

### Contract/Deposits

Events may be booked Monday through Sunday during public and after hour considerations. Event bookings are not available on Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day. The Frist does not permit bookings of prom, sorority, fraternity, religious (other than wedding ceremonies) or political events.

Space can be held on a tentative basis for up to 10 business days from the initial inquiry date. Requests received from other inquiries during this hold time frame will result in a call made to the initial contact for a first right of refusal. **If no response is provided within 24 hours of the call, the hold will be released.**

To book an event, the Licensee ("client") is to be a current member of the Frist. A membership form is located at [FristArtMuseum.org](http://FristArtMuseum.org). Bookings must be arranged by a person authorized to make financial commitments and the authorized signatory of contracts from the requesting Licensee and/or organization.

Event date(s), event time, and function space(s) are confirmed upon receipt of a signed venue rental contract, a 50% non-refundable deposit of the rental fee (100% deposit required with a booking occurring 45 days or less prior to the event date) plus a valid credit card on file. The deposit will apply as a credit to the event expenses.

### Public Space Bookings

(Grand Lobby or Turner Courtyard\*)

The Grand Lobby is only offered for rental when the museum is closed to the public. Events held in the Grand Lobby cannot begin before 6:30 p.m.

\*The grass area of the Turner Courtyard is available for rent during public hours with specific operational guidelines that must be followed.

### Non-Public Space Bookings

(Auditorium) may be booked during public or after-hours time frames.

### Public Hours of Operation

Monday, Tuesday, Wednesday, and Saturday:	10:00 a.m. to 5:30 p.m.
Thursday and Friday:	10:00 a.m. to 9:00 p.m.
Sunday:	1:00 p.m. to 5:30 p.m.

### Planning the Event

Detailed event plans, including diagram(s), must be discussed and/or submitted by the client to the Frist Special Events Office a minimum of 8 weeks prior to the event date. An Event Order contract is sent to the Licensee for review and signature approval of the confirmed logistics and total event expenses.

In the event that the Frist Special Events Office determines any violation of its policies, applicable laws, ordinances or regulations with the intended use of the venue, premises and/or equipment, the Frist reserves the right to cancel the function at any time and all deposits will be forfeited. All events must end at 12 midnight. Bar service and music for events must end 30 minutes prior to the contracted event ending time.

### Special Event Insurance

This certificate is to be arranged by the Licensee. A copy of the certificate is to be provided to the Special Events Office within 30 days prior to the event date.

## **Event Expenses and Payment**

Estimated venue rental expenses must be paid in full a minimum of (7) business days prior to the event date. Direct billing is not available. An Event Order contract is provided 3-4 weeks prior to the event date. The order outlines the confirmed service costs. A valid credit card must be on file and will be charged for payment of overages that may occur during the event. Booking deposits are non-refundable.

Linen, dance floor, supplemental tables, decorative and/or extra chairs/furniture, catering supplies and equipment, specialty lighting, entertainment, valet parking services and other services based on the design and nature of the event are an additional cost and can be arranged by the Special Events Office, the Licensee or the event planner, unless otherwise specified during the planning of the event. Expenses for these services are the sole responsibility of the Licensee. The Frist is not responsible for any item brought into the museum or left on the premises by the Licensee and its suppliers at the conclusion of an event.

All contracted supplier services arranged by the Licensee or Event Planner are to be communicated to the Frist Special Events Office for approval. Licensee is to have a representative on site at all times during the setup and load-out of the event to accept inventory deliveries and ensure that all items are removed at the conclusion of load-out of these services. Should this not occur, additional fees will apply.

## **Outdoor Event Spaces**

All outdoor events require tenting. The Special Events Office is required to arrange the services of tents, flooring for tents, tent air conditioning, and heating.

## **Coat Check Services**

Coat check staff requests are needed a minimum of 21 days prior to the event. A \$35.00 per hour based on a four-hour minimum per coat check personnel applies. Self-serve coat racks are available without charge. Coat check tags will be charged at \$50.00.

