



FLINT INSTITUTE OF ARTS

FACILITY RENTAL POLICY

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, park-like Cultural Center, the FIA's unique spaces described herein are available for special event rental. The FIA is not only one of the most attractive facilities in Genesee County; it has become one of the best known, and it is 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 may include corporate events, lunches, dinners, award ceremonies, annual company meetings, film screenings, lectures, symposiums, wedding receptions, bar/bat mitzvah celebrations, anniversaries, showers and more.

The FIA is unable to accommodate:

- Religious events
- Wedding ceremonies
- Parties, celebrations, rallies and fundraisers for political purposes or for endorsing a candidate running for public office
- Fundraisers, other than those benefiting the FIA

Please note: The FIA reserves the right to make exceptions on a case-by-case basis.

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. Isabel Hall is approximately 40' x 74'. Comfortable padded chairs and round tables can be arranged to accommodate up to 225 guests for a sit down event, or auditorium style with 250 padded chairs with a center aisle. The room is equipped with a 10' x 13' retractable projection screen. Floor to ceiling windows fill the space with light, or the room can be darkened by shades when the multimedia equipment is in use. The walls of the room are furnished by paintings from the Museum's permanent collection.

FIA Theater provides theater-style seating with 330 seats (in 17 rows) and wheelchair access of 7 seats (available in rear, Row Q). The Theater is 76' x 51' with a 14' x 42' stage. Projection booth equipment includes a multimedia

DVD 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, including an 8' 7" x 20'2" retractable projection screen multimedia equipment and illuminated side aisle lights. The backdrop for the stage is a beautiful light painting by artist Stephen Knapp. *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, and films, and may be scheduled during or after museum hours. Food and drink are not allowed in the FIA Theater.

FIA Lobby A gorgeous glass façade with skylights that fill the open space with light. 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.

Board Room This elegant room is prepared for small business gatherings with a large meeting table which seats 22 in the center of the room. Luxurious modern décor, custom-built art niches and retractable presentation screen are sure to impress your clients. With sofas, benches and side chairs the total seating occupancy of the room is 30. The room is equipped with multi media capabilities. The Board Room may be scheduled during or after museum hours.

Lecture Room 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. Refreshments or a light meal may be served. The Lecture Room may be scheduled during or after museum hours.

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

RENTING AT THE FIA

- 1. Reserve the Date:** To reserve a date, please contact the FIA's Events Coordinator, Sherren Sandy at (810)234-1695 or ssandy@flintarts.org. All events are subject to availability. The FIA will not release a date held in reserve for scheduled museum related programming. **If a preferred date is available, the FIA will place a tentative two (2) week hold on that date.** If the date is not confirmed within the two week time period, the date will be released. Please see #6 on Page 3 for payment procedures.
- 2. Application of Intent:** The renter must fill out and complete a rental application which states the full 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, if 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. An **Event Proposal/Quote** will then be drafted and submitted to the renter by the Events Coordinator to be reviewed and accepted.
- 3. Event Contract:** Upon approval of the event by the FIA, a contract will be drawn up based on the information specified by renter and approved by the Events Coordinator. The contract **must be signed** by the renter and returned to the FIA **within 14 days of receipt of contract.**
- **Event Insurance**:** Renters may need to provide the FIA with a \$1,000,000 public liability insurance certificate that names the Flint Institute of Arts as an "additional 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. More information will be provided upon request.
- 5. At least FOURTEEN (14) days prior to the event, the renter must provide:**
 - \$300.00 Security Deposit
 - Proof of liability insurance (*if needed*)
 - Proof of invitations/printed materials
 - Proof of non-profit status (501 c3)
 - Liquor license (if required)

- List of event vendors
- Valet parking insurance

6. Payment Schedule:

- (a) To secure the event date, a 50% payment of the total rental fee is due with the signed contract.
- (b) \$300.00 Security Deposit is due upon receipt of signed contract
- (c) Final payment is due SEVEN (7) days prior to the event

Please note:

- *Renter's credit card number will be kept on file in case overtime charges apply (see Additional Fees, Page 5).*
- *Non-profit organizations that are 501 (c3) tax exempt may receive a discount on rental fees totals. Proof of non-profit status is required.*

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.

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.

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.

MUSEUM 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.

EVENT 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. A licensed holding kitchen is available for approved catering services. (See restrictions 11 & 12 on page 5).

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 suggested 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 Facility Rental Event Detail Sheet. 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. *For specifics on floral arrangements please contact the Events Coordinator.*

BEVERAGES

A \$100.00 non-refundable cleaning surcharge will be added to the total fee of all events where alcohol and/or red beverages are served.

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

Otherwise, the renter may obtain a Special One Day Liquor License from the State of Michigan (Information available upon request). 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.

Please note: Beverage service may commence at the beginning time stated in the Event Contract and must end ½ hour before the listed end time.

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. The FIA is equipped with a Steinway concert grand piano available for an additional fee. Location of piano at the event is subject to advance approval by the FIA.

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.

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. Events where overflow parking is necessary may require an additional cost for staffing 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.

****ADDITIONAL FEES****

If the renters and their guests remain in the room past the contracted time, \$100 every 15 minutes over will be charged to the renter's credit card. 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.

If an event falls outside of the normal museum hours and the renter wishes to have the Museum Shop and Café open, a fee of \$50/hr. will be added to the event contract.

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. *Regular gallery hours are Mon.-Fri. 12pm to 5pm; Thurs. 12pm to 9pm; Sat. 10am to 5pm; Sun 1pm to 5pm.*

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 (100 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.

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 four (4) weeks advanced notice for arranging tours.

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.
3. Auditorium style with up to 250 padded chairs in rows with a center aisle

FIA Theater

1. Stepped-seat style seating for up to 330 with additional handicapped seating for 7.

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 display.

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

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) Food and beverages are prohibited in the galleries.
- 4) Smoking is prohibited.
- 5) Use of illegal substances is prohibited.
- 6) No live animals except assistance dogs are permitted.
- 7) Monies cannot be collected at the museum. If fees are charged, they must be collected in advance.
- 8) Nothing may be affixed to the walls, nothing may be removed from the facilities and all FIA installations must remain in place.
- 9) 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.
- 10) A kitchen is available for catering service. Renter provides beverage service, dishes, silverware, cooking utensils, tablecloths, dishtowels, etc., through catering service.
- 11) 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.
- 12) No popcorn machines, candy machines, punch machines, chocolate or champagne fountains, or other food service equipment may be used. This includes items belonging to the FIA unless prior arrangements have been made.
- 13) No fog machines, ice machines, or fountains of any type may be used.
- 14) Open flames are not permitted including taper candles. If candles are used, the container must be at least 2" above the flame.
- 15) Floral & décor guidelines – Please refer to Page 4
 - a. Please note: Lily stamens must be removed from floral arrangements before entry to the FIA.

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