

Operational hours and services offered at the Frist Art Museum may be altered by the museum. The museum public hours are below. Modifications are subject to change.

Museum's Public Hours of Operation

Tuesdays and Wednesdays

Closed

Thursdays

10:00am to 8:00pm

Friday; Saturday & Monday

10:00 a.m. to 5:30 p.m.

Sunday

1:00 p.m. to 5:30 p.m.

Contract/Deposits

Events may be booked during public and after hours. Event bookings are not offered Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. The following events are not conducted at the museum: prom, sorority, fraternity, religious, or political events.

Space can be held on a tentative basis for up to 7 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 space hold will be released back into available sales inventory.*

To book an event, the Licensee ("client") is to be a current member of the Art Museum. A Membership form is located on the Museum's website www.fristartmuseum.org. Event 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(s) and function space(s) are confirmed upon receipt of a signed Venue Rental contract, and a 50 % non-refundable deposit of the rental fee. Events occurring within 60 days or less of the event date require a 100% non-refundable deposit.

Valid credit card information is required on the contract as a guarantee form of payment. The deposit and event expenses may be paid by check or with a credit card. Sections A, B, & C of the contract are to be reviewed and page 4 of Section B is to be signed and returned with the signed Venue Rental.

Public Spaces During Operating Hours (The Grand Lobby or The Turner Courtyard)

The Grand Lobby is offered for rental when the Art Museum is closed to the public. Events held in the Grand Lobby cannot begin before 6:30pm. The Turner Courtyard's 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 or Rechter) – may be booked during Public or After-Hours time frames.

Planning the Event

Detailed plans, including diagram(s), must be discussed, and submitted to the Museum Event Office a minimum of 6 weeks prior to the event date. An Event Order contract is sent to the Licensee in advance for review and signature approval to confirm logistics and total event expenses arranged by the museum Events Office.

Should the Frist Art Museum Event Office determine any violation of its policies, applicable laws, ordinances, or regulations with the intended use of the venue, premises and/or equipment, the Frist Art Museum reserves the right to cancel the function at any time and all deposits will be forfeited. All events must end at 12:00am (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 Events Office within 30 days prior to the event date. See Section A of the venue rental contract for additional information.

Event Expenses and Payment

Estimated Venue Rental expenses presented in the planning event order, must be paid in full a minimum of (14) 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, or once all plans are confirmed. The order outlines the confirmed logistics and service costs arranged by the museum Events Office. 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, catering supplies and equipment, decorative and/or extra chairs/furniture, 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 Licensee, the event planner or the caterer. Expenses for these services are the sole responsibility of the Licensee. The Frist Art Museum 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 Art Museum Event Office for approval. Licensee must always have an on-site representative 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, to bring the event space back to order.

Outdoor Event Spaces

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

Exhibition Gallery Access

Gallery access can be pre-arranged with a 60-day advance notice. For Public Hour private event rentals, the prevailing Group Rate applies with a minimum order of 20 tickets. For After Hours event rentals, a flat fee will be advised and the gallery viewing occurs during the first hour of the event start time.

Gallery Admissions: During the museum's public hours, the prevailing group tour adult rate, based on a minimum of 20 pre-purchased admissions, can be offered to events. After-Hours event rentals can request the galleries to be open during the first hour of the event. A fee will apply. Please advise the museum's Event Office a minimum of 60 days prior to the event date if you would like to add this to your event services. Rates are subject to change without notice.

Coat Check Services

Coat check staff requests are needed a minimum of 30 days prior to the event. A \$45.00 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 \$ 75.00

Decorations

The Frist Art Museum Event Office must approve all decorations, their placement, and load in/setup and teardown/load out plans. Decorations cannot be adhered, pinned, taped, stapled, or suspended to or from any wall surface, ceiling, fixture, equipment within the Art Museum. Suppliers are to provide their staff and own equipment (tools, supplies, ladders, carts, scissor lift), to install and remove items brought in. The supplier's current certificate of insurance is to be on file with the Events Office. All décor materials used must be certified flame retardant.

No confetti, loose particles, birdseed, or rice allowed. Sparklers are only allowed outside the Art Museum with a hired licensed pyrotechnic company to handle the services including an onsite representative during the event.

Helium balloons must be anchored to a weighted object before entering the Frist Art Museum and must be removed immediately after the event. A \$ 300.00 fee will be incurred if balloons need to be removed from the ceiling.

Ice Carvings are not allowed inside the Art Museum but can be setup in the Turner Courtyard. Ice Carvings are to be discarded at the end of the event by the supplier, the caterer or the licensee. A \$250 fee will apply if the carving is left after the event.

Gaffers tape is required for securing all electrical cords. Vendors are required to remove all gaffer tape applications during strike. A removal fee will be applied to the Licensee's credit card if this does not occur. Appropriate carpet tape is required for any carpet runners and other carpet applications. No fog machines, pyrotechnics or hazers allowed.

