

Crocker Art Museum

Event Policies and Procedures Agreement

The Crocker Art Museum Association (CAMA) is pleased to permit individuals, groups, and organizations to use the Museum facilities for events. All events shall comply with the following policies and procedures.

Reserving Space at the Crocker Art Museum

Events at the Crocker Art Museum should be booked as far in advance as possible. All facility reservations are handled through the Museum's events department. Facility use requests are considered by CAMA at its discretion and within the context of the Museum's mission, resources, and responsibilities. Prior to reserving use of the facility, information about the proposed event (names of organization(s) and/or individual(s), purpose, requested date and time, expected attendance, and program format) must be provided to the Museum's events department.

As a courtesy, a date can be held for up to two weeks. A courtesy date hold does not guarantee a facility use reservation.

To request use of the facility the following must be received in advance of the proposed event, in a form satisfactory to CAMA:

- Complete event details
- A non-refundable deposit of 30 percent of the total estimated facility use and other fees, or alternative fee structure as determined in writing, depending on the nature of the event
- A signed Facility Use Contract
- A signed Event Policies and Procedures Agreement
- Certificate(s) of liability insurance (must be received no fewer than 10 business days before the event)
- A valid credit card (must be on file, regardless of desired form of payment)

Facility use of less than the entire Museum may result in concurrent events.

Facility Use Fees

Payment in full of estimated fees must be received by CAMA no later than 60 days prior to the event. Any additional fees incurred will be due no later than 10 days after the event. Reimbursement of overpayment, if any, will be issued no later than 30 days after the event.

Checks should be made payable to the Crocker Art Museum Association at 216 O Street, Sacramento, CA 95814 and reference the facility use contract number. If you have questions, call (916) 808-0177.

A non-refundable service fee in the amount of three percent will be added to all credit/debit card transactions.

Cancellations/Date Changes

If a facility use reservation is cancelled 200 calendar days or more in advance of the event, all fees paid, minus the non-refundable deposit, will be returned. If a facility use reservation is cancelled between 199 and 61 days prior to the scheduled event, 50 percent of the fees paid, minus the non-refundable deposit, will be refunded. No refund will be issued for a cancellation 60 or fewer days prior to the event.

Date change requests may be accommodated at the discretion of CAMA and are subject to availability; a date change fee may apply.

Prohibited Events

CAMA reserves the right to deny any facility use request.

The following events are prohibited:

- Events that, in CAMA's sole discretion, are incompatible with the Museum's mission, resources, or responsibilities
- Events with art displays
- Events of a partisan and/or political nature
- Fundraising events or events with fundraising components (e.g. live or silent auctions, raffles, etc.)
- Events at which money is collected onsite (e.g. tickets, donations, pledges, or other forms of payment)
- Social events designed primarily for minors (e.g. proms or formals)
- Events with casino and/or gambling night themes

Museum Regulations

Client must comply with all laws and regulations and with Museum regulations, including the following:

- All exits and stairways must be kept clear.
- Blocking doors, fire extinguishers, fire alarms, or emergency exits is prohibited.
- Firearms are prohibited on Museum property. All sworn officers must identify themselves to the Museum's security supervisor upon entry.
- Other than qualified service animals, no animals are permitted in the Museum.
- The Museum is a smoke-free environment. Smoking or vaping is not permitted.
- Attendance shall not exceed contracted guest count or posted maximum occupancy.
- CAMA reserves the right to remove any person or persons from the premises.
- CAMA may limit the number of guests within any space at one time.
- All amplified sound outside (including in the Museum's courtyards), must be discontinued by 10:55 PM on weekends, 9:55 PM on weekdays.
- CAMA reserves the right to install, remove, or replace any artwork in the event location without notice.
- Client will be responsible for any damage resulting from facility use.
- Client will be responsible for any fees, fines, or penalties resulting from facility use.
- Client will be responsible for the conduct of all persons using the Museum premises at its invitation or request (expressed or implied).

Decorations/Signage

The Museum's events department must receive written plans for or description of any proposed decorations and/or signage no less than 72 hours prior to the event. Decorations for events may, based on storage availability and by prior arrangement with CAMA, be delivered by client no more than one day before the event. The Museum assumes no responsibility for deliveries or property of client. Immediately following the event, all decorations and signage must be removed from the Museum.

The following items are not permitted in the Museum:

- Any object or device that may interfere with Museum's HVAC or security controls
- Anything that interferes with Museum displays
- Any signage affixed to walls or exhibit cases
- Confetti, glitter, tinsel, rice, birdseed, or similar material
- Non-treated plant material
- Any open flames (e.g. candles, sterno, compressed fuel, sparklers, fireworks, etc.)
- Flammable materials (e.g. bunting, tissue paper, crepe paper, etc.)
- Feathers, fur, skins, or other animal material
- Smoke, bubble, or fog machines

- Liquid gas tanks
- Helium balloons

CAMA reserves the right to remove any decorations or signage.

Floral

Only fumigated flowers or arrangements are allowed in the Museum. To ensure proper fumigation treatment methods, flowers or arrangements must be sourced from a florist, floral wholesaler, or other commercial distributor. Proof of treatment may be required. Floral containers must be waterproof. Ponds, trays, and other large arrangements with water are not allowed. Floral containers may not interfere with Museum displays.

CAMA reserves the right to remove any floral arrangements.

