



Special Event Policies

Guidelines for Special Events

All events shall harmonize with the character and mission of the Indianapolis Museum of Art (IMA). Events may not create any hazard or impose undue hardship to the IMA, its collections, exhibitions, facilities, staff or patrons. Events must conform to established IMA regulations and not interfere with regular IMA operations.

Restrictions and Right of Termination

In the event the IMA determines any violation of its policies, applicable laws, ordinances or regulations with your intended use of its premises and/or equipment, the institution reserves the right to cancel the function at any time and no monies paid up to that point will be refunded.

The IMA shall not be liable to the Client or subcontractor (i.e. wedding planner, florist) for any of the charges generated by, or any deposits made to, providers of services for the event.

Detailed event plans for the facility must be discussed and/or submitted by the Client to the Event Services Department prior to contracting.

The IMA does not permit religious events (other than wedding ceremonies), political events, or performances. Adult events including minors may be allowed at the discretion of the Event Services Department and only with a proper chaperone.

The Client must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, gender, age, sexual orientation, disability or national origin. We reserve the right to prohibit events providing alcoholic beverage service only (food must accompany alcohol at all events).

The IMA is not available for event rentals on Thanksgiving, Christmas Eve, Christmas Day or New Year's Day.

Hours

Events in non-public spaces may take place every day from 8:00 am to 11:00 pm.

Events in public spaces may not take place while the IMA is open to the public:

Sunday, noon–5:00 pm

Tuesday-Saturday, 11:00 am–5:00 pm

Thursday-Friday, 11:00 am–9:00 pm

Events in these designated areas may not begin before 6:00 pm. Set-up for events in these areas may not begin before 3:00 pm.

All events must end by 11:00 pm; last call for alcoholic beverages must be no less than one half hour before the scheduled end of your event; last song played by bands or DJs must be no later than 10:45 pm; clean up and tear down must be complete by 12:30 am.

Non-Profits and Fundraisers

Nonprofit and fundraising events are permitted as long as the fundraiser is not art or culture related or in conflict with museum goals. The Client must pay the full rental fee and meet the food and beverage minimums. Silent auctions and ticket sales are allowed. The IMA reserves the right to make exceptions on case-by-case basis.

Non-profit organizations may receive a 25% discount on the room rental fee. To receive this, the organizations must submit a copy of the IRS Department of Treasury letter stating that the organization is a 501(c) 3 non-profit agency.

Reservations

To place a tentative hold on a date for an event, Client 1 must submit a completed event information sheet to their Event Planner to go to contract. A tentative hold on a date for your event *does not confirm* your reservation. Tentative reservations will be held for 10 business days.

In the case that Client 2 is willing to provide immediate payment for same location, Client 1 will be contacted immediately and offered 1st right of refusal. Payment, signed Exhibit A, and signed Contract due back to the Event Planner at the close of the next business day will guarantee event space. If items are not received by the deadline, event space will be granted to Client 2.

Fees/Deposits

The rental fee includes the following items:

1. Rental of the area specified on the rental agreement
2. Dumpsters
3. Available IMA parking
4. Basic IMA staffing (security and event services personnel during your event, one hour before and one hour after your event)

Additional costs include:

1. If your event requires extraordinary staffing and/or time.
2. All rentals from outside vendors including linen, décor, tent, etc.
3. Audiovisual needs and assistance
4. Valet parking, shuttle service and/or off-site parking

In most cases, the deposit for your event is inclusive of all IMA costs and no other charges will be incurred. If additional fees are needed to carry out the plans of your event, the IMA will estimate the Client's function total account (not including any catering costs). **The remaining balance of this estimate is due and payable 10 full business days in advance of the function** by form of cashier's check, certified check or credit card (Visa, MasterCard and American Express). In the event the function's total account differs from the total estimate, the Client will either be billed or credited the difference.

A service fee will be assessed for all equipment rentals and any additional arrangements made through the IMA and the IMA-approved caters. This charge will be included in your event

estimate. Related fees will be included on your final invoice and are non-negotiable. The remaining balance of the event must be paid within 30 days of receipt of the final invoice after your event.

Payment Schedule

The deposit for your event is the total cost of your room rental. This is non-refundable and is due upon issue of this agreement. This deposit and agreement, signed by lessee (and Client, if Client is not the lessee), will confirm the reservation. The event is subject to cancellation if the deposit and rental agreement are not received by the specified date.

No event contracts regarding use of the IMA rental areas shall be issued until a representative for Client/lessee has met with a representative from the IMA Event Services Department.

Cancellations

The IMA will keep 100 percent of the rental deposit if the Client cancels the event at any time.

If the Client cancels an event more than 30 days prior to the event the Client will be refunded 50 percent monies paid to the IMA, excluding the rental deposit. If the user requests a cancellation *less than 30 days prior to the event, no monies paid to the IMA will be refunded to the Client.*

Insurance

Any party using IMA facilities or grounds must provide a certificate of liability insurance for the time period of the event (at no extra cost to the IMA) under its policy of public liability insurance. A minimum of \$1,000,000 general liability coverage is required. The certificate must be provided to the Event Services Department at least 30 days prior to the event.

Protection Services/Security

Security provided by the IMA's Protection Services Department is required to be on duty any time the IMA grounds or facilities are in use.

