

NASHER MUSEUM OF ART AT DUKE UNIVERSITY
Museum Rental Guidelines
Effective July 1, 2017

Thank you for considering the Nasher Museum of Art at Duke University (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 the Special Events staff at the Nasher (919) 684-3321. Reservation requests must be initiated on line at nasher.duke.edu/event-rental/.

Because of the museum's status as a non-profit institution, we are limited in the kinds of events we can host. As a fund-raising institution, we cannot host fund-raisers at the Nasher for other organizations. The Nasher follows Duke University guidelines for events 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

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.

Great Hall

Capacity: 250 for seated dinners; 800 for receptions*

The 13,000 square foot Great Hall is the focal point of the museum and is a dramatic setting for cocktail receptions, seated dinners and dancing. A forty foot high atrium of glass, steel and slate frames this contemporary space. The three exhibition pavilions adjoin to create a unique experience allowing access to significant art installations.

**Please note that the capacity for catered receptions may actually be lower than noted above based upon space required for buffets, bars and guest seating.*

Lecture Hall

Capacity: 173 fixed seats plus handicap accessible seating

For shareholder meetings, educational programs or other presentations, our state-of-the-art Lecture Hall is the perfect setting.

University Classroom

Capacity: 20 around the conference table; 30 for meals at separate tables

Our intimate conference room setting combines high-tech features and a wooded view of the museum sculpture lawn.

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, candles, open flames and the use of incense are all strictly prohibited anywhere in our facility.
- Tents are not permitted on the museum's grounds.

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.

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.

The Nasher requires museum security guards to be present at all events (including setup and breakdown). Nasher Special Events staff schedule security for all events. Rental clients are responsible for the full cost of security outside of regular museum hours. This charge is built into the quoted rental rate per event.

Space Specific Event Requirements

Great Hall

Capacity: 250 for seated dinners; 800 for receptions*

The 13,000 square foot Great Hall is the focal point of the museum and is a dramatic setting for cocktail receptions, seated dinners and dancing. A forty foot high atrium of glass, steel and slate frames this contemporary space. The three exhibition pavilions adjoin to create a unique experience allowing access to significant art installations.

**Please note that the capacity for catered receptions may actually be lower than noted above based upon space required for buffets, bars and guest seating.*

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 after the museum closes at 5:00pm. To allow ample setup time, events requiring catered food and beverage are typically not scheduled to begin before 7:00pm. 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 12:00 midnight, and therefore, to allow time for cleanup after guests leave, most events are scheduled to end no later than 11:00pm. If museum is not vacated at contracted time, additional fees for Security and Housekeeping may be assessed.

Event diagrams should be submitted Nasher Events Manager for review and approval in advance.

Use of the Great Hall, alone or in combination with other museum space, for any rental event will require the complete Nasher rental agreement

The following audiovisual equipment 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

To safeguard equipment, artwork and visitors, only museum staff may set up and operate audiovisual equipment.

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.
- Battery operated candles are permitted in the Great Hall.
- 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.

Space Specific Event Requirements

Lecture Hall

Capacity: 173 fixed seats plus handicap accessible seating

For shareholder meetings, educational programs or other presentations, our state-of-the-art Lecture Hall is the perfect setting.

Reservation of this space alone, without reserving the rest of the Nasher Museum, requires completion of the Lecture Hall reservation form.

Standard lecture hall set-up & capacity: Fixed audience seating with flip-top desks for 173; additional row of 16 chairs at rear of room. Stage with 1 lectern. Upon request, the stage can be configured for a panel discussion with rectangular tables and chairs. Food and drink are strictly prohibited inside the Lecture Hall.

Audio Visual Features: Please inquire about additional features and services.

High definition digital projection system (16:9)

Large drop down screen (10'x20')

Lectern with microphone, touch screen AV control panel and PC with Office Suite & internet access

Blu Ray player (1920 x 1080)

Document camera

Wireless presentation devices

House sound system with XM satellite radio and CD player

Wireless microphones: 4 handheld; 2 lavaliers

Wired flexible neck conference microphones: 6

Presentation recording capability

Lutron lighting system

Space Specific Event Requirements

University Classroom

Capacity: 20 around the conference table; 30 for meals at separate tables

Our intimate conference room setting combines high-tech features and a wooded view of the museum sculpture lawn.

Reservation of this space alone, during public museum hours only, requires completion of the University Classroom reservation form.

Standard Set-up & Capacity:

- Six tables set as one large conference table with 16 to 22 chairs. One lectern.
- Available upon request: one 8' banquet table for catering/display; additional chairs for perimeter seating.
- For dinner functions, the six tables can be arranged into three squares seating 8 to 10 people each. This setup is not conducive to meeting or audio-visual presentations.

