



## **MOCAD POLICIES FOR RENTAL EVENTS DRAFT**

### **Reserving Event Space**

MOCAD provides a courtesy hold of 14 days from the date of your request. The event date is not considered confirmed until there has been a signed Rental Agreement put into place with a deposit equal to 50% of all room rental fees. Without a signed agreement MOCAD reserves the right to make held dates available to other interested parties or for programming.

### **Rental Deposit**

To officially hold a date, an initial deposit equal to 50% of the agreed upon space rental fee is due along with a signed contract. 50% of the initial deposit (or 25% of the agreed upon space rental fee) is non-refundable.

Any remaining balance is due within five days prior to the event date and is non-refundable at that time. Additional service fees (security, valet, late fees, etc.) will be billed day of and are due five days after event date.

### **Time & Extension Fees**

Event times are set in blocks of three, five, and, 12 hours based on the demands that events exert upon the Museum and its operations. Extensions for event time and additional installation and breakdown may be negotiated for an additional fee.

### **Use**

The Museum reserves the right to determine its rental availability based on its own judgment. MOCAD may not be used for any event which is in violation of any law, may be dangerous to persons or property or is determined by the Museum to be unacceptable, or detrimental in any way to MOCAD's facilities, exhibitions, reputation, mission, or surrounding community.

### **Food + Beverage**

All beverage service must be arranged with Café 78. All food must be provided by Café 78 or another of MOCAD's Preferred Vendors. This list will be provided by MOCAD's Special Event Coordinator or by the MOCAD Event Manager.

### **Services Included in Rental Fees**

The rental fee includes use of the space and does not include any food or beverages, service charges, tax, labor charges, use of audio visual equipment, MOCAD technical support, security, outdoor tent or other facilities, linen, or other equipment rentals, additional staffing for services, such as coat check or restroom attendants, or any other charges that may be incurred. Valet parking is optional, but may be required for Events of a certain size for an additional charge. The fee does include at least one MOCAD staff member, basic janitorial services before and after the event, and two hours of set-up/tear-down before and after the event. These additional fees may be negotiated as part of the rental agreement but should in no way be part of the expectation of service without said agreement.



### **Insurance**

At least 14 days prior to the Event Date, you will need to provide MOCAD with proof of specified insurance coverage issued by an insurer acceptable to MOCAD, and licensed to do business in the State of Michigan.

### **Gallery Availability**

Gallery supervision will be provided by the Special Events Coordinator or MOCAD's Event Manager. MOCAD will provide a Gallery Attendant included in your occupancy fee for up to 250 attendees. Events with more than 250 attendees may be billed for extra gallery attendant and event set-up at \$15 per hour per attendant. ***(1 Gallery Attendant per 250 attendees is required.)*** MOCAD reserves the right to allow or deny access to the gallery spaces during, but not exclusive to, the Museum's public hours of operations.

### **Logistics & Approvals**

The MOCAD Special Events Coordinator must review and approve in advance all proposed logistical plans for special events including but not limited to choice of preferred caterer, rental company, valet parking service, construction plans, space configuration, circulation plan, seating arrangements, lighting, décor, entertainment, and all set-up and delivery.

All set-up and decorations must be picked up at the end of your event or the date specified by the Events Manager. Anything not picked up may be disposed of the following day.

*Exhibitions and specific artwork are subject to change without notice.* Exhibition floor plans should be available three to four weeks prior to opening.

### **Breakage and Damage**

The renter will be responsible for repair or replacement of any damage occurring at MOCAD or to MOCAD property or its exhibits in connection with the event.

### **MOCAD Image Usage**

MOCAD must approve any use of images of MOCAD and the MOCAD logo/name. All promotional materials for an event in the form of invitations, programs, posters, and sample text must be submitted to the Museum for approval.