CAM Contact/phone #

1

cincinnati art museum

Facility Rental Agreement

Ignite Institute
Client/Organization Name

Formal School Dance
Type of event

Jessica Poe
Contact Name

Home/Organization Phone Number

37 Atlantic Blv
Billing Street Address and or P.O. Box

859-496-6437
Work Phone Number

Erlanger — City
Ky — State
41018 — Zip Code

Cell Phone Number

jessica.poe@boone.kyschools.us
Email Address

Fax Number

4/20/2024
Event Date

5:00 PM ☐a.m. p.m.
Arrival Time

11:59 PM ☐a.m. ☐p.m.
Departure Time

450
Projected Attendance

Main Event Space: ☑Main Entrance Lobby ☑ Hall ☑Alice Birnel Courtyard ☑Terrace Café ☐ Fath Auditorium ☐ Fifth Third Lecture Hall ☐Castellini Foundation Room

Additional Spaces: ☐ Asian Gallery ☑ Hailé Gallery ☑Other Hanna and Cincinnati Wing

$ 4,500.00 **Rental Fees**

$ 1000.00 **Misc. Fees**

$ 5,500.00 **Total Fees**

$ 1,000.00 — Non-refundable deposit — 1/16/2024 Date Due

$ 2,250.00 — Second Installment — 2/1/2024 Date Due

$ 2,250.00 — Third Installment — 3/1/2024 Date Due

$ TBD based on event order — Final Installment — 3/31/24 Date Due

The term of this Agreement shall commence as of the Event Date and shall continue through the completion of the Event or the Client's responsibilities hereunder, whichever occurs later. Notwithstanding the foregoing, the CAM shall have the right to immediately terminate this Agreement, without notice to the Client, upon the occurrence of any of the following: (a) the Client materially breaches any of the terms of this Agreement; (b) the Client fails to possess the licenses, approvals or registrations necessary to discharge its obligations or carry out the activities contemplated hereunder, at the time of performance of this Agreement; or (c) the Client, its members, agents, vendors, or guests act in such a manner that will cause a material breach of any of the terms of this Agreement. Upon the occurrence of any of the above events, the CAM has the right, but not the obligation, to allow the Client to promptly cure the respective action, giving rise to the right of termination.

The Client shall indemnify, protect, defend and hold harmless the CAM, its officers, directors, trustees, agents, employees and independent contractors against any and all claims, losses, liabilities, damages, costs or expenses (including, without limitation, attorney's fees), and amounts paid in settlement, resulting from or relating to any and all actions and omissions of the Client, its members, agents, vendors, or guests related to or arising from any activities undertaken pursuant to this Agreement.

The Client, on behalf of itself, and its members, agents, vendors, and guests, hereby agrees to abide by the restrictions set forth in this Agreement and in the Cincinnati Art Museum Guidelines, Policies, and Procedures for Special Events (the "Guidelines"), which have been delivered to and agreed to by the Client. In addition, the Client shall assume full responsibility for any and all injuries, property damage, theft or other loss of whatever nature, to the CAM or its property or contents during the rental period and occurring as a result of the use of the CAM's facilities by Client, its members, agents, vendors and guests, including, but not limited to, any injuries, property damage, theft or other loss caused by attendees of the Event.

The Client, on behalf of itself, and its members, agents, vendors, guests and attendees, hereby agrees to enter upon and use the CAM facilities at its own risk. The CAM shall not be liable for any injury, property damage, theft or other loss sustained by any person or entity while on the CAM property occurring as a result of the Event. The Client, on behalf of itself, and its members, agents, vendors, guests and attendees, hereby releases the CAM, its trustees, agents, vendors and employees from any and all claims, demands, damages or rights of action arising out of this Agreement or the use of the CAM facilities contemplated hereby, except however, for any injury, property damage, theft or other loss caused by the willful act(s) of the CAM, its employees, agents, or vendors, provided that such employees, agents and vendors are acting within the scope of their respective engagements with the CAM.

