

The Block Museum of Art, Northwestern University

Private Event Hosting Agreement

Thank you for your interest in hosting your event at The Block Museum of Art, Northwestern University.

The Block is a dynamic, imaginative, and innovative teaching and learning resource for Northwestern and its surrounding communities, featuring a global exhibition program that crosses time periods and cultures. In hosting events at The Block we aim to provide a space that acts as a crossroad between campus and community where all visitors feel welcome to participate.

The Block Museum at times makes its space available to student groups, Northwestern departments or units, and members of the local community for private cultural and social events connected to arts and culture. A private event is defined as one that is largely marketed to an internal group of members or stakeholders, rather than the general public.

Event Name _____

Event Date _____

Group _____

Terms and Conditions

Timing

Events must be scheduled at least **90 days** in advance, and may only be scheduled during normal business hours:

- Tuesday, Saturday, Sunday: 10am – 5pm
- Wednesday, Thursday, Friday: 10am – 8pm
- Closed Monday

Initial Request

Northwestern students, Northwestern departments or units, and members of the general public interested in facility rentals / facility donations should fill out the form at:

<http://bit.ly/BlockRental>, or contact Senior Business Administrator, Jeff Smith, at jeffsmith@northwestern.edu or 847.467.3969.

Please note that the museum does not currently rent for weddings, private party usage or fundraising for another non-for-profit. Availability is subject to the museum programming schedule.

Block Museum Provides:

- Tables (3 6' x 30" and 2 2'x4')
- Janitorial
- Museum security staff
- Projectionist (pending availability)
- Auditorium space with seating for up to 149 guests and a 18.5' x 8'screen, and tables and chairs available for multiple speakers
- Auditorium Audiovisual provisions—
 - Podium at front of house with microphone, VGA input, internet access, and stereo audio
 - DVI input (booth only)
 - Projection of video formats including DCP, ProRes Files, Blu-ray, DVD, DVCAM, MiniDV, DVCpro, Betacam, Betacam SP
 - Projection of film formats including variable speed 35mm and 16mm and reel to reel changeover
 - 2 wireless handheld mics OR 2 clip-on lavalier mics
 - 5 Shure SM58 wired microphones
 - PA feed for recording (available only from in the booth, 1/4" input)

Museum Does Not Provide:

- Any A/V equipment we don't have
- Event staffing and management
- Bar top tables
- Table linens
- Promotion of event
- Signage

Rules of space:

- If taking place during regular hours the Block Museum will remain open to the general public during the time of the private event.
- Unless otherwise agreed upon, The Block Museum cannot host events that involve direct cost, ticket sales or fundraising events.
- The **Group** is responsible for all charges, fees, and any damage resulting from any member of the organization or from anyone attending the event. The organization will be assessed the full replacement cost for any damaged furniture or equipment.

- The nearest parking facility is located just south of the Block at Northwestern's Segal Visitors Center, 1841 Sheridan Road. Permits are required to park Monday-Friday, 7:30am-4:00pm. One-day parking permits can be purchased at the Parking Office (491-3319) on the ground floor of the Visitors Center.

Expectations of Group

- We encourage a site visit or phone consultation with the Block staff to plan any event beyond basic auditorium use.
- Please clean up thoroughly after all events. Museum cannot hold any equipment beyond event end-time you must take it all with you or it will be trashed.
- **Deliveries:** All deliveries should be scheduled with the Museum. Deliveries should be made between 8:30 AM and 4:30 PM on weekdays.
- **Artwork:** Safety of artwork must be considered and the placement of artwork is not to be altered in any way. Physical structure of the Museum must be respected. Umbrellas, backpacks, and candles (or any open flames) are not allowed in any gallery or exhibition space. Coats, umbrellas, and bags must be placed in the coatroom upon entering the Museum. Repair costs for damages will be charged to the Partner.
- **Security:** A security representative shall be included in the initial briefing and any debriefing meetings regarding all public and private events. There will be no access keys given to event participants. A security staff member will escort participants and unlock areas as needed. No areas are to exceed local agency occupancy limits as well as Occupational Safety and Health Administration guidelines as set forth by the U.S. Department of Labor. In the event of an emergency, museum security staff facilitate all procedures to evacuate the building
- **Block Library/Conference Room:** Use of the Block's private conference room space will be considered on a case-by-case basis for internal Northwestern use. A guest list for this space will be required 24 hours in advance for security purposes. The conference room seat up to 22 guest comfortably.
- The outside and foyer doors are never to be "propped" open. Visitors are only to use front exits except in the event of an emergency. Event participants are not to use the administrative offices or the preparation area without the direct permission of the Museum Director.
- **Audiovisual Productions:** The Museum must have notice of any audiovisual needs. Certain equipment may only be used on a case-by-case basis. The Museum's audiovisual equipment will only be handled by Block Museum trained and approved technicians. We highly recommend you send us your audiovisual material in advance for quality control. For PowerPoint talks, one hour before your event is recommended. For film prints or digital files at least 2 days in advance.

Liability:

- If the initial contact is made by a party or meeting planner or locations agent, no agreement for use shall be made until a representative of the actual Group has met with an appropriate Museum representative.
- The Group is fully responsible for any damage to the Museum's premises, contents, or persons caused by the Group, its agents or its guests. The Group must agree to pay the Museum for any such damage or loss. The Group will indemnify and hold the Museum and/or Northwestern University harmless for any damage, loss or injury to the Group's property, its agents or its guests. The Group shall maintain appropriate Commercial General Liability insurance coverage insuring the event (including coverage for contractual liability, personal injury liability and liquor liability), workers' compensation insurance as required by applicable law. Commercial General Liability shall show limits of \$1 million per occurrence and \$3 million per event. Northwestern University, its Board of Trustees and employees and agents shall be named as additional insureds under the Commercial General Liability policy, and shall stipulate that the insurance afforded the additional insureds shall be primary and noncontributory to any insurance maintained by the additional insureds. The Group shall furnish a certificate of insurance evidencing the coverage required at least 30 days prior to the event date.
- In the event the Group cannot obtain this insurance, the Northwestern University Office of Risk Management can supply coverage at University rates. If this service is required, please contact the Office of Risk Management at 847-491-8518. More information is available at <http://www.northwestern.edu/risk/eventins.html>.
- The Block Museum and its staff are not responsible for lost or stolen items. Please ensure all guests keep valuables secure and in their possession. Some items are returned to our lost and found, available at the Information desk, but this is not guaranteed.
- The museum reserves the right, in its sole discretion, to amend or revise these Guidelines, Policies and Procedures.

Marketing and Promotion

- Any printed materials and/or paid advertisements produced by the Group describing the Museum or its programs must be approved by Museum staff prior to public distribution or display. The Group will provide drafts of materials to the Communications office for review.
- Please note the Block Museum does not publicize private events.
- The Block Museum should not be listed as a co-host or formal presenter of private events. The museum does, however, request the use of the credit line in print and digital material:

This program is supported in part by the Block Museum of Art, Northwestern University.

- The Group may take photos and video in the lobby and auditorium space of the museum as they see fit. Photography or video in the gallery spaces requires advanced permission from the Block Museum Communications Department. We ask that the Group share their documentation with the Block.

Cost

Costs for a private event include projectionist, Visitor Services and other museum staff, docents, janitorial, and electric facilities, which total approximate \$250/hour, or \$750 for a typical three hour event. If no payment is charged this hourly amount may be claimed as in-kind support to your organization from the Block Museum of Art.

_____, Representative of Group Signature

_____, Printed Name

_____, Block Museum Representative Signature

_____, Printed Name

_____, Date