

## **POLICIES AND PROCEDURES FOR FACILITY RENTAL**

The Carnegie Visual and Performing Arts Center is pleased that you are interested in using our facility for your next special event. The following detailed policies and procedures should assist in your planning process and ensure a wonderful experience for you and your guests. If you have any comments or questions regarding these guidelines prior to signing your rental agreement, please contact the Special Events Coordinator. Once your contract has been signed, we ask that you then begin to work with your chosen preferred caterer. (Attachment A)

## **GENERAL INFORMATION**

### Hours

Monday – Friday	10:00 a.m. – 5:00 p.m.
Saturday	12:00 p.m. – 3:00 p.m. (During exhibitions)
Sunday	Closed

As a visual and performing arts center, it is the responsibility of The Carnegie to give precedence to the public during all open gallery hours. Public access to exhibitions and proper building egress must be maintained during open hours. Private events during business hours require special permission from the Executive Director, and may include additional fees.

The Carnegie is available for facility rentals on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Labor Day, Memorial Day, Martin Luther King Day, Fourth of July, and President's Day. A special fee will apply.

The Carnegie is a non-profit, 501(c)(3) and as such depends on contributed income to sustain its operations and programs. In keeping with this, The Carnegie offers a non-profit discount to organizations that are an established 501(c)(3). The non-profit rate varies dependent on the type of event being planned. However, The Carnegie does not offer free rentals unless otherwise approved by the Executive Director.

Certain galleries may not be available during your event due to exhibition schedules.

### **Additional fees include:**

- 1. Carnegie Labor**
- 2. Food & Beverage**
- 3. Linens**
- 4. Decorations**
- 5. All Rentals from Outside Vendors**
- 6. Valet Parking**
- 7. Security**

### Reservation

To make a reservation, you must use one of the preferred caterers listed on Attachment A. A tentative hold for your event date does not confirm your reservation. Your reservation is considered binding when a signed contract and the \$500 deposit (via credit card) has been received. **Your full beverage fees must be paid in full at least 3 weeks in advance of your event date.** Your event is subject to cancellation if the contract and beverage fees are not received by the dates specified in the Facility Rental Contract.

The times listed on your signed contract will need to include any and all hours needed in the facility *before* the event begins, as well as clean up time when the event concludes. Any time spent in addition to the agreed upon hours listed on the signed contract will cause an additional cost of \$5 per hour to the \$25 an hour fee for The Carnegie personnel/security. (See **Event Guidelines: Carnegie Staff** below for details on fees.)

**In order to accommodate your facility rental request in the most efficient way possible, once you have signed a contract with The Carnegie, please note that the Special Events coordinator will be your sole point of assistance at the venue. All inquiries about all items related to the Carnegie, (including any theatre usage) should be sent directly to the Special Events Coordinator.**

**Your chosen preferred caterer will work directly with the Carnegie's Special Events Coordinator. Closer to the event date, there will be a meeting planned that will include you, your caterer, and the Special Events Coordinator.**

**If you would like to revisit The Carnegie to discuss event details, please contact the Special Events Coordinator to set up a special meeting.**

### Tables and Chairs

The rental fees for tables and chairs is a separate cost, and though will be billed through The Carnegie, it is **not** included in the rental prices of the facility. It is a separate invoice. You and your caterer will work together to decide the best layout for your event, and the caterer will then pass on the final decision of types and numbers of tables and chairs, to The Carnegie's Special Events Coordinator. These will be rented through the approved Carnegie vendor only. A brochure of what is available can be acquired through the Special Events Coordinator.

Please make special arrangements if high chairs are needed. The Carnegie, nor it's vendors will provide these.

### Termination

The Carnegie reserves the right to immediately terminate at any time, any event which it deems dangerous, harmful, inappropriate or in violation of any applicable laws or ordinances, or of contractual obligations which have violated any of The Carnegie policies and procedures. The Carnegie will not be liable to your suppliers or vendors for any of the charges generated by, or any deposits made to, providers of services for the event.

### Set-Up Plans

You are responsible for informing your caterer of the floor plan for the event set-up **no later than four weeks prior to your event.**

The Carnegie Galleries do not have air conditioning. Cooling units for the Galleries can be rented through the selected preferred vendor, and will be billed separately. Delivery, set-up, tear down, and pick-up, all need to be scheduled through The Carnegie Special Events Coordinator, and are applicable to the \$25 an hour Carnegie staff fee.

### Walkthrough

You must arrange to have a walkthrough with your caterer, and the Special Events Coordinator, **no later than three weeks prior to your event.** The purpose of this meeting will be to confirm the following specifications:

- a. Loading dock and elevator usage
- b. Catering preparation area
- c. Electrical power requirements
- d. Serving areas
- e. Other guest amenities

## EVENT GUIDELINES

### Accessibility

Under the Americans with Disability Act, all areas of The Carnegie (including galleries, restrooms, event areas, and passage to elevators) must maintain full accessibility to wheelchairs and walkers.

