or in combination with other museum space, for any rental event will require the complete Nasher Museum rental agreement.

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 charge for audiovisual technical support is \$35 per hour.

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 lower based upon space required for buffets, bars and guest seating.

### **Museum Hours: Open to the Public**

Monday	Closed to the public
Tuesday	10 a.m. – 5 p.m.
Wednesday	10 a.m. – 5 p.m.
Friday	10 a.m. – 5 p.m.
Thursday	10 a.m. – 9 p.m.
Saturday	10 a.m. – 5 p.m.
Sunday	12 p.m. – 5 p.m.

### **Special Event Hours**

The Great Hall is available for private events after the museum closes to the public, every night except Thursdays. Setup for private events can begin at 5 p.m., once the museum closes. Events requiring catered food and beverage are typically not scheduled to begin before 6:30 p.m, 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 12 midnight, and therefore, to allow time for cleanup after guests leave, most events are scheduled to end no later than 11 p.m.

### **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.

- 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, loose greenery and small plants must be pest free and come from an approved florist. Proof of purchase may be required.
- 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.

Exhibitions change several times a year and at various times pavilions may be closed for installation. We will make you aware of the exhibition schedule when discussing your event specifics; however, the exhibition schedule is subject to change. We regret that we are unable to offer discounts on the museum rental if your event occurs during an installation period.

### **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. Security fees are not included in the museum rental, but charged at an hourly rate based on the number of guests expected and the areas being utilized. 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. Security fees will continue to accrue until all guests and event support staff have left the building. As the event host, you can minimize security overtime by ensuring that guests leave the building at the end of the event, to allow cleanup to begin promptly and safely.

Up to 100 guests	<b>\$150 per hour</b>
101 - 200 guests	<b>\$200 per hour</b>
201 - 300 guests	<b>\$250 per hour</b>
301 - 400 guests	<b>\$300per hour</b>

An additional charge of \$50 per hour will be added for every 100 guests over 400. Should the nature or size of your event require additional housekeeping services, an hourly fee of \$30 per attendant per hour may be charged.

## **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. The Nasher is not responsible for arranging any food and beverage service with any of the vendors. Please note that the Nasher charges all caterers a site surcharge of 7 percent of your food and beverage total. For the approved catering list and contact information please see page 6 of the facility guidelines.

The Nasher has a small inventory of event equipment which we permit our approved caterers to use for your events, subject to availability. These items include:

- 6-66" round tables
- 6-8' rectangular banquet tables
- 4-6' rectangular classroom tables
- 4-serpentine tables
- 18 tables for either seated or hi-boy cocktail tables

Should your event require additional tables, chairs, linens, china, glassware or specialty items, your caterer will make the necessary arrangements on your behalf.

In preparation for each event, you will do a walk-through with the museum's Special Events coordinator to discuss logistics including security, parking, A/V, and other facility related topics. While the museum Special Events coordinator can describe setup options and offer guidance with respect to the museum environment, 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. For university-related events, students may be asked to present two forms of identification when purchasing or consuming alcoholic beverages at any museum event. All undergraduate social functions must be properly registered with the Office of Student Activities and Facilities before a contract will be confirmed for an event at the museum.

### **Parking**

Guests of events held during normal museum operating hours are responsible for their own parking fees. Pay stations are located in the parking lot on the east side of the building and there are approximately 80 spaces available. Parking is \$2.00 an hour, with a three-hour maximum. The parking lot is managed by Duke University Parking and Transportation Services. Parking is available, free of charge, starting at 5:00pm on Saturdays and Sundays. Please keep in mind that the lot is open to anyone; to guarantee that parking will be available for your event, parking officers and overflow parking may be contracted through Duke Parking and Transportation. Larger events will be required to hire parking guards. Upon request, the Nasher special events office is able to arrange parking guards for non-Duke rental clients, and the corresponding fees will be added to your museum charges.

### **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.

### **Estimates, Payments and Cancellations**

#### **Estimates**

An estimate of the security, AV and other fees can be given to you prior to or along with the Nasher rental agreement. Please remember this is only an estimate based on the information provided by the client at the time of the agreement. Final charges may exceed the estimate, and clients are responsible for payment of all charges.

## Payment

All clients are required to sign a rental agreement.

*Duke University clients* are required to pay museum fees with a fund code which is requested at the signing of the rental agreement. Charges will be processed after the event.

*Non-University clients* must pay a deposit equal to the museum rental at the time the rental agreement is signed. The estimated fees for security, A/V support or any other additional service are due 30 days prior to the event. Any remaining balance due will be billed to the client following the event, and are due within 30 days. Payments 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 or fund code 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.

## Cancellations

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.

**NASHER CAFÉ, OPERATED BY GIORGIOS BAKATSIAS**

*ADDITIONAL CONCEPTS BY GIORGIOS HOSPITALITY GROUP, ALSO OFFERING CATERING AT THE NASHER:*

**GEORGE'S GARAGE, PARIZADE, SPICE STREET & VERDE**

CONTACT: Amy Greene  
PHONE: 919.928.8200  
Fax: 919.928.0203  
EMAIL: [agreene@ghgrestaurants.com](mailto:agreene@ghgrestaurants.com)  
WEB: [www.nasher.edu](http://www.nasher.edu)

**MITCHELL'S CATERING & EVENTS**

CONTACT: David Casteel  
PHONE: 919.847.0135  
FAX: 919.847.3287  
EMAIL: [david@mitchellscatering.com](mailto:david@mitchellscatering.com)

**SAGE AND SWIFT**

CONTACT: Lisa Vandiford  
PHONE: 919.957.7889  
FAX: 919.957.7913  
EMAIL: [lisa.sageandswift@verizon.net](mailto:lisa.sageandswift@verizon.net)  
WEB: [www.sageandswift.com](http://www.sageandswift.com)

**THE CATERING COMPANY**

CONTACT: Maggie Prado  
PHONE: 919.929.4775  
FAX: 919.967.7728  
EMAIL: [maggie@thecateringcompanych.com](mailto:maggie@thecateringcompanych.com)  
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**TRIANGLE CATERING**

CONTACT: Jeff Eisenhuth  
PHONE: 919.873.9500  
FAX: 919.873.1909  
EMAIL: [jeff@trianglecatering.com](mailto:jeff@trianglecatering.com)  
WEB: [www.trianglecatering.com](http://www.trianglecatering.com)