

FACILITIES RENTAL POLICY

Flint Institute of Arts
1120 East Kearsley Street
Flint, Michigan 48503
(810) 234-1695
email: info@flintarts.org

MISSION

The mission of the FIA is to advance the understanding and appreciation of art for all through collections, exhibitions, and educational programs. Founded in 1928, the Flint Institute of Arts has long been recognized as one of the finest art museums in Michigan, housing a collection of over 6,500 ancient to contemporary American, European, African and Asian works of art.

DESCRIPTION

Located in Flint's beautiful Cultural Center, in a park-like setting adjacent to the Flint Public Library and Longway Planetarium, the unique spaces described below are available for special event rental. With its recent renovations and additions, the FIA is not only one of the most attractive facilities in Genesee County; it has become one of the best known. It is also one of the best equipped for hosting events of all kinds.

PURPOSE

Facilities are offered for rent to serve the needs of the community, attract new audiences and raise funds in support of FIA programs and events.

TYPES OF EVENTS

Events including corporate events, lunches, dinners, award ceremonies, annual company meetings, film screenings, lectures, symposiums and more.

RENTAL REQUIREMENTS

As a museum with an important art collection, the FIA's rental policies and procedures are guided by the need to protect the art displayed and stored in the building, care for the building itself, and maintain the reputation of the Museum. Therefore, the Museum's facilities are made available to individuals and groups only under very specific conditions.

FACILITIES

Isabel Hall is a beautiful reception hall perfect for gala events including luncheons, dinners, and company meetings. Comfortable padded chairs and round tables can be arranged to accommodate up to 225 guests for a sit down event. Isabel Hall is approximately 40' x 74'. The room is equipped with a 10' x 13' retractable projection screen. Standing receptions in conjunction with the Lobby may accommodate a greater number of guests.

Floor to ceiling windows fill the space with light, or the room can be darkened by shades when the state-of-the-art multimedia equipment is in use. The walls of the room are furnished by paintings from the Museum's permanent collection. A dance floor is available for rent, along with mobile bar stations and counter height Bistro tables. The adjacent Lobby may also be rented in conjunction with Isabel Hall for expanded space if needed.

The FIA Theater has been completely renovated with plush theater-style seating illuminated by side aisle lights and state-of-the-art multimedia equipment. The backdrop for the stage is a beautiful light painting by artist Stephen Knapp.

The FIA Theater provides general seating of 330 seats (in 17 rows) and wheelchair access of 7 seats (available in rear, Row Q). The size of the FIA Theater is 76' x 51' and has a 14' x 42' stage. Above the stage is an 8' 7" x 20'2" retractable projection screen. Projection booth equipment includes a multimedia projector, a slide projector, two 35mm film projector, a 6-disc CD changer, podium and microphones. The FIA Theater is also equipped with a state-of-the-art surround sound system. An in-house A/V technician is required to operate the multimedia equipment in the FIA Theater.

The Theater is a perfect space for award ceremonies, lectures, films and other events that would require a theater or stage type setting. The FIA Theater may be scheduled during or after museum hours. No food or drink is allowed in the FIA Theater.

The Lobby is newly constructed with a gorgeous glass façade and skylights that flood the open space with light. Located adjacent to the Museum Shop and The Café, paintings and sculptures are displayed prominently throughout. It may be scheduled before or after museum hours, but not during regular business hours. The Lobby area may be rented in conjunction with Isabel Hall and/or the FIA Theater if needed.

The Board Room's luxurious modern décor, custom-built art niches and retractable presentation screen are sure to impress your guests. This elegant business room is prepared for small gatherings with a sizeable meeting table in the center of the room. The table can seat up to 24 in comfort, and including sofas and side chairs, the total seating occupancy of the room is 30. Refreshments or a light meal may be served. No red wine or red drinks are permitted in the Board Room. The Board Room may be scheduled during or after museum hours.

The Lecture Room is a multi purpose room with audio, visual, and multimedia capabilities. Small groups may use the room for lectures, group meetings and other small events. This room can seat up to 40 depending on table and chair configuration. The Lecture Room may be scheduled during or after museum hours.

The Museum Galleries have been renovated and reinstalled with one of the Michigan's most important art collections. The visual experiences captured in the Museum Galleries are sure to delight your guests, young and old alike. Galleries include a video gallery and a temporary exhibition gallery that changes exhibits throughout the year.