## **Decorations**

The Special Events Office must approve all decorations, placement, and load-in/setup and breakdown/load-out plans. Decorations cannot be adhered, pinned, taped, stapled, or suspended to or from any wall surface, ceiling, fixture, or equipment within the museum. Suppliers are to provide their current certificate of insurance, their staff and own equipment (tools, supplies, ladders, carts, scissor lift), to install and remove items brought in. All decor materials used must be certified flame retardant.

No confetti, loose particles, strewn flower petals, birdseed or rice allowed. Sparklers are only allowed outdoors and are to be properly handled by the on-site Event Planner.

Helium balloons must be anchored to a weighted object before entering the building and must be removed immediately after the event. A \$150.00 fee will be incurred if balloons need to be removed from the ceiling.

Ice carvings are not allowed inside but can be set up in the Turner Courtyard. Ice carvings are to be discarded at the conclusion of the event by the supplier, caterer, or Licensee.

Gaffer tape is required for securing all electrical cords. Appropriate carpet tape is required for any carpet runners and other carpet applications. No fog machines, pyrotechnics or hazers allowed.

## **Furniture**

Request for the moving/placement of furniture must be made within 30 days of the event and will be charged at \$100.00 per small bench and \$200.00 per large bench.

## **Floral**

All floral must be supplied by a florist who purchases from fumigated hot house suppliers. No trees or plants in dirt or moss are permitted inside. Florist must bring arrangements pre-made. The disposal and/or pick up of used floral and containers are to be conducted within the designated load-out period unless prior approved arrangements have been made.

### **Candle Requirements**

No open/uncovered flames are permitted. Votives and candles covered by protective, non-flammable globes are acceptable. The Special Events Office will advise of prohibited decor options upon knowledge of the decor plans. Open-flame candles of any kind are not allowed in tented events per fire marshall requirements.

### **Audio Visual/Electrical Power Services**

A Frist technician is required to operate all Frist audio visual equipment, electrical tie-in and house lighting features. The labor fee is \$40.00 per hour based on a four-hour minimum. Non-Frist equipment provided by the Licensee must be operated/handled by Licensee and their designated technical operator.

Frist Room Technician is required on site during events that do not use Frist equipment. This charge will be applied to the Licensee.

### **Approved List of Caterers**

Food service is to be arranged through our Approved List of Caterers. Food Service is allowed only in the auditorium, Grand Lobby, Rechter Room and outdoor spaces. Caterers are to provide all food service equipment, unless arranged by the Frist, setup/breakdown/cleanup of food service, prep tables, labor/servers, supplies and proper insurance coverage necessary for the event.

### **Alcoholic Beverage Services**

The Frist is licensed under the State of Tennessee Alcoholic Beverage Commission to be the exclusive provider of alcoholic beverage products and services. Alcohol service expense is based on consumption and charged by-the drink. Bartenders and service personnel are arranged solely by the Frist. Labor cost is based on length, scope and location(s) of the alcoholic service plans.

Special alcohol requests beyond in-house brands will be charged at a rate compatible with the mix components and industry standards. Events exceeding 200 guests or bar services held in multiple spaces and conducted for 3.5 hours or more require rented glassware and will be charged to the Licensee. Glassware for a limited bar is provided by the Frist for a 200-guest/2-hour service maximum. Special alcohol requests require advanced notice. Requests are based on availability. Donated alcohol is not permitted. Prices and products are subject to change without notice. Bar service ends 30 minutes prior to the ending time of the event.

Licensee must comply with all alcoholic beverage statutes of the State of Tennessee. Alcoholic beverages are not to be brought into or taken from the Frist. The Frist reserves the right to check for proper identification for legal drinking age verification and to refuse alcohol beverage service to any individual at any time. The Frist reserves the right to determine if supplemental security at the sole expense to the Licensee is required.

A customary 20% service charge and applicable sales tax will apply to the total consumption, labor and rentals.

