GUIDELINES FOR EVENTS AT THE PENSACOLA MUSEUM OF ART

Thank you for considering the Pensacola Museum of Art for your upcoming event. The museum is the ideal place for private parties, weddings, receptions, corporate seminars, community gatherings, and other special events. We want your occasion to be unforgettable and the following policies are in place to ensure that it will run as smoothly as possible.

The Pensacola Museum of Art houses valuable artwork of its own, and that of lending organizations. These circumstances necessitate the imposition of rigorous professional standards in order to protect the artwork. As the proper care of artwork is our most crucial duty, please be familiar with the following policies. Every effort will be made by museum staff to ensure that your event is a success, assisting you in accordance with these standards and restrictions.

The museum provides a unique ambiance, occasioned by the artwork on display. During the initial walk-through, museum staff will advise rental clients what exhibitions will be on view during the event.

The museum reserves the right to refuse or cancel an event based on availability, safety, or exhibition schedule.

1. **Fees**
   - **Mon-Thurs**: $600 plus tax for 5 hours
   - **Fri-Sun**: $1600 plus tax for 8 hours
   Each additional hour or part thereof, will be billed at $100.00/ hour. All events must end by midnight including all clean up. **Florida Sales tax (7.5%) will be added** unless tax exempt forms are provided. **The fee must be paid and proof of insurance must be provided two (2) weeks prior to the event.**

2. **Deposit** – An additional check for $500.00 is required to hold your date. Provided no damages have occurred, the premises are left clean and in acceptable condition, and time limits are not exceeded, this deposit will be refunded following the event. The deposit is also refundable should you cancel your reservation in writing at least 6 months prior to your scheduled event.

3. **Insurance** – Any person or organization using the property of Pensacola Museum of Art must provide, at least two weeks prior to scheduled event, a **copy** of insurance naming the Pensacola Museum of Art as insured with the individual(s) or agency using the property, for the entire period of the event, and in the minimum amount of $300,000 combined single limit of liability. If your homeowner’s insurance company will not provide you with temporary coverage, there are several agencies online that specialize in wedding/reception insurance only, such as WedSafe [www.wedsafe.com](http://www.wedsafe.com), One Day Event [www.1dayevent.com](http://www.1dayevent.com), The Event Helper [www.theeventhelper.com](http://www.theeventhelper.com), and WedSure [www.wedsure.com](http://www.wedsure.com).
4. **Capacity** – Use of all galleries is included in the rental fee, provided no artwork safety and security issues apply. Subject to change related to the museum’s exhibition schedule, the museum’s capacity is as follows:

- **Upstairs:** Standing: 250*
- **Upstairs:** Dinner seating: approx. 200*
- **Downstairs:** Standing: approx. 100*
- **Downstairs:** Seated: approx. 75*

*All seating and standing capacities may be less than listed, depending on current exhibitions and individual event layout needs (dancefloor, band, buffet tables, etc.)*

For meetings and lectures seated assembly-style: approximately 60 per gallery.

**At all times, the maximum capacity for the entire museum is 350**

5. **Conduct** – Because of the value of both the PMA’s Permanent Collection and that of traveling exhibitions in the museum, the user agrees to maintain order and proper conduct. Such shall be the responsibility of the individual(s) sponsoring the event and the organization which they represent. A staff member of the Pensacola Museum of Art will be present at all times during your function and is available to answer any questions that you might have. The staff person is the final authority on any questions that you may have. The staff person is the final authority on any questions or restrictions during an event.

6. **Equipment** – The Pensacola Museum of Art is capable of providing the following items for your event:

- Eighteen (18) 6 ft. rectangular tables
- Six (6) 60” round tables
- Eight (8) bistro/high top tables
- Approximately 200 chairs

The Pensacola Museum of Art does not provide linens and other equipment, trash bags or cans, or services such as catering, bar set up, security, cleaning crews, etc. All such requirements are the responsibility of the persons or organization concerned. In addition, all arrangements for the delivery of equipment or setup activities by caterers, musicians, florists, must be coordinated in advance with our staff at 850.595.5985 x107. All equipment must be removed at the conclusion of your event, unless otherwise coordinated with museum staff 2 weeks prior to your event. Exceptions are subject to availability and space restrictions and will be made at the discretion of PMA staff. **YOU MUST PROVIDE YOUR OWN TRASH RECEPTACLES AND REMOVE ALL GARBAGE AND TRASH FROM THE MUSEUM IMMEDIATELY FOLLOWING YOUR EVENT.**
**We do not set up or break down tables and chairs and we do not clean up the museum following the event. This is the responsibility of the person/persons who rent the museum. All tables and chairs must be returned to the appropriate storage location. A member of the staff will be on site to direct you to these locations.**

