



Special Events Office
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**The Richard H. Driehaus Museum
Special Events Office
General Policies and Procedures**

Thank you for deciding to hold your special event at The Richard H. Driehaus Museum. The Driehaus Museum immerses visitors in the culturally and historically significant setting of one of the grandest residential buildings of 19th-century Chicago, the Samuel M. Nickerson House. While the galleries of the Museum are filled with irreplaceable art objects, the Nickerson House itself is a National Historic Landmark, and, unlike many other venues, the very fabric of the building, including its floors, walls and interior spaces, are of historic significance. In agreeing to share the Museum with you and your guests, we ask that you acknowledge the historic significance of the Museum and commit to doing everything possible to support our mission to preserve the building, its interiors, and its art collection during your special event. To ensure this, all special event guests, vendors, featured presenters, and other contracted individuals are subject to the following general policies and procedures (Note that organizations or individuals that meet the Museum's requirements are referred to in this document as "Licensee").

Character of Special Events

To comply with the Museum's mission, vision and purpose, every special event must be educational in nature, substantially related to art appreciation, and include an educational component consisting of either a docent-led tour or self-guided tour (Note that docents are included in facility license fee and will be on hand even if the tour is self guided.) Please work with the Museum's Special Events Coordinator to ensure tour arrangements are in place.

The special event may not create any hazard or impose undue hardship to the Museum and its collections, exhibits, interiors, facilities, staff, or visitors. Furthermore, the Museum retains the right to cancel the special event if, in its judgment, it could endanger any of the Museum's exhibits or its educational and research mission and all deposits paid shall be forfeited.

Fundraiser Events

Any organization seeking to use the Museum facilities for an special event involving an admission charge or involving fundraising must be qualified as a not-for-profit, tax-exempt organization under section 501(c)(3) or other sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter with identification number must be provided to the Driehaus Museum prior to executing the contract.

Not-for-profit organizations receive a 25% reduced rental rate.

Conduct of Special Event

Licensee agrees to conduct a special event that is sensitive and appropriate to the surrounding environment and neighborhood. Licensee assumes full responsibility for the conduct of all persons in attendance at the special event. In addition, Licensee assumes full responsibility for any and all damage done to any part of the Museum's premises during any time the premises are reserved for, or under the control of, Licensee or Licensee's guests, agents, invitees, employees, or independent contractors, including, but not limited to, caterer, florist, and featured presenters. Licensee agrees to

conduct the special event in an orderly manner, in full compliance with all applicable laws, codes, rules and regulations applying to any and all governmental or quasi-governmental entities having jurisdiction. Licensee also agrees to abide by the rules and regulations established by the Museum, including, but not limited to, all of the provisions contained in these *Policy Guidelines and Procedures* and the *Special Event License Agreement*.

Reservations, Deposits, Payments & Cancellations

To reserve a special event date, interested parties must complete the Museum's *Application for Special Event* for the Special Events Coordinator's review and approval. No special event date is considered confirmed until the Museum has received the following:

- Signed *Special Event License Agreement*
- Non-refundable, non-transferable 50% deposit of facility license fee paid by check
- Refundable damage deposit in the amount of \$2,500 paid by check
- Credit card number to be used only for any additional charges
- Certificate of Insurance as outlined below

The balance of the facility license fee must be paid 30 days prior to the special event. Any additional expenses incurred during the special event will be billed promptly by the Museum and are due no later than 15 days after the special event. Any unpaid balance will be charged to the credit card on file.

If the special event is cancelled for any reason 30 days or less prior to the special event date, the entire balance is due at the time of cancellation and the initial deposit and damage deposit shall be forfeited. If the special event is cancelled for any reason more than 30 days before the special event date, the initial deposit and damage deposit shall be forfeited.

If the Museum Director concludes that no damage has occurred to the Museum or its collection as a result of the special event, the Licensee will receive its full damage deposit back no later than 30 days after the special event. In case of any damage, an appropriate portion of the damage deposit will be withheld based on repair costs estimates received by the Museum. The Museum reserves the right to recover any actual damage in excess of the damage deposit.

