



## POLICIES AND GUIDELINES FOR PRIVATE EVENTS

The Nasher Sculpture Center's Mission is to be an international focal point and catalyst for the study, installation, conservation and appreciation of modern and contemporary sculpture.

### Planning an Event

1. When planning an event with the Nasher Sculpture Center the client will work closely with a Nasher Private Events staff member and the Director of Sales for Wolfgang Puck Catering to ensure that the event takes place smoothly and efficiently.
2. The Nasher Sculpture Center is often referred to as a cultural oasis in the midst of Dallas' Arts district and features 10,000 square feet of indoor space filled with luminous light, overlooking our 1.4 acre sculpture garden, filled with groves of trees and sparkling fountains. Our event dedicated space is created to accommodate comfortable seating for a maximum of 180 guests, and cocktail receptions for as many as 1200 guests. The Center is ideal for corporate meetings and events, cocktail receptions, wedding receptions, rehearsal dinners, engagements & photography shoots.

### General

1. Nasher Sculpture Center policy excludes use of the facility for religious, fund-raising, political and "under-21" events.
2. Client, by signature, understands that Nasher Sculpture Center reserves the right to rotate, install, or de-install art objects at its sole discretion. The Nasher Sculpture Center displays only works of art from the Raymond and Patsy Nasher Collection or from exhibitions curated by the Nasher Sculpture Center staff. The display of art in any area of the Nasher Sculpture Center is strictly prohibited.
3. Depending on the size of the event, Nasher Sculpture Center may, at its sole discretion, require Client to hire an event organizer approved by the Administrative Director or his representative.
4. All aspects of Client's event must meet the express approval of Nasher Sculpture Center's authorized representative.
5. Touching the art is not permitted at any time.

6. Client shall submit, or cause to be submitted, a list of all vendors involved to Nasher Sculpture Center three weeks prior to the event. Clients must notify vendors in writing that the Client, not the Nasher Sculpture Center, is responsible for all trade bills.
7. Nasher Sculpture Center is not responsible for any items brought onto the premises by Client.
8. Smoking is not permitted anywhere on Nasher Sculpture Center property. Smoking is permitted on the Flora street terrace.
9. Animals are not allowed in the Nasher Sculpture Center, except for service dogs.
10. Admission to a private event is by invitation only. Client must provide Nasher Sculpture Center with an accurate count of event guests prior to and after the event.
11. Caterer shall provide clean-up services during and following catered events. All areas where food and beverage service is being provided shall be kept by Caterer in a neat, clean orderly and sanitary condition at all times and be returned to their original condition at the end of event. Caterer shall comply with Nasher Sculpture Center's closing check lists for all service areas.

## Booking and Payment

1. For any After-Hours event, a Nasher Sculpture Center individual membership at the \$5,000 level (Matisse Circle) or \$2,500 (Brancusi Circle), or corporate membership at the \$5,000 level (Bronze Circle) or \$3,000 (Marble Circle), is required. Memberships are non-transferable and non-refundable unless a *Force Majeure* event takes place. Neither party shall be liable for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, without limitation, acts of God, Government restrictions, wars or insurrections. Client will make every effort to rebook the event or a similar event. If client is not able to rebook this event, facility membership will be refunded.
2. Once a Nasher Sculpture Center Membership is in place for all after hours events the client is eligible to rent the center. Rental fees are based on a four-hour rental period. Event arrival and departure times, as stated in the facility rental contract are fixed, and not subject to negotiation on the day of the event. Rental fees include: admissions for your guests, tables, chairs, and tableware (for up to 180 guests) basic room set-up and take-down, standard Nasher Sculpture Center security during the event, general housekeeping for the event space and a Nasher Sculpture Center private events associate on site for your event. Rental fees do not include: any food or beverages, service charges, tax, labor charges, coat check, use of certain audio visual equipment or staff, parking, outdoor tents, décor, linens, or additional maintenance and security charges.
3. The Nasher Sculpture Center will enter into a facility use agreement only with the actual sponsor of the event (not an event or meeting planner, or location agent).
4. Bookings are the exclusive responsibility of Nasher Sculpture Center. Reservation confirmation requires a 50% deposit, with the balance payable in full thirty days before the event.
5. Payment must be made separately to Nasher Sculpture Center by check or credit card. Cancellations for any reason will not result in reimbursement of deposit or full payment. Nasher Sculpture Center will make a reasonable effort to accommodate Client in rebooking if necessary.

## Event Plan and Decoration

1. Nasher Sculpture Center does not allow any open flames such as candles. The use of candles is prohibited in both outdoor and indoor spaces. The Nasher Sculpture center does allow LED candles. Also prohibited are pyrotechnics (i.e. sparklers, flares, floating balloons or lighter-than-air balloons which will activate the fire alarm system).
2. The safety of the artwork is our paramount concern. Nothing may be placed in such a way as to endanger any work of art. Client and its guests and vendors may not damage the Center or any work of art.
3. Nothing may be affixed to the walls indoors or out.

4. Per Dallas Fire Department regulations, all hallways and exits shall be kept clear and usable at all times.
5. Please notify all parties that rice, confetti, bird seed, etc., are not permitted inside or outside the Nasher Sculpture Center. Rose petals are allowed.
6. The Nasher Sculpture Center does not provide storage facilities to Clients.
7. Due to strict conditions affecting the environment of the art objects and to protect the art collections and exhibitions, Nasher Sculpture Center may restrict the use of certain props, decorations including floral arrangements, spot or special effects lighting, heat lamps, audio/visual and sound equipment, displays, banners, ice sculptures, etc.
8. No later than one week prior to the event, Client must submit a floor plan to Nasher Sculpture Center indicating decorations and any floral arrangements, location of musicians, bar locations, service tables, and/or other equipment.

### Food and Beverages

1. Wolfgang Puck Catering is Nasher Sculpture Center's exclusive caterer.
2. Neither Client, nor Client's guests may bring any food or beverage into Nasher Sculpture Center.
3. No food or beverage will be allowed in the two upstairs galleries, the lower level gallery or *Tending, (Blue)*.
4. Refreshment set-ups and/or all other equipment must be laid out according to Nasher Sculpture Center guidelines.

### Parking

1. Nasher Sculpture Center does not have a parking facility. However, numerous surface lots and garages are available in the immediate area.
2. Valet parking arrangements to be made independently by client.

### Photography

1. Limited to areas designated for eating and drinking.
2. No flash photography is allowed in the galleries.

### Auditorium Restrictions

1. The acoustic blinds cannot be lowered for any event which includes food or beverages.
2. During public hours, event setup may not interfere with normal Nasher Sculpture Center operation.

## Galleries and Tours

1. Galleries can be rented in combination with the rental of other space(s) for use as a gallery only.
2. Consider arranging a privately guided tour of the galleries for your guests, led by a trained Nasher Sculpture Center docent based on availability for \$50. Your private events staff member will help coordinate your needs.

## Merchandise

1. The Nasher Sculpture Center Store offers a wide variety of items that will provide your guests with unique reminders of your Nasher Sculpture Center experience. We offer bridal registry as well. Your private events staff member will assist you with your needs.

## Setup and Departure

1. Client is responsible for ensuring that all vendors comply with the Agreement and these Policies and Guidelines.
2. Event setup may begin no earlier than 3 hours before the event. Only an authorized Nasher Sculpture Center representative may make an exception to this policy.
3. Vendors must pick up all equipment by 10:30am the morning after event.