### Alcoholic Beverage Service

The Carnegie liquor license requires that all alcoholic beverages consumed anywhere on Carnegie premises be purchased through The Carnegie, served by Carnegie-approved licensed alcoholic-beverage servers, and end by 1:00 a.m. Alcoholic beverage service must cease **fifteen minutes before** the scheduled end of your event. All alcoholic beverages must be consumed on Carnegie premises. Please see Attachment B for prices.

### Carnegie Staff

If your event is scheduled after regular weekly Carnegie facility hours, a Carnegie staff member WILL need to be present for assistance. This will be accompanied by a fee of \$25 per hour for every hour the facility is used past normal Carnegie business times, in addition to the hours needed for the event. There will also be a charge for technical assistance such as audio/visual, sound/lighting, electrical needs, as well as set-up and teardown assistance. Arrangements for technical assistance must be made through the Special Events Coordinator, **at least six weeks in advance of your event**. If you have technical needs that exceed The Carnegie's abilities, then equipment and services can be arranged through other approved sources, with fees charged accordingly.

### Catering

**You are required to use one of The Carnegie's three preferred caterers. (See attachment.)**

### Damages

You are responsible 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 your use of the facility and all tangible property. Any such costs will be assessed and charged to you. You will also be responsible for additional clean-up fees, which will be assessed on an as-needed basis and will be addressed in invoice form after your event. The signed credit card imprint used for the deposit, will remain on file for use regarding damages, disappearance of contents, and/or overtime charges.

## Decorations

In an effort to protect the safety and integrity of The Carnegie, the following guidelines are in place:

- Helium balloons are not permitted.
- Live animals are not permitted.
- Hanging large signs on the outside of the Center is generally not permitted.
- Candles and open flames are not permitted.
- Smoke effects, fog machines, explosives or pyrotechnics are not permitted.
- Confetti, rice, glitter, and birdseed are not permitted.
- Live plants and trees are not permitted inside The Carnegie. Cut flower arrangements, silk greenery and silk plants are permitted.
- All décor and signs must be freestanding; taping or tacking signs on walls, floors or exhibitions is strictly forbidden, and a charge will be issued should this occur.
- If your event requires electrical cords you will need to supply the extension cords and gaffers tape covering.

The Carnegie does not provide DJ's, but they may be used in the facility. All DJ activity must end 15 minutes before the ending time listed on the signed contract, and tear-down time needed must be included in the contractual ending time of the event.

A dance floor space is also possible in the layout, but can only be used in certain designs. Parties exceeding 175 people, and/or those having a sit down meal, will need to speak with their caterer and the Special Events Coordinator to discuss possibilities.

Clean up must happen immediately after your event, and it is your responsibility to arrange for all decorations to be removed from the facility. Arrangements for scheduled delivery and pick-ups must be cleared with the Special Events Coordinator before being made final. Should these occur outside of business hours, the \$25 an hour fee will be charged. If decorations are left in the facility after your event, you may be charged a \$500 clean-up fee.

### Deliveries

All deliveries and pick-ups related to your event must load through The Carnegie dock area, unless special arrangements have been made in advance. To ensure no delivery is refused and to safeguard against conflicts with other deliveries, you are required to provide a delivery and pick-up schedule to your caterer **two week prior to your event, and make sure it has been approved by the Special Events Coordinator**. Due to limited storage, all items must be delivered the day of the event (this also includes cakes, flowers, DJ equipment, etc.), and must be picked up either later that day or **by 10:00a.m. the following morning**. Fees mentioned above will apply to any time needed past agreed upon contract specifications.

### Miscellaneous

In essence, think of The Carnegie Visual and Performing Arts Center as only a shell in which to hold your event. Though we will strive to make your event as elegant and memorable as possible, please keep in mind that we are not required to allot your event, or it's guest, use of supplies, equipment, or parts of the facility past what is contractually agreed upon.

### Parking

Valet parking is available for your event for an additional fee of \$500. Arrangements must be made through the Special Events Coordinator. There are also a number of parking garages within a one-block radius of the Carnegie.

The Carnegie lot is located behind the building and can accommodate 50 cars.

After 5:30pm, you may use the lot for The Kentucky Federal Reserve Bank (on Robbins). There are 25 spaces available.

### Protection Service / Security

In the case of special events, additional security may be required. If The Carnegie determines that additional security is needed due to the nature and size of your event, then you will be advised and additional charges will be added to your facility rental fee.

The security staff protects The Carnegie and its contents only. It does not guard attendees, visitors or their property. The Carnegie is not responsible for any injuries of persons or their property

### Smoking

Smoking is not permitted inside The Carnegie.