Please be advised, that due to ongoing construction at the CAM and the surrounding grounds, that certain equipment may be present upon or visible from the premises of the CAM during the Event, including construction equipment, tools, fencing, scaffolding, vehicles, etc. The CAM and the Special Events Department cannot make any special arrangements to move these materials for any Event. Additionally, if for any reason, including, but not limited to, construction, renovation, strikes, labor disputes, accidents, government requisitions, acts of war or acts of God, the CAM is unable to perform its obligations hereunder, such nonperformance is excused and the CAM may terminate this Agreement without further liability of any nature. In the event of such termination, the CAM shall promptly return any deposit and/or payment made by the Client. In such event the CAM shall not be liable for any damages or loss, including but not limited to, speculative, indirect or inconsequential damages of any nature for any reason whatsoever.

In the event of any dispute between the parties arising out of this Agreement or the rights and obligations of the parties upon the termination or the expiration of this Agreement, both parties agree to submit such dispute to the arbitration facilities of the American Arbitration Association for resolution, the results of which shall be final, binding and conclusive on the parties.

This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Ohio.

All capitalized terms shall have the same meaning as on the Summary of Terms located on the first page of this Agreement.

The undersigned hereby agrees to the above terms and provisions and further acknowledges receipt of and agreement to the Guidelines.

Client Signature	**Date Signed** / /	Signature required here as well as the last page of this document. Initials required on Pg. 8
CAM Representative Signature	**Date Signed** / /	

Cincinnati Art Museum Guidelines, Policies, and Procedures for Special Events

The Cincinnati Art Museum is pleased to permit groups and organizations use of the Museum's facilities for Special Events. The following Guidelines, Policies, and Procedures govern use of the Art Museum for Special Events. All Special Events must be in conformance with established Art Museum requirements and must not interrupt the Museum's operations.

Reserving Space at the Art Museum

Reservations/Deposits/Payments

A reservation will only be considered confirmed when the Art Museum receives: a non-refundable deposit of $1000.00 or 50% of the total rental fee, a signed Facility Rental Agreement and a signed copy of the Art Museum Guidelines, Policies, and Procedures for Special Events. The deposit must be received within thirty-days (30) days of receiving the Facility Rental Agreement. All rental fees must be paid in full no later than thirty-days (30) prior to the event date.

All checks should be made payable to the Cincinnati Art Museum and sent to the Finance Office, 953 Eden Park Drive, Cincinnati, Ohio 45202-1596.

Reservations by Event Planners

If the first contact for an event at the Art Museum is made by a party planner or locations agent, no agreement on use of the Museum shall be made until a representative of the actual client has met with a representative of the Art Museum Special Events office.

Right of Termination

In the event that the Art Museum determines that any violation of the Art Museum's policies or applicable laws, ordinances, or regulations including unruly conduct is likely to occur with the use of its premises and/or equipment during the event, the Museum reserves the right to cancel the function at any time including, but not limited to, the time when the event is in progress. In such an event, the Museum shall retain all sums that have been paid. Any such determination shall be pursuant to the Museum's designated representative's sole discretion and shall be binding and final. The Museum shall not be liable to the client or the event planner for any of the charges generated by, or any deposits made to, any vendor or other provider of services for the event.

Prohibited Uses

The following events may not be held at the Cincinnati Art Museum: political events, product sales or trade shows, fundraisers for other organizations, alcohol only events, art displays not approved by the Registration Department, and functions on the following dates: January 1, Martin Luther King Day, Presidents Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and December 24, 25 or 31.

Cancellations

CANCELLATION DATE	CANCELLATION FEE
7 MONTHS OR MORE PRIOR TO EVENT DATE	$1000.00 NON-REFUNDABLE DEPOSIT
6 – 3 MONTHS PRIOR TO THE EVENT DATE	FULL RENTAL
90 DAYS OR LESS TO THE EVENT DATE	FULL RENTAL AND 50% OF ESTIMATED BEO REVENUE

The Museum reserves the right to cancel an event if the facilities are, in the sole judgment of an authorized Museum official, rendered unsuitable for the event due to fire or other calamity, labor dispute, notice of violations by any city, county, or other government agency, or any other occurrences beyond the control of the Museum. In the event of such cancellation, the client will not be liable for payment of fees for canceled programs, nor will the Cincinnati Art Museum have any further liability or obligations with regard to said canceled events. Should such action be deemed necessary, Cincinnati Art Museum guarantees that it will provide suitable time(s) for rescheduling.

