Facility Rental Policies for All Events

Holding Dates, Booking Dates, and Cancellations
The Special Events Manager can place a temporary hold on a date for up to ten (10) business days. A rental reservation is considered secured after the date, time, guest count and location are agreed upon in a written contract/agreement by the Birmingham Museum of Art through the Special Events Manager and a non-refundable deposit or full amount of the rental fee total has been paid.

Fees, Deposits and Cancellations
1. Rental fees are determined based on the intended use of the facility and/or the purpose of the use. See attached rental fee sheet. The Museum may discount fees to designated classes of Museum members or other entities whose events support the Museum’s mission.
2. A non-refundable deposit of 50% of the total rental fee (a minimum of a $1500.00 deposit for wedding ceremonies and or receptions) has to be received by the Special Events Manager. The balance is due no later than a week before the event takes place. Any additional charges (additional overhead fees, valet service, coat check, etc.) that were not included on the initial agreement will be billed to the client after the event.
3. Should the event be cancelled with a written notice at least thirty (30) days or more prior to the event, 50% of the deposit shall be refunded. Should the event be cancelled less than thirty (30) days prior to the event, no refund of deposit shall be made.

*The Museum reserves the right to deny rental when, in its sole discretion, the intended use would be inconsistent with the Museum’s mission or could pose a risk to the facility or artwork. Both the Special Event Agreement and the Facility Rental Policies must be signed and returned to the Museum.

Event Restrictions
Although fundraisers and political events are allowed, on-site purchase of tickets and live or silent auctions are prohibited.

No merchandise (such as books, clothing, accessories etc.) can be sold during an event unless approved by the Museum Store Buyer/Manager.
Décor
The Birmingham Museum of Art has strict guidelines on décor including plant and floral arrangements. Please review your décor plans with the special events manager prior to selecting décor.

- At no time is any area of the Museum to be altered or disturbed in any way that might prove harmful to the Museum or its collections.
- Walls are not to be touched with decorations. Nothing can be taped, nailed, or pinned into walls.
- All decorations must be free standing.
- The following items are NOT allowed as décor in the Museum or Red Mountain Garden Club Memorial Garden: candles, sparklers, balloons, glitter, and smoke machines.

Plants and Flowers
The following guidelines are intended to prevent inadvertent damage to artwork during an event:

1. Materials to be arranged should be kept atop plastic sheeting (provided by the arranger) during set-up.
2. Every effort should be made to confine materials to a small and tidy area.
3. All plant materials left over must be cleaned up by the arranger and disposed of in a proper waste receptacle. This will not be the responsibility of the Museum maintenance or staff.
4. Arrangements should be of a sufficient distance from any and all art to ensure that there is no contact with the artwork and that an accident would not result in the arrangement toppling into a piece.
5. Arrangements, lanterns, lights, and other various decorations are not allowed in the trees in the Red Mountain Garden Club Memorial Garden or in the Jaudon pools.
6. Arrangements should not impede normal traffic flow through the museum (no large stalks or stick that can block halls or doorways.
7. Plants must not touch floors, walls or art.
8. Plant material should be inspected for signs of insects, and be free of disease.
9. No misting is allowed in the galleries. All containers must be water tight.
Plants and Flowers Continued

10. Prohibited materials:
   a. Hollow reed basketry materials
   b. Seed pods (pine cones that have been painted or otherwise coated are OK)
   c. Bark, (or woody parts of plants, such as branches). Green (young) bark is allowed, but must be previously inspected for evidence of larva or insect casings...green bark should be washed with warm, soapy water and dried.
   d. Mosses collected in the forest (nursery grown mosses are OK)
   e. Sod
   f. Peat Moss
   g. Bird or insect nests & eggs
   h. Fruits, edible nuts or vegetables (unless used in Cafe, and they must be removed after the event)...a rodent attractant!
   i. Cocoa shells, wood chips
   j. Bamboo

11. Lily stamens or other pollen-bearing parts of plants must be removed (pollen on them will stain, and goes through our HVAC system). Catkins (pussy willows) that are not placed in water are OK, as long as they are not fully bloomed, with pollen. Pine branches with pollen stalks are prohibited.
12. No aerosol cans (such as wilt-pruf) or glue guns to secure plant material
13. Live plants are permitted, but soil must be removed from them, and replaced with bagged, sterile (nursery) soil.
14. No trees
15. No garland or wreaths (even without pollen)

** See Visual Guide to Prohibited Floral Materials

Food and Drink
All food and drink must be provided by the Museum's exclusive catering company, A Social Affair catering. Food and drink are limited to the 8th Avenue Lobby, Oscar's Café, and the Red Mountain Garden Club Memorial Garden. **Food and drinks are prohibited in any of the galleries and the Steiner Auditorium.**
Photography

Photography will be allowed inside the Museum for special events. However, all photography should be confined to Oscar’s Café, 8th Avenue Lobby, and the Red Mountain Garden Club Memorial Garden. Works of art may not be photographed without the prior written permission from a Museum representative. **Flash photography in or near the galleries is not permitted.** The special events manager will work with the professional photographer in advance regarding appropriate sites for photos in the Museum.