Invitations, Advertising, and Other Printed Material

The use of the Museum's image, name, or logo is not permitted without the prior written authorization of CAMA. Any reference to the Museum in any printed materials related to the event, including invitations, programs, promotional material, and/or press releases, must be submitted to the Museum's events department for approval no later than five business days before its publication and/or printing. Photographs of the Museum's collections are not permitted for use on event collateral.

Client assumes all responsibility for use of any copyrighted items.

Media Coverage

All publicity, advertising, and other promotion referring to the Crocker Art Museum, its collections, or any event occurring at the Museum must be requested from and approved in writing by the Museum's events department. Coordination with the Museum's marketing department may be required.

Photography/Videography

Photography for private use is permitted. The Museum's photography policy allows artwork in the Museum's permanent collection to be photographed for non-commercial purposes with a hand-held camera only. The use of tripod, flash, strobe or stand lights is not permitted. Professional photographers must be accompanied by a Museum staff member during photoshoots and facility use reservations. Photography during the event is confined to the event space indicated on the contract. All footage obtained during the use of the facility, both film and still photography, is authorized for private use only. Pre-event photography must be arranged through the Museum's events department and may incur an additional fee. The Museum reserves the right to request use of event photography for promotional use; if used, the photographer will be appropriately credited, if provided to the Museum, and shall retain copyright of the images.

Commercial photography is subject to additional regulations and fees, and subject to prior written agreement of CAMA and the client.

Vendors/Contractors

CAMA has a list of preferred vendors. Vendors not on the list must be pre-approved by the Museum's events department and shall attend a mandatory orientation and walkthrough no less than 30 days prior to the event. During the walkthrough, vendors must supply a list of all power, equipment, or other needs, if any, as well as a schedule of setup, breakdown, and delivery times.

Vendors shall sign this Event Policies and Procedures Agreement and provide acceptable evidence of insurance.

Catering

Catering services will be provided by CAMA's exclusive caterer.

Use of catering services other than CAMA's exclusive caterer shall be subject to prior approval by CAMA, and subject to additional charges for buyout and other fees. Outside caterers must be approved by the Museum's events department. Spaces used by the outside caterer are subject to additional facility use and cleaning fees. A copy of the client's contract with any outside caterer shall be submitted to the Museum's events department no later than 30 days prior to the event.

Alcohol service (and related barware), if any, is available only through CAMA's exclusive caterer.

All bar and food service shall be discontinued 30 minutes before contracted end of event.

Equipment Rentals

The client is responsible for selection of all equipment rentals (including but not limited to place settings, tables, chairs, linens, etc.). All equipment rentals must be contracted through CAMA, with the exception of place settings and glassware. Use of place settings and glassware may be contracted through CAMA's exclusive caterer, CAMA, or the client's contract caterer. Rental of equipment not available through CAMA's exclusive caterer or CAMA shall be proposed in writing no later than 30 days before the event and is subject to the prior written approval of CAMA.

Load-in/Setup/Breakdown

Load-in/setup/breakdown must be scheduled with the Museum's events department no less than 30 days prior to the event. All vendors enter and deliveries are received at the Museum's loading dock (on 2nd Street off P Street). Long term parking is prohibited at the loading dock. All vehicles must be moved immediately after delivery or load in.

Breakdown must occur immediately after the event, and all personal items, rental items, and decorations must be removed from the event spaces. If any items associated with the event are not removed, CAMA reserves the right to dispose of them. If additional time is used for load-in/setup/breakdown or disposal, or if breakdown does not occur immediately after the event, additional fees will be charged.

Security and Staffing

Museum security is required for all events. Standard security coverage and Museum event staffing are included in the facility use fee.

Client may employ its own event security in addition to CAMA's standard security coverage.

Client's security staff will coordinate with and be subject to the direction of CAMA's security staff.

Client is responsible for its own guest services staff (e.g. greeters, ushers, coat checkers, etc.).

Right of Termination/Force Majeure

CAMA reserves the right to terminate an event if the facilities are rendered unusable 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 unlikely event of termination due to a force majeure, a full refund of all fees paid will be issued.

Insurance Requirements

The client is required to provide CAMA with a standard certificate of insurance (COI) naming the Crocker Art Museum Association and the City of Sacramento as the certificate holders and additional insured. A minimum combined single limit liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate is required. In addition, all vendors (e.g. contractors, subcontractors, or entertainers) must also provide proof of insurance for protection against all liabilities related to the occupancy of the space (CAMA and the City of Sacramento do not need to be named).

All COI must be received no fewer than 10 business days before the event.

Indemnification by Client

The client assumes all risk related to their event and agrees to indemnify, defend, and hold free and harmless both the Crocker Art Museum Association and the City of Sacramento (and all their respective officers, board members, employees, agents, affiliates, successors, and assigns) (each an indemnified party) from and against any and all claims, actions, losses, damages, costs, expenses, settlements, and liabilities of any kind or nature (including reasonable attorneys' fees and expenses) that may arise from, relate to, or be caused in any way by such use or occupancy of the premises by the client and any employee, agent, invitee, vendor, contractor, or associate of the client, or any other person associated with the event, including without limitation, injury to or death of any person whatsoever, except to the extent such loss results from the willful acts or gross negligence of the indemnified party.

Client:

Client Name and Title (please print)

Organization Name (if applicable)

Client Signature

Date

Vendor:

Vendor Name and Title (please print)

Organization Name (if applicable)

Vendor Signature

Date

Note: This document may not be amended except by CAMA.

For Office Use Only:

RE: _____ Event _____ Date _____

Contract # _____