Museum Furniture

Request for the moving/placement of the Art Museum's furniture must be made within 60 days of the event and will be charged at \$250.00 per small bench and \$450.00 per large bench. The museum is required to move its furniture.

Floral

All floral must be supplied by a florist who purchases from fumigated hot house suppliers. No potted trees or plants in dirt or moss are permitted inside the museum. Arrangements are to be pre-made when delivered. The disposal and/or pick up of floral and their containers or other décor provided by florist, are to be conducted within the designated load out period unless prior approved arrangements have been made.

Candle Requirements

Inside the museum event spaces, open flames are not permitted. Candles covered by protective glass/votives, and non-flammable globes are acceptable. The Events Office will advise of prohibited décor options upon knowledge of the décor plans. If a violation occurs during setup, the décor will be removed from the event. Open flame candles of any kind are not allowed in tented events per Fire Marshall requirements. Battery operated candles are permitted.

Audio Visual/Electrical Power Services

A Frist Art Museum technician is required to operate all Frist Art Museum audio visual equipment, electrical tie in and house lighting features specific to the Auditorium and Rechter spaces. The labor fee is \$45.00 per hour based on a four-hour minimum. Non-Frist Art Museum equipment provided by the Licensee must be operated/handled by Licensee and their designated technical operator. A Frist Art Museum event technician is required on site during events that do not use Frist Art Museum equipment. This charge will be applied to the Licensee.

Approved List of Caterers

Food service is to be arranged through one of the Art Museum's [Approved List of Caterers](#). Food Service is allowed only in the Auditorium, Grand Lobby, Rechter and outdoor spaces. Caterers are to provide all food service equipment, unless arranged by the Art Museum, setup/teardown/cleanup of food service, prep tables, labor/servers, supplies and proper insurance coverage necessary for the event.

Alcoholic Services:

The Frist Art Museum 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 Art Museum. Labor cost is factored on service logistics, length of service, location(s) and special requests to the service plans.

Special alcohol requests beyond in-house brands will be charged at a rate compatible with the mix components and banquet industry standards. Special alcohol requests require advanced notice to check availability. Donated Alcohol is not permitted. Prices & products are subject to change without notice. Bar service ends 30 minutes prior to the ending time of the contracted event. Bar glassware is not included and can be arranged by the licensee, the caterer, or the event planner.

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 Art Museum. The Art Museum 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 Art Museum reserves the right to determine if supplemental security at the sole expense to the Licensee, is required

A customary 25% administrative charge is applied to the total consumption along with applicable sales tax added to the total consumption, labor and rentals.

Guarantee Count for Alcohol Services & Frist Art Museum Equipment and Rental Services:

The final guest count, function setup, logistics and floor plan changes is due by 10:00am, 14 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 & Teardown

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 250.00 per hour and extended event time past the 4-hour allocation is at \$600.00 per hour.

Deliveries and pick-ups must be scheduled prior to the event date with the Event 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 floorplans are to be confirmed a minimum of 8 weeks prior to the event. Frist Art Museum banquet tables and chairs are supplied based on availability. Room set-ups that are changed from the approved floorplan, after the function space is set will be billed an additional \$ 650.00 fee. Planned function space "re-sets" during the event are billed at \$800.00.

The Licensee ("client") 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 located close to the Art Museum's catering dock at the south 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 drag trash bags through the museum and do not place garbage in the Art Museum's dock recycle bins. Bins are clearly labeled with signage.

Should Licensee and/or its suppliers not return the space(s), including the catering kitchen, to its proper, orderly, clean condition, a \$750.00 minimum fee will apply to the licensee's final bill.

The Frist Art Museum is not responsible for any items brought into or left on the premises by the licensees and its suppliers.

Event Tickets/Merchandise Sales Activities

On site sales of tickets and/or merchandise is not allowed on the premises of the Museum.

Publicity and Printed Materials

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

Smoking/Non-Vapor

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

Museum Security

Security requirements are determined by the Events Office based on museum and gallery guidelines, size, nature and length of the event. Additional Security required above the standard coverage will be advised and arranged at the Frist Art Museum's discretion and billed at \$ 50.00 per hour per staff based on a 4-hour minimum to the Licensee.

Parking for Events

The Frist Art Museum Visitor's Parking is located at the south side, Demonbreun Street between the 9th and 10th Avenues. Approximately 125 self-parking spaces are based on availability during an "After- Hours" event. Currently, a flat event rate of \$ 9.00 per vehicle is offered. This event rate can be hosted by the licensee or paid by the guest or vendor. Pricing is subject to change without notice.

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

The Frist Art Museum 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 (their own tech, setup, strike, sound/lighting, production equipment, stools, drum mats, etc.). Frist Art Museum does not own this type of equipment and its audio-visual services are specifically for non-music performance. The music 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. Additional museum 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 Art Museum's grand piano can be rented at \$225.00 which includes tuning. 4 weeks advanced notice of use is required. This piano must be utilized on stage and cannot be moved off stage.

Prices and information are subject to change without notice.