Checks should be made payable to: The Richard H. Driehaus Museum and mailed to the below address:

The Richard H. Driehaus Museum
Special Events Office
25 E. Erie Street
Chicago, IL 60611

Facility License Fee

The facility license fee includes use of the facility as contracted, mandatory security, Museum docent(s), a special events staff member, a facility and operations staff member, general maintenance of the Museum and two hours of set-up and tear-down time beyond the three-hour block of special event time. The facility license fee does not include food or beverage, music, decorations, featured presenters, service charges, tax, labor charges, use of audio visual equipment, parking, Museum speakers, or any other miscellaneous charges incurred.

All prices are subject to change without notice.

Insurance

Any individual or organization seeking to use the Museum facilities must provide evidence of liability insurance coverage acceptable to Museum. Such insurance must provide liability coverage in the amount of \$2,000,000 per occurrence and must name Richard H. Driehaus, Richard H. Driehaus Museum, and Driehaus Enterprise Management, Inc., as additional insured on such insurance policy. A certificate evidencing such insurance coverage shall be provided to the Museum for its review and approval.

Building

The Museum is a smoke-free building and no smoking is allowed in any portion of the facility. Also, pursuant to applicable local ordinance, smoking within fifteen feet of the Museum also is not prohibited.

The Museum reserves the right to prohibit food and beverages in certain areas of the Museum in order to protect the Museum collection and facilities.

Because conservation and preservation are of the utmost importance, all décor must be approved in advance by the Special Events Coordinator. Nothing may be affixed to any interior or exterior surface of the Museum. Likewise, open flames, votive candles, confetti, balloons, sand, laser shows, fog or smoke machines, and dry ice are not permitted.

The Museum reserves the right to review all special event plans in advance of the special event to ensure the special event is compatible with the mission, vision and purpose of the institution.

The Museum reserves the right to change any exhibition or the exhibition schedule at any time.

Catering

To ensure the success of a special event, the Museum has an exclusive list of caterers. Only these caterers may work in the Museum. All Museum caterers carry applicable licenses and have provided certificates of insurance. The list is periodically reviewed and may be subject to change without notice.

Given the significant value of the Museum's interiors and collections, the special event menu must be approved in advance by the Special Events Coordinator. The Museum adheres to a "no red" policy, which affects the serving of certain sauces as well as alcoholic and non-alcoholic beverages. For example, but without limitation, no red wine, dark fruit juice, red soda or red punch may be served during special events. In terms of sauces, only non-red tomato or fruit sauces are allowed.

Arrangements for tables, chairs, linens, china, silverware, and other rentals are made by caterer in compliance with the Museum's requirements.

Alcoholic beverages may only be served by the caterer.

Rentals

Unless the Museum determines otherwise, Hall's Rental Company is the Museum's exclusive rental company for tables, chairs and related items.

Floral

The Museum has an exclusive list of florists. Only these florists may work in the Driehaus Museum. All Driehaus Museum florists carry appropriate licenses and have provided certificates of insurance. The list is periodically reviewed and may be subject to change without notice.

Audio & Visual

Any audio and visual needs must be discussed in advance of the special event with the Special Events Coordinator to determine feasibility and permissibility.

Lighting

Any lighting needs beyond those that the Museum facility provides must be discussed in advance of the special event with the Special Events Coordinator to determine feasibility and permissibility.

Electrical Needs

Electrical power from the Museum's electrical system is limited. Any electrical needs beyond those that the Museum provides must be discussed in advance of the special event with the Special Events Coordinator to determine feasibility and permissibility.

Vendors

Museum requires exclusive use of its vendors for the following services: catering, floral and tables and chairs. For all other, non-exclusive services, the names and contact information of such vendors must be provided to the Museum at least 14 days prior to the special event. All vendors for non-exclusive services shall be required to sign the Museum's vendor contract and comply with the Museum's insurance requirements. Museum also reserves the right to terminate its agreement with any vendor and shall so notify Licensee and allow Licensee additional time to secure an alternate vendor acceptable to Museum.

Planning & Set-Up

Special events are limited to certain layouts, which the preferred caterers are required to follow. A proposed layout of the special event must be provided to the Museum at least 30 days prior to the special event for review and approval. Any deviation from the Museum's special event layout limits must be approved in advance by the Special Events Coordinator.

Special event set-up time must be coordinated with Museum Special Events Coordinator as special events may not interfere with private or public Museum tours. Actual special event time is a total of 3 hours, with all special events concluding by 11 p.m., unless prior approval from the Special Events Coordinator has been obtained. A fee of \$1,000 per hour will be applied if special event, excluding tear-down time, continues after 11 p.m.