Audio Visual Features:

We encourage you to make your media files available to our AV team at least one day prior to your meeting. Our in-house features include:

- DVD/VHS/Digital projection systems
- Slide projectors with single or dual frame capability
- Document camera
- Large drop down screen (6'x10')
- Lectern with microphone, portable touchscreen AV control panel, and PC with Office Suite & internet access
- Laptop projection capability from lectern or table
- Wireless presentation devices & keyboard
- House sound system with XM satellite radio and CD player
- Speakerphone

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% of your food and beverage total. For the approved catering list and contact information please see Appendix A of these rental 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:

- 10-60' round tables
- 8-8' rectangular banquet tables
- 4-6' rectangular classroom 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, 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 buffet or cocktail receptions. Red wine may only be served during a seated dinner, until the last course is served.
- Open flame is not permitted anywhere in the museum, this includes the use of Sterno to heat chafing dishes and large or exposed candles.
- Outdoor cooking areas must be set at least 12 feet away from the building.

Alcohol Policy

All Nasher approved caterers have the NC ABC licenses to serve beer, wine and liquor and are responsible for providing alcohol service for all events at the museum. However, only **Giorgios Hospitality Group** (Nasher Café operator) and **Mitchell's Catering** have the necessary permits to purchase hard liquor at wholesale prices on behalf of clients. **Giorgios Hospitality Group** 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.

Clients hosting private events who choose to work with other museum approved caterers and wish to serve hard liquor at their events will need to secure a special one-day permit from the NC ABC Commission, and purchase the liquor from the Durham ABC Store to provide to the caterer. Detailed instructions will be provided upon request.

Clients hosting university events to be paid with a Duke fund code may not bring in their own alcohol (beer, wine, liquor) for events.

All caterers reserve the right to decline to sell or serve 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.

Parking

Guests attending 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. Weeknights, parking fees are enforced until 9:00pm. Parking is available, free of charge, starting at 5:00pm on Saturdays and Sundays. To guarantee that parking will be available for your event, and/or provide free parking for your guests, parking officers and overflow parking may be contracted through Duke Parking and Transportation.

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. Although the museum does not list any rental events on the museum's public calendar, we appreciate the chance to review promotional copy for your own publicity, prior to release. Please contact the museum's marketing and public affairs office at wendy.hower@duke.edu.

Insurance, Estimates, Payments, and Cancellations

Tenant and Users' Liability Insurance Policy (TULIP)

All non-University events using campus facilities must be covered by the Tenants' and Users' Liability Insurance Policy (TULIP) which Duke University has negotiated specifically for short term coverage at a reasonable cost. The TULIP protects both the event host and the institution against claims by individuals who may be injured or experience damage to property as a result of participating in an event. Coverage is event-specific and can also cover vendors, performers and exhibitors, if needed. The cost of this insurance coverage is the responsibility of the event host. Upon receipt of a signed rental agreement and deposit, the Special Events Office will generate a TULIP insurance quote specific to the event, and forward instructions for purchase of the coverage. TULIP coverage for an event can be purchased any time within the calendar year of the event, but no later than 30 days prior to an event. **Duke University events paid with a university fund code do not require purchase of TULIP.**

Estimates

Final charges may exceed the estimate due to additional housekeeping, damage to museum property, or late departure by guests. Clients are responsible for payment of all charges.

Payments

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. All undergraduate social functions must be properly registered with University Center Activities and Events prior to submitting a signed rental agreement.

Non-University clients must pay a deposit equal to half the estimate at the time the rental agreement is signed. The balance of that estimate is 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 payable to Duke University, and are always documented with a signed receipt.

Only a signed Nasher rental agreement with the deposit or fund code, and counter signature by the Nasher Special Events Manager will guarantee your rental. As per Duke University's policy on the use of University lands and facilities, the Nasher Museum reserves the right to deny rental privileges to any individual and entities. 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 30 days after we receive your signed contract, the space will be released without penalty. Later cancellations will result in a cancellation penalty fee of \$2500 for events on Fridays and Saturdays, or \$1500 for any other night of the week.

Nasher Museum of Art at Duke University Approved Caterers

Nasher Museum Café, *Operated by Giorgios Bakatsias*

CONTACT: Aidan Peters
PHONE: 919.684.6032
FAX: 919.681.8624
EMAIL: aidan.peters@duke.edu
WEB: www.nasher.duke.edu

Additional concepts by Giorgios Hospitality Group, also available for catering at the Nasher:

- **Parizade Catering** Joshua Weaver:
919.286.9712 or jwparizade@gmail.com
WEB: www.giorgiosgroup.com

Durham Catering Company

CONTACT: Cady Childs
PHONE: 919.383.3000
EMAIL: sales@durhamcateringco.com
WEB: www.durhamcateringco.com

Mitchell's Catering and Events

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

Sage and Swift

CONTACT: Amy Tornquist
PHONE: 919.957.7889
FAX: 919.957.7913
EMAIL: events@sageandswift.com
WEB: www.sageandswift.com

The Catering Company

CONTACT: Becca Nelson
PHONE: 919.929.4775
FAX: 919.967.7728
EMAIL: becca@thecateringcompanych.com
WEB: www.thecateringcompanych.com