

FACILITY RENTAL RULES AND REGULATIONS

ARTICLE A: 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, religious and/or fundraising events.
4. Advertisement: Company/Vendor/Supplier/Donors advertisement including but not limited to Vehicles, Posters, Screens, Carpet, etc., may not be displayed, setup or left on CAM premises without prior permission by Facility Rental Manager.
5. Named Client on contract, must be on site for the entire event and will be the 1st contact by Museum staff in the event of personnel/guest issues.

ARTICLE B: SECURITY GUARD FEE

1. Museum Security Guards are required for all events and are scheduled based on the number of guest.
2. CAM reserves the right to require client to contract Wilmington Police for their contracted events.

ARTICLE C: ART, PHOTOGRAPHY AND SAFETY

1. CAM exhibition schedule is subject to change and cannot be guarantee for dates, locations or accessibility of art on view.
2. Standard admission fees apply to event guests who wish to tour the galleries open during normal Museum hours.
3. No food, beverages or photography of any kinds are allowed in the exhibit wings.
4. 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 indoor Museum Premises (below).
8. All fire, candles and any other open flame are strictly prohibited on Museum Premises.
9. Glitter, sparklers, poppers, streamers, confetti, paint, rice, birdseed, silk flower petals, etc. is prohibited on Museum Premises.
10. No smoking is allowed in the Museum. Smoking is allowed in the courtyard for your guest.
11. Appropriate clothing and shoes are required at all times for all persons while on Museum Premises.
12. Events with entertainment are required to contract the installation of an approved Dance Floor.
13. CAM recognizes that events often include children. We request parents supervise their children at all times inside/outside CAM premises. Running, throwing, standing in window ledges and/or on chairs/tables is prohibited.
14. Bringing in/consuming outside alcohol by client and guest is strictly prohibited. All alcohol must be provided through caterer with appropriate liquor license.
15. "NC Special Occasion Alcohol Permit". If caterer is not supplying alcohol/liquor/beer, Client must provide "NC Special Occasion Alcohol Permit" in order to supply their own event alcohol. The original permit must be received by Facility Rental Manager a minimum of 1 week prior to event.

ARTICLE D: SETUP AND BREAKDOWN

1. Client and their Vendors are responsible for the cleanup of the event and placement of trash in receptacles, including boxes, bags, trash, beverages and food spills.
2. Museum Security Guards are not authorized to assist with the event, except in performing security functions as directed by authorized Museum personnel.



CAMERON ART MUSEUM

3. Client & vendors are allowed two hours before and after the specified event start and end times, for the set-up and break-down of the event. Any additional time must be pre-approved by the Facility Rental Manager at least (10) days prior to the event and may be subject to a \$250 per hour fee.
4. Client & Vendors may not attach anything with tape, glue, nails, screws or any other mechanism to the walls, floors, windows, ceilings, or any other surface on Museum property.
5. Sliding of tables, chairs, etc. is expressly prohibited. All items are to be lifted.
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.
7. Dock Doors/Freight elevator may be used only for delivery and removal of rental equipment/food etc.
8. No event rental or entertainment items are to be brought through the front/side doors of the Museum.
9. Dumping of any sort on the Museum Premises is not allowed. All event equipment, flower arrangements, trash, etc. must be removed within (2) two hours after the event.
10. Any equipment, property, or decorations remaining on Museum Premises after the scheduled event cleanup time has expired, will become the property of CAM.

ARTICLE E: 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 must be inspected 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.

ARTICLE F: CANCELLATION/DEFAULT

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.

ARTICLE G: DEFINITIONS

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

Reservation and Security Deposit: A refundable fee that is returned to the Client within 30 days after the event, pending no damage to the rented Museum facility/ground/equipment. As the Client is responsible for cleanup after the event and is solely responsible for their vendor's compliance to the Rules and Regulation; failure to do so will result in client reimbursing CAM for any cost incurred in cleaning after the event. Cleaning cost includes, but is not limited to: gathering of trash, cleaning materials, hourly wage and benefits for Museum personnel and supervision involved in the cleanup, as well as any additional contract services required. The Client will reimburse 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; and (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; and/or by action of client, guest or vendors.

Waiver of Liability and Hold Harmless Agreement: The Client, guest, attendees, family, friends, vendors 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.

Rules and Regulations are attached to final contract for signatures