The Museum does not allow engagement photo shoots or bridal photo shoots for weddings that are not being held at the Museum.

Parking

When renting the Museum for a private event after 5:00pm, the client will have exclusive access to the Birmingham Museum of Art’s parking lot. The parking lot has 65 spaces.

Additional public parking is available on the street near the Museum and at the Boutwell Parking Deck 2 – address 801 North 19th Street (next to the Boutwell Auditorium.)

Boutwell Parking Deck daytime rate is $1.00 per hour to a maximum rate of $8.00.

Boutwell Parking Deck rate after 5:00pm with no parking attendant in deck is $2.00 to exit and the machine only takes quarters or $1.00 bills (with parking attendant in deck $8.00 per car.)

*The Museum cannot guarantee the availability of parking spaces in our lot from 8:00am-5:00pm.*

Valet Service

Should the client wish to hire a valet service for an after 5:00pm private event, the valet company must contact the special events manager to establish the proper traffic logistics with the Museum’s Director of Security.

Valet service at the Museum’s front entrance will require two (2) Birmingham Police Officers ($25.00 per hour for each officer) to direct traffic. The client will be responsible for paying the cost for both valet service and police officers. The client must book the valet service directly and the Museum’s special events manager will book the (2) Birmingham Police Officers.
Security and Maintenance
The Birmingham Museum of Art has its own security and maintenance staff that is in the building and parking lot at all times. The Museum reserves the right to hire additional security personnel at the expense of the client to maintain crowd control for an event.

Overhead Fees
Overhead Fees for events occur before 9:00am and after 5:00pm, when the Museum is closed to the public. These fees cover the after-hours cost of Security and Maintenance and are listed on the special events fees sheet.

*City, state, and federal codes, including safety/fire regulations, will be enforced by the Museum security staff and adhered to by client and client’s guests.

Inclement Weather
The Birmingham Museum of Art’s obligation to make the facility available will be relieved if anything outside of its control prevents the facility from being available at the date and time scheduled for the event. This includes such occurrences as natural disaster, fire, cold-weather precipitation (i.e. snow, ice), destruction, governmental order, quarantine and administrative evacuation (i.e. bomb threats) or other forces or events outside of the Museum’s control. If such occurs, the Birmingham Museum of Art will allow the client to reschedule their event or refund the paid amount in full, but will have no other liability due to such cancellation or unavailability of the use of the facility.

Events that are cancelled the “day of” (no later than 4 hours before scheduled event) by the client, due to inclement weather concerns, can receive their paid deposit amount only with a letter stating the reason (this happens if the facility will remain open and there are no plans for it to close.)

If the event is cancelled less than 4 hours before the scheduled event, the client will not receive a refund of any amount that was paid.
Deliveries, Storage, Setup and Cleanup

Deliveries
All deliveries must take place on the day of the event. Deliveries must be scheduled with the special events manager; any unscheduled delivery will be refused. Deliveries must be made through loading dock: no equipment will be allowed through the glass door entrances. All materials must be removed from the Museum at the event’s conclusion.

Storage
The Birmingham Museum of Art has very limited storage areas. The Museum will not store any materials overnight and assumes no liability for such items.

Setup and Cleanup
Setup for certain private events can begin at 10:00am on the day of the event if there are no conflicts (please confirm setup time with the Museum’s special events manager.) The setup and dismantling of decorations is not to disrupt public use of the facility. Vendors and/or clients must bring their own equipment (ladders, rolling carts, extension cords, etc.), as the Museum does not provide this equipment. Vendors and/or clients are responsible for removing all decorations and equipment from the premises at the conclusion of the event. The Museum maintenance staff will clean the facility once all decoration has been removed. Vendors will also have to sign and return an Outside Vendor Agreement form to the Birmingham Museum of Art no later than a week before the event takes place.

*Continue to last page to sign policies if booking an event.
Please sign, date and return this facility rental policies document indicating that you have read it thoroughly and will make sure you and all outside vendors booked for your event will adhere to the policies, if you are securing an event date and time at the Birmingham Museum of Art.

Print Name________________________________________

Signature________________________________________

Date______________________________________________