Force Majeure

A Force Majeure shall include: war or hostilities, insurrection, acts of government authorities which affect the obligations hereunder, natural disasters, epidemics, quarantine requirements, interruptions in transportation or utilities, interruptions in food and beverage supplies, fire, floods, extreme weather events, mandated travel restrictions, strikes or other actual or threatened labor actions, acts or threats of terrorism or similar occurrences or other public emergencies making it illegal, impossible, or commercially impracticable for an event to take place

Museum Facility

Space & Hours Available

Various areas are available for rental in the Art Museum. The Museum is closed to the public on Monday and is not available for rental. Listed below are the available areas and the days and times they are available for rental. Rental includes the area specified on the rental agreement, parking (when the museum is closed to the public), tables, chairs, and security personnel. Rental price does not include food and beverage, catering staff, linens, china, décor and rentals from any outside vendor. Any event extending beyond the designated time will result in an extra rental fee of $500/half hour. Capacity maximums include all event staff.

Room	Hours	Capacity	Usage	Comments
Fath Auditorium	8:00 am – midnight Tuesday through Sunday	Maximum of 350 325 seated max	Has large stage for performances, state-of-the-art AV equipment	• Must work with a museum approved AV contractor. No stage tech included. • Food and beverage are permitted • Use the DeWitt Entrance
Fifth-Third Lecture Hall	8:00 am – midnight	Maximum of 144	Small stage area, no back stage	• Podium with sound available. • Food and beverage are permitted

	Tuesday through Sunday			• Use the DeWitt Entrance
Castellini Foundation Room	8:00 am – midnight Tuesday through Sunday	Maximum of 134 70 seated max	Best suited for meetings, small luncheons/dinners	• Dark room, which is good for projections. • Food and beverage are permitted. • Stanchions must be placed 3-feet in front of painting. • Use the DeWitt Entrance
Great Hall	5:30 pm – midnight Tuesday through Sunday	400: Standing reception 170 seated: theatre-classroom (no band, no dance floor) 150 seated max with dance floor and DJ. 130 seated max for a dance floor and band. 200 seated max for a ceremony with no tables	Weddings, dinners, receptions, etc.	• Food and beverage service permitted. • Both the Main Entrance and the DeWitt Entrance are handicap accessible to this space. • Must work with a museum approved AV contractor. No stage tech included.

Café	8:00 am – 10:00 am 5:00 pm – midnight Tuesday through Sunday *Excludes Thursdays when café stays open late*	Maximum of 96 84 seated max	Dinners and meetings	• Only available during non-operating hours. • Food and beverage service permitted. • Café tables and chairs may not be removed. • Both the Main Entrance and the DeWitt Entrance are handicap accessible to this space.
Alice Bimel Courtyard	5:30 pm – midnight Tuesday through Sunday, year around. Furniture available weather permitting.	Maximum of 420 180 seated max for ceremony with no tables 100 seated max with tables	Ceremonies, cocktail receptions, and dinners	• Must also book a rain location that will hold the same size event. • External tents, barbecue equipment, and open fires are prohibited in courtyard. • Food and beverage service permitted. • Doors may not be propped open. • Café tables and chairs may not be removed. • Smoking prohibited. • The sculptures in the Alice Bimel Courtyard are part of the accessioned art collection of the museum and are not to be touched, employed or impacted in any other manner for an external or internal Special Event. Use the Main Entrance. • Both the Main Entrance and the DeWitt Entrance are handicap accessible to this space.
Cincinnati Wing	6:00 pm – midnight Tuesday through Sunday	Maximum of 180 for reception	Maximum of 180 for standing receptions	• Food and beverage prohibited. • Use the Main Entrance. The DeWitt Entrance is the handicap accessible entrance for this space.