The Museum Galleries may be opened after hours for your guests to stroll and enjoy the art at their leisure for an additional charge. Or, if preferred, the FIA can arrange to have guided tours available, including a Director's tour, docent led tours, or self guided tours with audio guides (60 maximum). The Lobby may be set up for a greeting/registration area or for refreshments. ***Food and drink are not allowed in the galleries at any time.***

Galleries are not available for rent during normal operating hours. For FIA fundraising events and performances, the museum's galleries are reserved for use by the FIA and its auxiliary organizations, the Founders Society, Friends of Modern Art and the Docents Corps.

The Hurand Sculpture Courtyard is a space for contemporary large-scale sculptures. This open-air courtyard is available for small outdoor gatherings seasonally and under approved circumstances.

****EVENT INSURANCE ****

Renters must provide the FIA with a \$1,000,000 public liability insurance certificate that names the Flint Institute of Arts as an “also insured.” For events where alcohol is served, the rider **must also include** liquor liability in the amount of \$1,000,000. These certificates must state the FIA’s name, address and the date of the event.

BOOKING PROCEDURE & PAYMENT SCHEDULE

Event dates must be requested at least 30 days prior to the event date for fewer than 50 people and 6 months in advance for larger groups. The FIA will not release a date held in reserve for scheduled, or tentatively scheduled museum related programming. To secure the event date, a 50% payment of the total rental fee is due with the signed contract.

MAILING LIST

Prior to the event, all renters must provide FIA event staff with a list of names and addresses of all those attending their event.

LETTER OF INTENT

At the request of a qualified renter, the FIA will hold an available date for 14 days, by which time a letter of intent must be received by the FIA. This letter must give complete information including the nature of the event, starting and ending times, amount of time needed for FIA approved caterers/decorators to set up and clean up, maximum number of people attending, agents to be hired by the renter, whether fees will be charged in advance to those attending the event (please note nos. 4 and 5. under Restrictions), and all other pertinent details concerning the proposed event.

CONTRACT

Upon approval of the event by the FIA, a contract will be drawn up based on the information specified in the letter. The contract must be signed by the renter and returned to the FIA within 14 days of receipt of contract.

At least FOURTEEN (14) days prior to the event, the renter must provide:

- *\$300.00 Security Deposit;*
- *Proof of invitations/printed materials;*
- *Proof of liability insurance;*
- *Liquor liability insurance;*
- *Proof of non-profit status;*
- *Liquor license (if required);*
- *List of event vendors*
- *Mailing list of event attendees*

Final Payment is due SEVEN (7) days prior to the event.

SECURITY DEPOSIT

A \$300 refundable security deposit must also accompany the signed contract. This fee will be used to cover expenses incurred due to unacceptable cleaning and/or damages, but will be returned to the renter as long as the contract and rental conditions are met.

The renter is responsible for any damages and losses to the premises of the FIA or others caused by the renter or any of the renter's employees, agents, guests or other persons attending the event. The renter agrees to save, secure, and keep harmless the FIA and its officers, employees, and agents against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things, strictly comply with the conditions of this policy.

Failure to comply with any part of this schedule as outlined may result in cancellation of the event.

THE MUSEUM RESERVES THE RIGHT TO REFUSE OR CANCEL RENTALS ON THE BASIS OF UNAVAILABILITY, SAFETY, OR INAPPROPRIATENESS OF THE PROPOSED EVENT AS DETERMINED BY FIA REPRESENTATIVES.
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REFUNDS

If the event must be cancelled by the FIA, a refund of the deposit will be made. All deposit refunds will be made within 30 days of the cancellation.

CANCELLATION POLICY

Cancellations made by the renter after the contract has been signed will require a forfeiture of the entire deposit, which is 50% of the rental fee. If an event is cancelled following the final payment, which is due 7 days prior to the event, the entire rental fee is forfeited.

SECURITY

All individuals must adhere to standard museum safety and security regulations and maintain proper order and decorum. Individuals or events must not create any hazard or impose undue hardship to the museum's facility, collections, exhibitions, or museum visitors. Events must be in agreement with the established museum regulations and not interfere with the public function of the museum. The authority of the FIA's security guards must be respected at all times.

CATERING

The renter must select from an approved list of vendors. If FIA approved vendors decline, then the FIA must approve the renter's choice and hold responsible for maintaining the same standards as FIA approved vendors. All vendors must provide proof of workers compensation, liability insurance, and health department licenses.

FLORISTS/DECORATIONS

It is strictly prohibited for the renter to move, alter, or obscure FIA property in any way. The renter must obtain a Florist/Decorator from the FIA's approved list. All services must provide proof of workmen's compensation and liability insurance. Decorations and their installation will be approved upon the renter indicating what decorations will be used on the Facilities Rental

Application. All live floral arrangements and plants must be fumigated for pests 24 hours prior to delivery. All live arrangements must be removed from FIA property at the conclusion of the event.

