



FACILITY RENTAL GUIDELINES

CONTRACT

1. Client shall be entitled to use the specified space(s) only on the contracted date(s) and times as outlined in the Facility Rental Contract.
2. CAM and its personnel are not liable for the organization, success or outcome of the event.
3. Event shall be limited to the type and purpose outlined in the Facility Rental Contract. No other type of event may be held. CAM may not be used for political or religious events. Fundraising events are prohibited.
4. Event Marketing: company/vendor/supplier/donors advertisement including but not limited to vehicles, posters, screens, carpet, etc. may not be displayed, set up or left on CAM premises without prior permission by the Director of Special Events and in certain situations also the Communications Manager.
5. Named Client on contract must be on site for the entire event and will be the first contact by Museum staff in the event of personnel/guest issues.
6. The Initial Deposit is due at contract signing and is required to hold the facility rental space(s), date and time(s) agreed upon. This deposit is 50% of the rental contract fees and is considered non-refundable.
7. The Final Payment is the remaining 50% of the rental contract fees and is due in full 30 days prior to the scheduled event.
8. A valid credit card must remain on file through the event in case of property damage and/or other incidentals. In the case of any fees associated with property damage caused by Client or its guests, excessive cleaning, additional time for extra security or event staff or other incidentals, a detailed invoice will be sent to the client and the card on file will be charged.
9. A fee of \$35 will be charged to the Client for all returned checks.
10. All caterings and bar packages will be provided by CAM Café.

ART, PHOTOGRAPHY AND SAFETY

1. CAM's exhibition schedule is subject to change. We cannot guarantee the dates, locations or accessibility of art on view.
2. Standard admission fees apply to event guests who wish to tour the galleries during normal Museum hours. Galleries can be available for up to 2 hours during an event which must be arranged through the Director of Special Events at least two weeks prior to the event date and extra charges may apply.
3. No food or beverages allowed in the exhibition wings.
4. Photography is NOT allowed inside the Galleries (occasional exceptions). Photography is allowed during the event *outside* the Galleries and on the grounds of the Museum.
5. Touching or moving artwork is strictly prohibited.
6. No equipment, furniture, or any property of the Museum shall be manipulated or moved from the premises.
7. Plants in soil, moss and/or terrariums are not permitted on the Museum Premises.
8. All fire, candles and any other open flame are strictly prohibited on Museum Premises.
9. All use of glitter, sparklers, poppers, streamers, rice, birdseed or confetti, etc. is strictly prohibited on Museum Premises. Live animals are not permitted inside the Museum.
10. No smoking is allowed inside the Museum building.
11. Shirts and shoes are required at all times for all persons during the event and while on Museum Premises.
12. A rented dance floor is required for all events in the Reception Hall with entertainment/dancing.



13. CAM recognizes that events often include children. We request parental supervision at all times inside and outside CAM premises. Running, throwing, standing in window ledges and/or on tables or chairs is prohibited.

SECURITY

1. Museum Security Guards are required for all events and are scheduled based on the number of guests and areas contracted that will need surveillance.
2. CAM reserves the right to require a client to contract Wilmington Police for added ground security.
3. Museum Security Guards are not authorized to assist with the event set up or breakdown except in performing security functions as directed by authorized Museum personnel.

ALCOHOL/SMOKING

1. The beverage laws of North Carolina hold Cameron Art Museum responsible for the consumption of all alcoholic beverages on premise. Therefore, all alcohol shall be supplied and served by CAM staff. NO exceptions.
2. The Client and its drinking guests are responsible for adhering to all beverage laws of North Carolina.
3. All alcoholic beverages must stay on premises and inside designated areas at all times.
4. Last Call will be 30 minutes before the contracted end time of each event with a bar contract.
5. Smoking is not permitted inside the building or at the front doors during events. Designated smoking areas are out in the Courtyard.

SETUP AND BREAKDOWN

1. The Client is not responsible for setting up/breaking down any museum tables or chairs, cleaning the floors with the exception of food spills. Report all spills or breakage to the a Museum representative.
2. Client is permitted two hours before the contracted time for set up/decorating and one hour after the contracted end time for break down/removal. Any additional time must be pre-approved by the Director of Special Events at least (10) days prior to the event and certain fees could apply.
3. Client is responsible for arranging all cleanup/removal of the event items with the appropriate vendors. Trash receptacles will be available through the Museum.
4. Client may not attach anything with tape, glue, nails, screws or any other attachment mechanism to the walls, floors, windows, ceilings, or any other surface of Museum property.
5. Any electrical/wireless concerns must be addressed by (10) days before the event.
6. In accordance with our Insurance policy, CAM is not allowed to provide storage for client or vendor-owned equipment, materials or props related to the client's event. Certain exceptions can apply and must be arranged through the Director of Special Events in advance. Any equipment, property or decorations remaining on Museum Premises after the scheduled event and cleanup time not approved by the Director of Special Events may become property of the Museum.
7. Loading dock and freight elevator shall be used for delivery and removal of rental equipment, florals, etc. No event rental or entertainment items are to be brought through the front doors of the Museum.
8. Dumping of any sort on the Museum Premises is not allowed. All event equipment, flower arrangements, trash, etc. must be removed after the event.