Longworth Library	5:30 pm to 10:00 pm	Maximum for seated reception 35	Maximum for standing reception 75	• Food and beverage service permitted • Smoking prohibited on Library Terrace • Tables and chairs may not be removed

Reading Room				• Use the Castellini Entrance • Must work with a museum approved AV contractor. No stage tech included.
Large Conference Room, Library	8:00 am to 5:00 pm	Maximum seating 12	N/A	• Food and beverage service permitted • Use the Castellini Entrance
Small Conference Room, Library	8:00 am to 5:00 pm	Maximum seating 6	N/A	• Food and beverage service permitted • Use the Castellini Entrance

While the following galleries may be used as passageways during events, food and beverage service in these areas are subject:

- Schmidlapp G102 – stanchions will be placed 3 feet in front of the painting. This can be used as a cocktail hour space, but stationary food and beverage setup is not permitted in this area. The furniture in this space is not permitted to be moved.
- Miro Gallery G127 – stanchions will be placed 3 feet in front of the painting. This can be used as a cocktail hour space and stationary food and beverage setup is permitted in this area.

Smoking

The Art Museum is a smoke-free facility. There are several smoking areas available outside the Museum. Smoking is prohibited in the Courtyard and the Library Terrace.

Handicapped Access

The Art Museum is handicapped accessible. Wheelchair accessibility is available via the DeWitt Entrance and Castellini entrance to the Longworth Wing. All galleries are physically accessible. Handicapped accessible restrooms are available by the DeWitt Entrance, off the Great Hall and in the Longworth Library. Elevators and water fountains are accessible. Wheelchairs are available for use at no charge and may be secured at both the Main and DeWitt Entrances. Service dogs are the only animals permitted in the museum.

Parking

The Art Museum cannot ensure that adequate parking is available during hours that we are open to the public. The Art Museum parking facilities accommodate approximately 298 automobiles, including staff and handicapped spaces. Valet parking, shuttle service, or off-site parking may be necessary based on the size of the client's event and other events occurring simultaneously at the Art Museum. The Special Events office can make suggestions to contact additional parking services (valet, shuttle, etc.). Additional parking services will be at the client's expense.

For the convenience of all our guests, different event spaces may be paired with specific entrances. This may mean the front museum entrance is closed while the DeWitt Entrance or the Castellini Room have been left open for your event. Please confirm with your event coordinator the appropriate entrances and exits for your event.

Security

Security is required for all uses of the facility and will be provided by the Art Museum security service. Security fees are included in the rental cost of the Art Museum. If additional security staff, other than Art Museum security, is required by the client to be on Art Museum grounds in conjunction with an event, this must be approved by the Chief of Security at least 15 days prior to the event to finalize procedures. The Art Museum remains responsible for overall security on Art Museum premises. The Cincinnati Art Museum Security staff will determine the number of security guards for each event on a case-by-case basis.

Electrical Use

Extension cords can be used within the Museum only if a portable GFCI (ground fault circuit interrupter) is used. A small number of GFCI's are available for use and should be reserved in advance. GFCI's are property of the Cincinnati Art Museum. Please do not remove them from the premises. Please discuss additional electrical needs with the Special Events Office.

Food and Beverage Service

Catering

See list of approved food & beverage areas in the Space Available chart under the Museum Facility section.

Cincinnati Art Museum Catering must provide all food service. *The catering cost is not included in the rental price and requires a separate payment.* China and linens can be rented through Cincinnati Art Museum Catering and will be included in the Banquet Order. China and linen rental from outside vendors is permitted at the client's expense and must include all pieces Cincinnati Art Museum Catering offers. *Linens & China rented by the client are not the responsibility of Cincinnati Art Museum Catering. Clients are solely responsible for any breakage, replacement or lost items that they rent.*

Final guest counts must be given to the Catering Manager 10 DAYS PRIOR to the event. The Banquet Order must be signed at this time. The caterer cannot guarantee sufficient food count if guest counts change after the 10 DAYS PRIOR policy.

