



**The Philbrook Museum of Art, Inc.**  
***Event Policy***

The Philbrook Museum of Art, Inc. ("Philbrook") has established this Event Policy to set out the terms and conditions for use of the premises of Philbrook (the "Museum") for an event which is not sponsored by Philbrook (an "Event") and some of which occur after regular Philbrook hours. This Policy sets out policies which pertain to the use of the Museum for an Event and constitutes the Event Sponsor's agreement to abide by such policies in hosting the Event. The Event coordinates with the Philbrook Special Events Manager ("Special Events Manager") for each Event. The name of the Special Events Manager for each Event is shown on the Event Contract. This Policy is part of the Event Contract.

Because Philbrook is first and foremost a fine arts museum, the following policies have been established to preserve the Museum, including grounds and gardens, the Museum contents and Philbrook's accreditation by The American Association of Museums. Philbrook reserves the right to change or amend this Policy for any reason at any time, without advance notice, including, but not limited to, procedures regarding life, safety codes, insurance requirements, building codes, art lender requirements, or other legal issues. Nevertheless, Philbrook will endeavor to notify you of any material changes at the earliest reasonable date.

***General Event Policies:***

1. After hours Events may not begin before 6:00 P.M. central time and must conclude by Midnight. To the highest degree possible, set-up of equipment should occur on the same day of the Event and must minimize any interference with regular Museum activities. Precise times and locations of deliveries must be approved by the Special Events Manager two weeks in advance.
2. All decorations, equipment and any other items must be removed at the conclusion of the Event. No personal items or equipment rentals may be left for any reason and must be removed from the Museum the night of the Event.
3. No attachable décor such as banners, signage or floral arrangements may be used anywhere in the Museum, without written approval from Special Events Manager on placement and method of attachment.
4. Restricted items include but are not limited to sparklers, fireworks, balloons, bubbles, glitter, pins/tacks, confetti cannons, live animals, and items that are non-compliant with the museum's Integrated Pest Management plan. All items are subject to approval.

5. No candles of any kind, mechanical, open flame fixtures or flammable liquids are allowed at an Event, except for food warming purposes. Flames used for food warming purposes must be always attended by a representative of the Restaurant or other approved caterer. Battery operated candles are allowed.
6. The Museum is a smoke free campus. Smoking is not allowed anywhere in the Museum, or on the grounds.
7. Approval for music and other entertainment requests are subject to the discretion of the Special Events Manager. All approved entertainment must schedule delivery/set-up/tear-down/special needs with the Special Events Manager. Additional charges may apply for special lighting, electrical, or other requirements.
8. All bars must close 30 minutes prior to the end of the Event and entertainment must conclude 15 minutes prior to the end of the Event. All music must conclude by 11:45pm.
9. All catering for Events held at Philbrook's main campus are required to be provided by Kitchen 27 Restaurant and Catering (the "Restaurant"), except for Events hosted by donors who have contributed \$20,000 or more to Philbrook within the last twelve months and have not transferred such right to any other person (see Catering Guidelines, some fees may apply). Outside catering is allowed in the Charles P. Williams room when the value is less than \$100. Kitchen 27 has first right of refusal. Philbrook reserves the right to control all placements of food and beverage service locations. If alcohol is to be served at the Event, please see the Philbrook Policy on Alcohol Service, which is incorporated in this Policy by reference.
10. A Catering Manager will be assigned to your specific Event and will coordinate all rentals.
11. The Event Host and/or Sponsor will be responsible for any damages due to negligence, including actions of guests. Philbrook reserves the right, in its discretion, to remove or have removed guests that deviate from appropriate behavior. Certain events may require off-duty police or paramedic services for an additional fee.
12. Additional terms and fees may apply due to event size and availability of the Museum.
13. Non-profit organizations are permitted to rent the Museum for Events if the Event is not a fundraiser. A fundraiser is defined for this purpose as an Event that has a ticket price that is greater than the direct, per person cost of the Event. Additionally, solicitation of contributions during a non-profit event otherwise qualifying for rental of the Museum is specifically prohibited

14. Rental of the Museum for an Event does not imply Philbrook sponsorship or approval of the Event. As a result, any publication or invitation must receive prior approval from the Special Events Manager.