BEVERAGES

Alcoholic beverages at a catered event must be purchased and served through an approved caterer with appropriate licensing.

Or, the renter may obtain a Special One Day Liquor License from the State of Michigan. The FIA must receive a copy of the license **14 days** or more prior to the event. **Failure to do so will result in forfeiture of deposit and cancellation of the event.** Please allow 4 to 6 weeks for license to arrive from the state.

Although the FIA cannot control the dispensation of alcoholic beverages during an event, it specifically disclaims any such ability or responsibility. Renters specifically agree that they and the person or party serving alcohol at their event will not serve alcoholic beverages to any person who is visibly intoxicated in the slightest degree, or to any person under the age of 21 and will use the highest degree of caution and care in serving alcoholic beverages.

MUSIC/ENTERTAINMENT

Plans for music, dancing, and other forms of entertainment must be fully described in the Letter of Intent and are subject to approval. **Please note:** Isabel Hall is the only space available for a dance floor.

PRINT, PRESS AND PHOTOGRAPHY

All printed materials relating to the event, including invitations, programs, promotional material, press releases, print and radio ads, must be reviewed and approved by the FIA **14 days prior to publishing.**

Plans for photography or media coverage for an event must be presented in advance for approval. Photographs for personal use are permitted. Photographs for publication must be approved by the FIA prior to publishing. Photography of artwork is strictly prohibited. Due to copyright regulations, works of art may not be photographed without the prior written consent of the museum. The FIA reserves the right to appropriate film or digital media.

TOURS AND EXHIBITION VISITS DURING EVENTS

Guided tours of the galleries and/or special exhibitions are available for an additional fee. Time and seasonal restrictions apply. Please allow at least 4 weeks advanced notice for arranging tours.

PARKING

35 parking spaces are accessible in the North parking lot and 37 parking spaces are available in the South parking lot, with contiguous overflow parking of 200 additional spaces, when available during or after school hours, at Flint Central High School and the Mott Community College parking ramp. Events when overflow parking is necessary may require additional guards for patrolling the parking lot. 4 handicapped spaces are available in the north lot and 3 spaces in the south lot. The North entrance has a canopy that extends over the driveway to accommodate valet services. Bus parking is available in the south parking lot. Parking availability is not guaranteed and on any occasion may be limited.

VALET SERVICE

The FIA does not provide valet service. If a renter hires a valet service, the company's name and proof of liability insurance must be provided to FIA event staff prior to the event.

RESTRICTIONS

Failure to comply with any part of these restrictions will result in cancellation of the event.

- 1) Applications will not be issued to minors.
- 2) Applications cannot be transferred, assigned or sublet.
- 3) Facilities may not be used for religious or political events.
- 4) Fundraising events, other than those benefiting the FIA, are not permitted in FIA facilities.
- 5) Monies cannot be collected at the museum. If fees are charged, they must be collected in advance.
- 6) Nothing may be affixed to the walls, nothing may be removed from the facilities and all FIA installations must remain in place.
- 7) Nothing may be stored in FIA facilities before or after the event.
- 8) Any equipment, decorations, tables, chairs, etc., remaining in the rental area following the event will cause additional blocks of time to be charged to the renter.
- 9) Renters must use approved Caterers only.
- 10) Renters must use approved Florists/Decorators only.
- 11) A kitchen is available for catering service. Renter provides beverage service, dishes, silverware, cooking utensils, tablecloths, dishtowels, etc., through catering service.
- 12) No cooking is allowed outside of the kitchen and all cooking in the kitchen must be specified and approved in advance and prepared by approved caterers only.
- 13) No popcorn machines, candy machines, punch machines, chocolate fountains, or other food service equipment may be used. This includes items belonging to the FIA unless prior arrangements have been made.
- 14) No fog machines, ice machines, or fountains of any type may be used.
- 15) Open flames are not permitted including taper candles.
- 16) Red wine, red punch, or other red drinks are not permitted.
- 17) Beer is not permitted.
- 18) Food and beverages are prohibited in the galleries.
- 19) Smoking is prohibited at all times.
- 20) Use of illegal substances is prohibited at all times.
- 21) No live animals except assistance dogs are permitted.