A private menu tasting for up to 4 guests is included in your booking to determine your events menu. If more than 4 guests are in attendance additional payment may be required and any event cancelations thereafter a tasting has been conducted is subject to a tasting fee of $250.00 for associated supply cost. **All checks should be made payable to Cincinnati Art Museum and sent to: Cincinnati Art Museum, Attn: Finance, 953 Eden Park Drive, Cincinnati, OH 45202-1596**

Initials Required :_____

Alcohol Beverage Service

The State of Ohio liquor license held by the Art Museum requires that all alcoholic beverages consumed at the Art Museum be purchased through the Art Museum and served by our designated servers. Furthermore in the case of an open bar paid per person by the client, the bar must be purchased for the full guest count of your event. **THERE IS NO EXCEPTION TO THIS POLICY. Alcohol may NOT be brought into or removed from the Art Museum by a client or their guests at any time.** Bars must

close 30 minutes prior to the event end time. The Cincinnati Art Museum, or their designated servers, reserves the right to refuse alcohol service to anyone at any time. Identification may be requested from anyone requesting alcoholic beverages. Refusal to produce requested identification will result in no alcoholic beverage service for that individual.

Use of the Facility

Decorations

To protect the integrity of the Art Museum collections and the safety of Art Museum visitors and guests, **the Special Events office must approve all decorations no less than 72 hours prior to event set-up.** Placement and attachment of decorations must be coordinated with the Art Museum's Special Events office and approved by the Chief of Security. Decorations for events may be delivered the day before the event and must be picked up the next day following the event from our loading dock. **The Art Museum is not responsible for any items left following an event. For any clean up beyond normal wear and tear, or damages, the client will be charged repair fees.**

- All décor and signs must be free standing; signs on walls or exhibit cases are not permitted. The hanging of large signs or banners on the outside of the Art Museum is not permitted.
- Rented furniture is subject to approval. Please notify the Special Events Department if you plan to rent or purchase any upholstered or antique furniture. Wooden furniture is not permitted in the Cincinnati Art Museum, including the Alice Bimel Courtyard.
- Fresh and dried floral arrangements provided by a professional florist are permitted; however, live potted plants (including soil/dirt), fresh-cut garden flowers, and spore producing ferns are not permitted at any time. If lilies are used, stamens must be removed from all open buds before entering the museum.
- **Although battery operated candles are strongly recommended, tea lights and votive candles are permitted and may only be used on top of tables.** No other types of candles are permitted. The use of candles is allowed only in the Great Hall, the Café, the Courtyard, and the Castellini Room. These candles must be in an approved candleholder and the candle flame must be one inch below the opening of the candleholder. The Special Events office and the Security department must approve all candleholders prior to the event.
- Confetti, glitter, rice, birdseed, balloons, sparklers and bubbles are not permitted under any circumstances.
- Aisle runners are not permitted. Fog machines and pyrotechnics are not permitted.
- Drapery is permitted but subject to approval. Any drapes must abide by fire code and security standards and may not block pathways.
- The use of hairspray is permitted in the restroom facilities only.
- Any excessive decorating requirements beyond standard table set up (i.e. dinnerware, glassware, flatware, and centerpieces) will require a $250 set up fee. Excessive is defined as any extra set up needs required in the Main Lobby, Courtyard, Great Hall, or restrooms.

Vendors

The Cincinnati Art Museum works with preferred vendors who are knowledgeable about Museum policies and procedures. A list of vendors is available through the Special Events office. All vendors must sign the Art Museum policies and procedures document, provided by the Special Events Office, prior to the event. Any equipment provided by an outside vendor is the sole responsibility of the client. **The Art Museum and Cincinnati Art Museum Catering will NOT be responsible for the cleaning,**

breakage or replacement of items rented by the client. All equipment provided by an outside vendor must be picked up the following day.

Audio and Visual Services

Audio and Visual Services must be provided by the museum's audio/visual contractor. Access to and use of the sound and lighting booth in the Fath Auditorium will not be granted to non-museum personnel and those not employed by the museum's audio/visual contractor. Please arrange audio and visual services for additional costs through the Special Events Department.

When renting the Fath Auditorium the client is responsible for appointing a member of their team to operate the house lights. Several lighting presets are available and can be operated by pressing the buttons on the panel outside of the sound and lighting booth. Your event coordinator can assist with showing you how to use the lighting presets.