A final walk-through with designated special event-related organizers and vendors, including the Museum's Special Events Coordinator, must occur no later than 7 days before the special event.

The Museum does not provide staff to move any vendor's equipment, consisting of musical equipment, props, etc.

Housekeeping

The Museum housekeeping staff will ensure that the Museum is in a state of readiness for the special event. Museum housekeeping staff also will handle post-event clean up of the Museum facility. Should extensive housekeeping be required due to the special event, an additional housekeeping charge shall be assessed to the credit card on file.

Caterers are responsible for all food-service related clean up where food and beverages are being prepared and served.

Delivery and Shipping Materials

There are two locations for delivery at the Museum (on Erie Street and at Museum's side entrance on Wabash). Availability and access must be arranged with the Special Events Coordinator in advance of the special event.

Since the Museum does not have storage facilities, rentals must be delivered on the day of the special event and removed immediately following the special event and cannot conflict with any private or public Museum tours. Delivery arrangements should be made with the Museum's Special Events Coordinator no less than 14 days prior to the special event.

With respect to special event-related handout materials, the Museum's Special Events Coordinator should be advised in advance. When delivered, these materials should be clearly marked to the Special Events Coordinator's attention.

The Licensee is responsible for packaging and shipping material left on Museum premises the date of the special event. The Museum is not responsible for any loss or damage to material left after the special event.

Invitations and Printed Materials

All printed materials relating to the special event, including invitation copy, programs, promotion material, press releases, electronic copy and radio advertisements must be submitted to the Special Events Coordinator for review and approval no less than 14 days before being printed. The Museum reserves the right to cancel the special event for failure to comply with this provision and the deposit shall be forfeited.

Guest List

A guest list including names and addresses of those planning to attend the special event must be submitted to the Special Events Coordinator no later than two days before the special event. The Museum reserves the right to contact these individuals for future Museum marketing-related purposes and the group shall be responsible for informing attendees of this right.

The guest list must represent a guaranteed count and comply with Museum's facility capacity limits. If it does not, the Museum has the right to refuse overage, before or during admittance of the special event.

Security

The Museum's security personnel will be on site for set up, special event and breakdown activities. Additional security can be requested at an additional charge.

The Museum security desk's number is (312) 482-8933, x23. This number is available for Licensee's guests so that if an emergency should ensue during the special event, the appropriate individuals may be contacted.

If Licensee, its vendors, its featured presenters or its guests should have their own additional private security, the Special Events Coordinator must be advised in advance of the special event and such private security must coordinate with Museum security. Failure to do so will result in individual(s) being refused admittance into the Museum.

Parking

The Museum does not have a parking lot. The Special Events Coordinator, however, can advise about available parking in the area. Valet parking is permitted and must be arranged by the Licensee.

Media/Photography/Videography

Unless prior approval from the Special Events Coordinator is granted, no photography, videography or other media in the Museum is allowed.

Gifts

Museum-related publications may be purchased as mementos to mark Licensee’s special event at the Museum. Please speak to the Special Events Coordinator for additional information.

Liability and Indemnification

The Licensee will be liable for any damages to the Museum and its contents caused by the Licensee, its members, volunteers, and/or guests during the special event. The Museum is in no way responsible for articles lost or stolen during a special event.

The Licensee shall indemnify, defend (with legal counsel of Museum’s choice) and hold harmless the Richard H. Driehaus Museum, Richard H. Driehaus, Driehaus Management Enterprises, Inc., their respective officers, directors, employees, agents, volunteers, and each of them (“Indemnitees”), from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which any of the Indemnitees may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the Licensee, its officers, directors, employees, agents, contractors, or any other person or organization hired by the Licensee. The terms of this provision shall survive the termination or expiration of this Agreement.

It is the duty of Museum staff to interpret and enforce the guidelines. Guidelines may be revised by Museum and notice of such revisions shall be provided to Licensee.

On behalf of _____, I hereby acknowledge that I have read, agree and understand the terms herein, that I have had an opportunity to review its terms with a third party of my choosing, and that my signature below on behalf of such organization confirms its acknowledgment that such organization shall fully comply with all of the terms and conditions of the General Policies and Procedures. Moreover, I further acknowledge that I am an authorized representative of such organization. I understand that the General Policies and Procedures may be revised by the Museum and that all Museum decisions are final.

Organization or Individual Name: _____
Signed By: _____
Its: _____
Date: _____