### **Guarantee Count for Alcohol Services and Frist Equipment and Rental Services**

The final guest count, function setup, rental orders, logistics and diagram changes are due by 10:00 a.m. seven business days prior to the event date. If this information is not received, plans will be based on the information contemplated by the signed Event Order contract and charged accordingly. Increases above the guarantee and changes to the confirmed plans are determined at time of notice.

### **Event Load-in/Setup and Breakdown/Load-out**

The space fee is determined based on the number of spaces rented. Please refer to the Space Fee list for more information. Additional setup or load-out time beyond the specific parameters is billed at \$175.00 per hour and extended event time past the 4-hour allocation is at \$500.00 per hour.

Deliveries and pick-ups must be scheduled prior to the event date with the Special Events Office. Unscheduled deliveries/pickups will be denied. No deliveries or pickups may be made prior to or after the event date without prior approval.

Event logistics and room diagram(s) are to be confirmed a minimum of 8 weeks prior to the event. Frist banquet tables and chairs are supplied based on availability. Room setups that are changed from the approved diagram after the function space is set will be billed an additional \$500.00 fee. Planned function space "re-sets" during the event are billed at \$500.00.

The Licensee suppliers are responsible for the disposal of all event trash, catering garbage, removal of decorations, used gaffer tape, zip ties, etc. Two trash dumpsters are provided off the catering dock at the back side of the Kohler generator. Trash is to be placed in plastic garbage bags, sealed and removed by a cart to these dumpsters by the suppliers' staff. Do not place garbage in the recycle bins.

Food and beverage trash bags are not to be dragged to the dumpsters. They must be picked up or carted for removal. Should Licensee or suppliers not return the space(s), including catering kitchen, to its proper, orderly, clean condition, a \$500.00 minimum fee will apply to the Licensee's final bill. The Frist is not responsible for any items brought into or left on the premises by the Licensee and its suppliers.

#### **Event Tickets/Merchandise Sales Activities**

Onsite sales of tickets and/or merchandise are not allowed on the premises.

#### **Publicity and Printed Materials**

All printed materials (including invitations and programs), promotional materials, press releases, electronic copy and radio advertisements using the Frist Art Museum name or logo must be submitted to the Special Events Office prior to release for review and approval. Any violation or misuse of the Frist's name or otherwise can result in the cancellation of the event.

#### **Non-Smoking/Non-Vapor**

The Frist is a non-smoking/non-vapor environment. Smoking is permitted only outside the building in designated areas.

#### **Security & Parking**

Security requirements are determined by the Special Events Office based on gallery guidelines, size, nature and length of the event. Additional security required above the standard coverage will be advised and arranged at the Frist's discretion and billed at \$40.00 per hour per staff to the Licensee.

#### **Parking for Events**

The Frist Visitor's Parking Lot is located behind the museum on the Demonbreun Street side. Approximately 165 self-parking spaces are available during an "after hours" rental event. An event rate of \$6.00 per vehicle is offered. This event rate can be hosted by the Licensee or paid by the guest.

"Public hours" events are subject to parking based on availability. For "after-hours" events, it is suggested that groups larger than 225 individuals must arrange valet parking services with the Special Events Office to accommodate extra vehicles and coordinate traffic flow.

The Frist Special Events Office is required to make valet parking arrangements. A valet parking service quote is based on group size, event length and location of valet service.

#### **Bands/Entertainment Groups**

Small ensembles with minimal equipment are permitted in the Grand Lobby. Larger music groups are suited for the auditorium and outdoor spaces. Entertainment suppliers must provide production services (sound/lighting, production equipment, stools, drum mats, etc.). Frist Music Performance Technical Rider is available and must be signed by the performers' booking contact. Performance contract time must be within the venue rental contracted event time frame.

Music must end 15 minutes prior to the ending time of the event and cannot extend past midnight. Additional fees apply to extended setup/load-out and performance times. Licensing fees for playing music publicly must be obtained by the Licensee. The Licensee is responsible for paying the appropriate performance licenses to the music licensing organizations for the material to be used for the event.

The Frist's grand piano can be rented at \$195.00 which includes tuning. Advanced notice is required.