Entertainment

The Art Museum Special Events office must have all equipment needs, vendor forms signed, and delivery confirmation ten (10) days prior to the event. All vendors must enter and exit through a specified doorway and be escorted by the Special Events office or museum security personnel at all times. Entertainment, including sound and equipment and lighting set-up, is not permitted to take place in any gallery space unless approved by the Cincinnati Art Museum's Special Events Office. Music must not exceed a decibel level of 87dB. All equipment, of any type, is subject to inspection by Security staff.

Deliveries

Deliveries must be scheduled through the Special Events office. All deliveries and pick-ups are processed through the Art Museum Shipping Room (dock area on the east side of the building) and should occur during business hours (M-F 9:00am – 5:00pm). Decorations for your event may be delivered the day before your event with prior approval. **Your items must be picked up the next day following your event. The Art Museum is not responsible for loss or damage to property left on-site.**

Photography Policy for Special Events

Photography and image capturing are permitted in the Art Museum. Professional photographers hired to photograph or image capture a special event may use auxiliary equipment such as tripods, lights, etc., if they conform to the Museum's Photography in the Galleries Policy. Auxiliary equipment must be used in such a way that it cannot cause damage to any item in the Art Museum collections or potentially harm Art Museum visitors or guests. If equipment, in the opinion of any Art Museum employee, appears to be in a position to potentially cause harm to any item in the Art Museum collections or Art Museum visitors or guests, such equipment must be removed at the Cincinnati Art Museum employee's request. Failure to comply with the Art Museum employee's request will result in all photography equipment, other than hand-held cameras, to be removed from the building immediately. Any photographer in the Galleries must be escorted and overseen by a member of the Art Museum staff at all times. Adequate supervision for the number of people and the amount of equipment used is required and will be defined by the Museum. For more information please see the Museum's Photography in Galleries Policy.

Invitations and Other Printed Material

If the client refers to the Art Museum or its collections in any printed materials related to an event, including invitation copy, programs, promotional material, and press releases the contents of all printed materials must be submitted to the Art Museum Special Events Office prior to printing for review and approval. Any image of the museum must be approved by the Cincinnati Art Museum and the Museum logo may not be used. The Art Museum Marketing Department will provide the final approval of all printed material. Please allow sufficient time for these approvals; a minimum of fourteen (14) days prior to the printing deadline is required. Some printed material may require the following disclaimer:

"The views and opinions of this organization do not necessarily reflect the views and opinions of the Cincinnati Art Museum."

Advertising and Media

Any and all local, national, or international advertising, news releases, media coverage, photo shoots or other publicity referring to the Art Museum, its collections, or any event occurring at the Art Museum must be coordinated with the Art Museum Marketing Department. This includes holding press conferences or inviting the media to cover an event. The Art Museum's Marketing Department can be reached at 513-639-2872.

Set-Up/Breakdowns

A final confirmed layout for the event is required 7 days prior to the event. After this point no changes may be made. Set-up for any Special Events held in the evening will not begin until the Art Museum closes to the public at 5:00 p.m. Set-up may not interfere with Art Museum visitors or guests at any time. Fire Code requires a four (4) foot wide pathway on either side of the room and an aisle down the middle. No emergency exits can be blocked at any time.

Persons associated with any Special Events may arrive early, with Special Events office's consent, to oversee or assist with set-up, greeting guests, or for any other appropriate reason. The front doors of the Art Museum are locked at 5:00 p.m. and are not opened until thirty-minutes (30) prior to the start of the event. It is the responsibility of the event organizer to communicate this information to early arrivals.

Breakdown must occur immediately after the event and all rental items and decorations must be removed from the event area(s) at that time. Rental items can be stored in the Art Museum loading dock. **Because of limited storage space, the Art Museum reserves the right to dispose of any items left at the Museum one (1) business day after the event (also see Decorations Section).**

Equipment

Included in the rental fee of event space inside the Art Museum is the use of standard tables and chairs owned by the Art Museum. The Cincinnati Art Museum offers the following tables and chairs. Please reserve all event equipment and plan them into your event layout with your event coordinator. The Client is responsible for the cost of any additional tables and chairs needed.