9. CAM will not assume or accept responsibility for damage or loss of any items or articles left on the premise by The Client prior to, during or following the event.

PARKING

1. Guest parking is available in the front lot of the museum with over-flow street parking along Museum Drive. Vendors may park in the lower lot near for easy access to the loading dock.
2. For events expecting over 250 guests, CAM can request approval from Cameron Management to use their North access lot across Independence Blvd.

FLORAL & PLANT MATERIAL USE RESTRICTIONS

The adult forms of many of the insects which cause damage to museum collections live on pollen from live plants. The following guidelines are necessary to prevent infestation and damage to art objects and the museum environment from the use of plant materials in the Museum.

ALL flowers and plant materials entering the museum may be subject inspection by an authorized museum staff member at the loading dock.

Floral and plant materials are NOT allowed in the galleries at any time.

Following inspection, commercially greenhouse-grown flowers and plant materials are only permitted in non-exhibition areas. Flowers grown within greenhouse environments pose less risk to the collections as they come from controlled and monitored environments. The following restrictions apply due to the increased risks associated the items:

1. **No** grasses, seeds, berries, or other fleshy or detachable plant parts. This restriction is based upon maintaining a clean museum free of plant debris. If unsure if the plant fits into this category, hold the cutting (outside) by the stem and give a firm shake. If seeds or other parts easily dislodge, the plant is not suitable for museum display.
2. **No** hollow-reed basketry, bamboo, driftwood, cacti, raw cotton, dried flowers or herbs, bird/insect nests, feathers, logs, large branches (either dried or newly cut) are permitted in the Museum.
3. **No** dried or preserved plants, wood, or bark.
4. **No** silk, wool, feathers, fur, or skins.
5. Pebbles and containers must be **sterile and washed**.
6. **No** potted plants (in moss, soil or sand) are allowed in the building.
7. **No** cuttings or plants from personal gardens
8. Fresh fruits and vegetables are allowed in the Museum for decorations, arrangements and classes only if they are removed from the building immediately after the event/class has concluded.
9. Flowers (both belonging to staff and special events) must be removed so that materials do not stay in the building overnight.



CANCELLATION

1. CAM reserves the right to cancel any event due to circumstances beyond its control and in emergency situations including, but not limited to fire, malfunctioning maintenance emergencies, or as a result of severe weather, flood, hurricane, tornado, etc. CAM will not be liable to the client for any loss or damage the client or its constituency may suffer as a result of any required postponement, rescheduling or cancelation of the event by any cause not within the sole and exclusive control of the Museum.
2. If the Museum must cancel an event as a result of said situations, the facility Administrator will apply a credit for the Facility Rental Contract and endeavor to reschedule the event at a date and time mutually beneficial for the Client and the Museum within the current Facility Rental Contract terms. If the Museum elects to cancel an event for reasons other than detailed above, the Museum will refund the Client all deposits and monies associated with the event.
3. If the Client shall at any time default on the terms and conditions outlined in the Facility Rental Contract and its Rules and Regulations, the Museum shall have the right to terminate the Facility Rental Contract immediately; the Client will vacate the Museum Premises immediately and the Client will not be entitled to receive any refund of any deposits or monies paid prior to default.
4. The Facility Rental Contract will default if the Client fails to remit payment of the final balance 30 days prior to the event.

DEFINITIONS

Museum Premises: The buildings, land, parking lots and driveways at 3201 South 17th Street, Wilmington NC 28412.

Initial Deposit: A non-refundable fee that will equal 50% of the event contract. This payment is required at contract signing to officially reserve the date, space and time requested by the client.

Final Payment: The remaining 50% of the rental contract fees due (30) days prior to the scheduled event.

Credit Card on File: A valid card to be held on file in the event The Client will be responsible for reimbursement to the Museum for the cost of repairing or at the Museum's option, replacing with new property (a) any Museum real or personal property damaged during the event; regardless of whether such property is located within or outside the rented Museum Facility; (b) any Museum property missing after the event that was present in the Event start time, regardless of whether such property was located within or outside the rented Museum space, (c) extra fees for excessive cleaning or staffing.

Waiver of Liability and Hold Harmless Agreement: The Client, guest, attendees, family, friends and those associated to the same, will indemnify and hold harmless Cameron Art Museum, its employees, staff, volunteers, and friends and family of the same, from and against any and all claims, demands, expenses, losses, suits or causes of action, including attorney fees, resulting from and arising in connection with the Client's use of the Facilities.