**THIS POLICY IS SUBJECT TO REVIEW AND REVISION BY THE
FIA BOARD OF TRUSTEES PRIOR TO YOUR SCHEDULED EVENT.**

STANDARD ROOM ARRANGEMENT

Additional fees will be charged as determined by an FIA representative for non-standard set up or clean up service that varies from what is detailed below.

Isabel Hall

1. (28) 60" round tables with 8 chairs each can accommodate 224 people. Up to (3) three 8-foot rectangle tables or three 60" round tables (or combination of) can be added for head table, food service or display. A dance floor, bar stations, or additional food stations may require additional space.
2. (30) 8' rectangle tables with 8 chairs each will accommodate up to 240 people. Up to (3) three 60" round tables or (3) three 8-foot rectangle tables (or combination of) can be added for food service or display. A dance floor, bar stations, or additional food stations may require additional space.

The FIA Theater

1. Stepped-seat style seating for up to 330 with additional handicapped seating for 7 for a total of 337 seats.

The Board Room

1. Existing meeting table and seating for up to 30 people (24 at table, 8 additional on sofa and chairs).
(1) One long credenza for refreshments or display.

The Lecture Room

1. (6) straight multipurpose tables and 4 semi-circle multipurpose tables for an oval conference table with seating for up to 30 people.
(4) straight multipurpose tables for refreshments or display
2. (10) rows of straight multipurpose tables with 2 chairs each to accommodate 30 people.
(4) semi-circle multipurpose tables for display or refreshments

FEES

If the renter's agents remain in the room past the contracted time, additional hours will be charged to the renter. Additional fees will be charged for non-standard room arrangements. The exact rental fees for an event are established after the renter has fully described the event, expected attendance and specific requirements. Further changes to the event may require additional fees.

Standard Rental Fees

- **Isabel Hall** \$350/hour
- **FIA Theater** \$250/hour
- **Board Room** \$125/hour
- **Lobby** \$150/hour
- **Courtyard*** \$150/hour
- **Kitchen** \$150/use
- **Set up/breakdown** \$150/event
- **Multimedia** \$75/use
- **A/V Tech** \$25/hour
- **Galleries** \$175/hour (after regular museum hours)
- **Director's Tour**** \$250/tour
- **Docent Tour**** \$25/hour per guide

*If weather permitting.

**1 guide per 25 guests is recommended. Please allow four weeks advance notice when booking tours.

Additional Rental Items

- **Dance Floor** \$150/use
- **Coat Check** \$25/hour
- **Dinnerware**
 - White and gray: \$2.50/setting (Dinner plate, cup/saucer, soup bowl, and bread/appetizer)
 - Singapore Bird: \$2.50/setting (Check availability)
- **Plate Chargers**
 - Gold leaf: \$2.00/ea (98 available)
 - Red scallop: \$2.00/ea (48 available)
- **Silverware** \$2.50/setting
 - Dinner fork \$.50/ea
 - Salad fork: \$.50/ea
 - Dinner knife: \$.50/ea
 - Teaspoon: \$.50/ea
 - Soupspoon: \$.50/ea
- **Stemware**
 - Wine glasses (250 ct. available) \$.50/ea
 - Water goblets (250 ct. available) \$.50/ea
- **Table Linens**
 - 120" rounds \$9.50/ea (white or ivory only)
 - 92" square \$5.50/ea ((additional colors available)
 - 72" square \$3.50/ea (additional colors available)
 - Napkins \$.35/ea (additional colors available)
- **Hanging Fabric Panels** \$100 (Includes installation) (5 total panels available)
- **Flowers with pedestal** \$50/ea (2 available)

Please note Caterer must clean, dry and put away any additionally rented dinnerware

Facilities Rental Application

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email: info@flintarts.org

- Isabel Hall FIA Theater The Board Room
 Lecture Room Sculpture Courtyard Lobby Galleries

Type of Activity _____ Date of Event _____

Estimated Number of Persons _____ % of minors _____

Open time _____ Close time _____

Name of Applicant (or Organization) _____

Street Address _____ City _____ Zip _____

Contact Person _____ Phone _____ Email _____

Membership status _____

Will alcohol be served? [] Yes [] No

Is this a fundraising event? [] Yes [] No

Will tickets or admission be charged? [] Yes [] No

Will there be decorations? [] Yes [] No

If renter answers yes to any of the above, please explain on a separate sheet of paper.

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ALL APPLICANTS WILL BE REQUIRED TO SUBMIT A COPY OF THEIR DRIVERS LICENSE. REFERENCES MAY BE REQUIRED.

I have read and agree with the terms and conditions of the entire policy.

Signature of responsible party _____ **Date** _____

Museum Representative _____ **Date** _____