Type	Quantity*	Charge
5' Round Table (seats up to 10)	15	No Charge.
30" Short Cab Tables (seats up to 3)	6	No Charge.
Tall Cocktail Tables	8	No Charge.
8' Banquet Table	12	No Charge.
White Folding Garden Chairs	150	No Charge.
Black Folding Chairs	150	No Charge.
Gold Chiavari Chairs with Ivory Seat Cushion	150	$7 per chair

* Quantity and availability subject to change.

Linens

The Cincinnati Art Museum can provide full length linens in black, white or ivory. Sizes and pricing can be found below. Some food and beverage packages include linens but others do not. Please check with your event coordinator about linens or refer to our events menu for what is or is not included. You may also choose to rent linens from All Occasions or another reputable event rental company.

Size	Table	Charge
Napkins	Buffet or at Place Setting	$0.25 Each
90"x156" Rectangular Linens	8' Banquet Table	$20 Each
120" Round Linens	5' Round Tables or Tall Cocktail Tables	$30 Each
132" Round Linens	5' Round Tables or Tall Cocktail Tables (Allows the linen to be tied with a sash.)	$32 Each
Sashes	To tie Tall Cocktail Tables	Included with $132 Round Linens

*cost of linens does not apply to wedding packages.

Chair covers and/or bows (sashes) are the responsibility of the client. Tuning the piano will be at the client's expense. The Art Museum Special Events Department can assist event organizers in all aspects of the event as well as providing recommendations on vendors that have supplied products for previous Art Museum events.

Highlights of the Museum

Gallery Use/Special Exhibits

Gallery viewing is encouraged as part of the enhancement and entertainment for each event and may be one of the primary reasons the Art Museum was selected for this event. **However, there are additional fees to cover security costs to keep galleries open during non-regular Museum hours.** Please check with the Special Events Department regarding any additional costs. Galleries, volunteer docents and tours must be confirmed and booked no later than 30 days prior to your event date. **Food and drink are never allowed in museum galleries.** Tickets for special events may be needed for visits during the museum's open hours and can be provided by your event coordinator prior to your event

All comments or questions regarding the guidelines, policies, and procedures should be referred to the Art Museum Special

Events Office at 513-639-2347.

I have read, understand, and agree to abide by the Cincinnati Art Museum's Guidelines, Policies, and Procedures for Special Events.

Client Name (print only)

Signature required here as well as the 3rd page of this document. Initials on pg. 8

Client Signature Date

Please print full name, organization, event, event time, and event date.

Thank you for supporting the Cincinnati Art Museum through the rental of our facility. Please feel free to contact the Special Events Department at 513-639-2347 with any questions or concerns. This page must be signed and returned to the Special Events Department.

Cincinnati Art Museum

Vendors/Contractors for Special Events

Policies and Procedures

Please have vendors fill out this document and return it to the special events office.

- All vendors must enter through the Employee Entrance/ Loading Dock or the DeWitt Entrance. Please confirm entrance and arrival time with the Special Event Office prior to the event.

- All packages, boxes, containers, briefcases, instrument cases, toolboxes, equipment etc. will be inspected by Security upon entering or exiting the museum.

- No doors are to be opened without Security. Security personnel will unlock and open all secured doors.

- Arrangements must be made in advance for loading and unloading of equipment and materials at the loading dock. A list of items to be brought in must be on file with the Special Events Department. Parking must be in employee lot unless notified otherwise.

- No food or drink may be taken or consumed in the galleries. All eating and drinking will be confined to designated areas.

- No soil or dirt of any kind. No asparagus ferns may be brought into the museum.

- The Cincinnati Art Museum vending machine area is off limits to vendors.

- No smoking inside the building. Smoking outside the building is limited to designated areas on the exterior of the building.

- Carts being wheeled through museum galleries must be attended by 2 individuals to push them as well as a member of security or special events personnel to escort.

- All vendors are expected to clean their areas of any rubbish or refuse.