Basic security fees will be estimated by the Event Services Department based on the projected event attendance, areas used and the length of time each security staff person is required for the event. These basic fees are included in the rental fees and will only be charged to the lessee if the event requires extraordinary staffing and/or time. The event planner will inform you if your requests will cause additional fees.

Any security staff, other than IMA security, that is required by the user to be on IMA grounds in relation to an event must be prearranged with the IMA Event Service Department no less than two weeks before the event.

All gated entrances to the IMA grounds are locked at 11:30 pm on weeknights or as soon as possible after an event on weekends; they reopen at 6:00 am. Access to the IMA grounds after the gates are locked will be provided by IMA security staff only.

Catering

Food service must be provided by one of the caterers on the IMA-approved caterers list. These caterers have met the IMA's requirements for insurance, health codes, licensing, and security and guarantee a level of quality consistent with the IMA's expectations regarding service.

Parking

Complimentary parking is available to the Client and guests during the time of the event on a first come- first-served basis. Valet parking, shuttle service or off-site parking may be necessary based on the size of your event and other events happening simultaneously on IMA grounds.

The IMA does not guarantee that any specific number of parking spaces will be available on any given day. There are an estimated 500 parking spaces located throughout the IMA grounds in five different areas, all shared by the Indianapolis Museum of Art, Lilly House and Garden Terrace.

If additional parking arrangements are necessary, they must be arranged by the IMA at the cost of the Client.

Deliveries

The Client must provide advance notice to the IMA's Event Services Department regarding deliveries and pick-up schedules for items or services that were not contracted through the IMA's Event Services Department.

The IMA is not responsible for items ordered outside the Event Services Department or for ensuring the safety of said items.

To ensure that these items do not interfere with the IMA's public hours, all items associated with the event must be delivered the day of the event and must be removed from the premises immediately following the event. If arrangements must be made for a special pick-up of rental/décor items, the cost for special pick-up of said items will be at the expense of the Client.

Decorations

The IMA must approve all decorations and set-up plans prior to the event set-up. Placement and attachment of such must be coordinated with the Event Services Department.

All décor and signs must be freestanding; signs on walls are not permitted. Hanging large signs on the outside of the Museum is generally not permitted. Use of confetti, glitter, birdseed or bubbles is prohibited on IMA premises.

Candle use is limited to votive candles or candles protected by a hurricane glass enclosure. No open flames are permitted. No smoke effects, fog machines, explosives or pyrotechnics are allowed inside the facility under any circumstance. Use of these items outdoors must be approved by appropriate IMA personnel in advance.

All decorations must be removed from the event areas that same night (by midnight). The IMA is not responsible for any items left after the event.

Decoration of any kind left behind after an event is subject to a mandatory \$500 clean-up fee to be paid by the Client.

Publicity and Printed Materials

All printed materials (including invitations, programs, and tickets), promotional material, press releases, electronic copy and radio advertisements using the “Indianapolis Art Museum” name or logo must be submitted to the Event Services Department *prior to its release for review and approval*.

If you have an invitation that simply names the IMA as the location of the event and provides directions to it as a destination, simply send a copy of the invitation to the Event Services Department for your file *prior* to your event date.

Materials may require the following disclaimer: “The views and opinions of this organization do not necessarily reflect the views and opinions of the IMA.” Any violation can result in cancellation of the event.

Photography

Photographs taken at the IMA for personal use are restricted to certain areas but are permitted. All photographs that will be submitted for publication are to be approved by the Event Services Department before implementation. Please allow two months prior to event for approvals.

Smoking

Smoking is not permitted anywhere inside any IMA building. Smoking is permitted outside in designated areas only. Special event smoking areas can be designated outside upon special request.

Wedding Receptions

Wedding receptions can be held in any of the approved IMA event areas and are subject to the same guidelines as other special events. The IMA’s limited special event space does not include changing areas for bridal parties. If a room is available the day of your event, the event coordinator may recommend the use of this room for changing area purposes.

The IMA external event coordinator will be happy to work with you on all aspects of your special day at an hourly charge. A service fee will be applied to all rentals arranged for you by the IMA.

Wedding Receptions

In order to hold a wedding ceremony at the IMA, rental of reception facility is mandatory. No wedding ceremonies can be held inside the Lilly House. All outdoor ceremonies require a mandatory tent rental or rental of an alternative indoor location.

IMA Personnel

Any event scheduled after regular IMA hours requires a number of IMA personnel, in addition to security staff, to be present. Representatives from the Event Services Department will be present at events. The number of IMA staff necessary to facilitate your event properly will be at the discretion of the Event Services Department.

Technical assistance (audiovisual, sound/lighting, electrical needs, housekeeping, set-up and tear-down assistance, etc...) will be charged at an hourly rate with a two hour minimum. The charges will typically begin at the start of your event set-up and end with tear-down.

Arrangements for technical assistance must be made through the Event Services Department at least one month before your event. Technical needs beyond the IMA's scope of equipment and labor skill can be arranged.

Damages

Anything beyond normal wear and tear to the facility, as determined by the IMA staff, will be charged to the user.

The Client is liable for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Client's use of the facility and all tangible property. Such costs will be assessed and charged to the Client.

Additional clean-up fees will be assessed on an as-needed basis and will be charged accordingly based on staff hours required for cleaning and repair. Circumstances surrounding any additional charges will be addressed in written form and will be included with your final invoice.

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

CLIENT SIGNATURE

DATE