### ***Historic Villa Philbrook and Galleries***

1. Historic Villa Philbrook and Galleries will close to event guests at the earliest time possible and is subject to policies outlined in Philbrook's Integrated Pest Management plan.
2. No food or drinks are to be served or consumed in the Historic Villa Philbrook.
3. Bar service can be arranged on the outside Terrace, but it limited to service of clear liquids only.
4. No aerosols, room sprays, or cosmetic products are a permitted in Historic Villa Philbrook or Galleries.
5. Furniture re-arranging and/or removal is done by Philbrook staff with prior approval of Special Events Manager. *Fees apply. Arrangements must be made at least 2 weeks in advance of event date.*
6. No photography is allowed in any art gallery and is subject to restrictions in other areas. All use of photography must be approved in advance.
7. Artwork cannot be moved or covered for any reason. Extra security may be required if there is a special exhibition on display at the Museum during the Event (appropriate fees apply).
8. No artwork or Museum collection furniture may be touched or moved, except by Philbrook personnel.
9. The Villa Doors are to be used on a limited basis and must remain closed as often as possible. They must only be opened/closed by a Philbrook staff member or security officer.
10. Cars, shuttles, buses and other means of transportation must not enter into the half circle drive outside the Villa Doors, but stay in the main Villa drive, as to avoid any building damage.

### ***Florals and Plants:***

1. Any live plant materials must contain sterilized soil, be sprayed with insecticide prior to being brought into the Museum and are prohibited in the art galleries. Areas where live plant materials can be placed are limited and must be approved in advance by the Special Events Manager.

2. Any live plant materials or decoration from outside vendors cannot disrupt or alter any current museum collections, historic surfaces, and grounds and garden plants or any future plans for garden plantings, garden pots and containers, or other curated installations.
3. Potted plants from an outside vendor may be used in the gardens or grounds only if they contain sterilized soil and are placed on sidewalks.
4. Only flower petals and lavender may be thrown and only outside the Museum during wedding events. *Alternative ideas are subject to approval by the Special Events Manager.*

### ***Wedding Ceremonies and Receptions:***

1. Weddings and receptions are restricted to specific areas in the Museum and grounds. Event logistics must be approved in advance.
2. Philbrook staff members do not provide full wedding coordination, including, but not limited to, booking vendors, ceremony cues, décor arrangement, and boutonniere pinning. For this reason, a planner or coordinator is required for all weddings.
3. Philbrook is not responsible for any gifts, flowers, keepsakes etc. all of which must be removed from the Museum the night of the Event.

### ***Grounds and Gardens:***

1. Alternate rain plans must be established for all outdoor Events. The Special Events Manager may cancel any Event for weather purposes in his or her sole discretion. Rain call must be made at least 24 hours before any deliveries are made.
2. Additional rental and set up fees could apply for Events held in the gardens.
3. Wedding parties may have access to the grounds two hours prior to the Event for set-up and may remain one hour following the Event to load out items.

### ***Special Event Tents:***

1. Tent events may be arranged only by the Special Events Manager and are subject to availability to include delivery, setup and removal.
2. Tent placement is limited to the Front Lawn and additional rental fees will apply. No other areas will be considered for tent placement.

3. All deposits, rentals, and delivery fees are the responsibility of the Event Host.
4. To aide in deliveries, Philbrook removes up to three front fence panels. Additional outside security is required between the hours of 4PM and 8Am and is the responsibility of the Event host.

### **5. Tent Flooring**

- Cost for sod replacement may apply for all Events using flooring.
- Pricing will vary depending on the size of the area floored. (The Special Events Manager or the Garden Manager will determine the appropriate size for the Event).
- A deposit may apply depending on Event customization.

### **6. Tent Music**

- Must be at a reasonable decibel level, as determined in the sole discretion of Special Events Manager, and shall be adjusted immediately at the request of the Special Events Manager

### ***Event Payment and Deposits***

Event hosts are subject to all Philbrook fees and out-of-pocket costs associated with their Event. All Events outside regular Philbrook hours require a non-refundable deposit and a completed Event Contract to secure an Event date. Non- refundable deposit is \$1,000 for all Events.

All additional outside costs and vendor fees will be added to the remaining balance. This balance is due no later than 30 days before the Event date. *Failure to make all required payments 30 days prior to the Event will result in cancelation of Event and forfeiture of all monies, in the sole discretion of Philbrook.*

Thank you for respecting Philbrook's Event Guidelines. For questions or to book an event, please contact the Philbrook Special Events Manager at 918-748-5399 or email [events@philbrook.org](mailto:events@philbrook.org)