- Loud talking or unnecessary noise must be strictly avoided.

- Any damage caused by a contractor or vendor is their responsibility.

- All equipment must be individually listed and pre-approved by the special events office at least 10 days prior to the event.

- Vendors will have access to the event space 2 hours prior to the event start time. If additional set up time is needed please speak with the events department about fees for additional time. Vendors must arrive and leave at pre-approved times.

- All materials supplied by the vendor must be set up by the vendor as arranged with the client. The Cincinnati Art Museum Staff is not responsible for any equipment placement.

- The Cincinnati Art Museum is not responsible for any items left behind during an event. Please make arrangements for any equipment to be kept overnight on our loading dock. Items may be picked up at the loading dock the following business day between 10am and 4pm. Please arrange the pickup time with the Special Events Department.

Name of Company:
Ignite Institute / Boone County Schools

Printed Name of Company Representative:
Jessica Pol

Signature: Date:
Jessica Pol

Time of Arrival and Departure:
7pm 11pm

Name of Event: Date:
Ignite Formal Dance

List of Equipment:
N/A

Special Needs:
N/A

Please return complete forms to:

Cincinnati Art Museum
ATTN: Special Events
953 Eden Park Drive
Cincinnati, OH 45202

*** Banquet Event Order Form ***

Client/Organization	Event Date	Telephone	Sales Rep	Event #
Ignite Institute	4/20/2024 (Sat)		Martha Pike	E08560
Party Name		**PO #**	**Site Contact**	**Guests**
Ignite Institute Prom			,	450 (Pln)

Reference	Account #	Booking Contact
External	A02376	,

Time Line

Banquet Room	Start	End	Description	Setup Style
	5:00 pm	11:59 pm		

Food & Beverage

Food/Service Items	Price	Qty	Total
Ghyslain Dessert	8.00	450	3,600.00
Choice of Two:			
Carrot Cake			
Red Velvet Cake			
L'Opera Cake			
Black Forest Cake			
Flourless Chocolate Cake			
Tiramisu			
Dulce de Leche Cheesecake			
Bourbon Caramel Pecan Cheesecake			
Key Lime Cheesecake			
Peanut Butter Cheesecake			
Raspberry Cheesecake			
Vanilla Cheesecake			
Salted Caramel Pretzel Cheesecake			
Key Lime Tart			
Lemon Tart			
Creme Brulee			
Bourbon Chocolate Bombe			
Decadent			
Bananas Foster			
Sacher			
Venus			
Taco Station	15.00	450	6,750.00

Taco Soft and Hard Shells and Sides: Mango Habanero Salsa, Salsa Verde, Chipotle Crema, Pico de Gallo, Cojita Cheese, Purple Slaw Choose
Two Proteins: Halibut Shrimp Mahi Mahi

Equipment & Miscellaneous

Food/Service Items	Price	Qty	Total
Great Hall	4,500.00	1	4,500.00
Great Hall, Courtyard, Main Lobby			
Gallery	500.00	2	1,000.00
Disposables for Appetizers	3.00	450	1,350.00
Disposables for Appetizers			
Server	144.00	3	432.00
5-11 plus an hour of prep and tear down 8 hours - $18 an hour			
Event Captain	160.00	1	160.00
120" Round	27.00	10	270.00
Black, White or Ivory			

Subtotal	18,062.00	Paid	0.00
Tax	0.00	Balance	20,132.00
Service Charge	2,070.00	Per Guest	44.74
Total Value	20,132.00		

Make payable to **Cincinnati Art Museum** and forward to:

E08560 - Ignite Institute

Finance Office
Cincinnati Art Museum
953 Eden Park Drive
Cincinnati, Ohio 45202

Cincinnati Art Museum Catering requires a signed confirmation of menu selections, tableware, linens, and final guest count 10 days prior to the event date. The invoice will reflect this final total. Payment is due in full at least 10 days prior to the event date and can be made with Discover,Visa, MasterCard, American Express, and corporate or personal checks.

FINAL APPROVAL SIGNATURE: _____ Date:_____

(Please sign, date and return within 7 days of your event.)