7. **Artwork** – Please do not move, cover, alter or disturb any items on the galleries both on the walls and on pedestals. The Pensacola Museum of Art is first and foremost a museum, and because of the building’s unique fixtures and historic furnishings, we ask that you help us preserve the integrity of our collections and that you respect the fragility of the artwork that is on display in the galleries. In addition, please consult the museum staff before using flash photography in the galleries, as some exhibitions prohibit the use of flash photography.

8. **Smoking** – SMOKING IS NOT PERMITTED IN THE MUSEUM BY STATE LAW

9. **Time Availability** – The museum is available for rent every day of the week, at the rate of $600 plus tax for 5 hours for Monday–Thursday events and $1500 plus tax for 8 hours for Friday–Sunday events. This includes any time needed to set up prior to your event. All events must end by midnight including all clean up. **All set up time and clean up time is to be conducted within the rental period. Additional hours may be purchased at $100 per hour.**

10. **Coordination** – Many special events are held in the area of Seville Square. Any event involving a number of guests which may conflict with the normal flow of activity or traffic in the area must be coordinated with the City of Pensacola Police Department. It is suggested that you also check with the Pensacola Area Chamber of Commerce, the City of Pensacola Leisure Services Department, and the Visitor Information Center for other scheduled events which may be occurring on the day of your event. The Pensacola Museum of Art does not provide or guarantee any parking.

11. **Clean-Up** – **ALL TABLES AND CHAIRS MUST BE BROKEN DOWN AND RETURNED TO THE APPROPRIATE STORAGE AREA.**

All trash must be picked up and removed from the premises. The building and the restrooms must be swept following the event. If drinks have been spilled, the museum must also be mopped.

Please leave the museum in the condition that you found it!

12. **Catering** – The rental client(s) will ensure any caterers or third party vendors related to the rental client(s)’ event review the conditions of this agreement. Although the museum does not waive any rights or claims it may bring against caterers or third party vendors directly, the rental client(s) agree and acknowledge to be responsible to the museum for any actions or omissions of the caterer or third party vendors. Catering staff must be aware of the artwork around them at all times. All event–related personnel must be instructed by their supervisor to keep a safe distance (of at least 6 ft.) from any artwork. No equipment of supplies should be placed, at any time, on or near a work of art. The
museum’s special event staff is instructed to direct caterers and call attention to any potential dangerous placement of furniture and equipment.

All exits and stairwells must be kept clear at all times per fire codes. Boxes must be hand-carried and tables must be carried (not dragged or rolled across the hardwood floors) within the galleries. The museum staff is authorized to alter procedures for loading and unloading.

All caterers must complete a walkthrough of the facility a minimum of two weeks prior to the event.

13. **Lights** – Lights must be bright enough for the staff members to see the rooms clearly at all times. Ceiling lights are focused on the artwork and may not be moved for any reason. In Galleries 3 and 4 upstairs, some lights may be dimmed as long as the museum staff determines it will not interfere with the safety of the guests or the artwork. Only staff can manage the lights, but the museum management agrees to discuss the appropriate lighting with the rental clients prior to the event.

14. **Confetti** – Throwing rice, birdseed, glitter or confetti is NOT allowed either inside or outside the museum. Confetti or glitter should not be used to decorate the museum.

15. **Alcohol** – Alcoholic beverages may be served. Alcoholic beverages may be sold only if a liquor license is posted and a copy of the liquor license has been provided to the Pensacola Museum of Art prior to the effective date of the event.

16. **Thermostat Settings** – The museum’s climate control system is engineered to provide an ideal environment. No adjustment can be made to the temperature for any reason. Event-related personnel should be advised to keep doors closed at all times to avoid drastic changes in temperature. No doors are to be propped open at any time.

17. **Decorations** – Decorations in the museum should be simple. Décor may not interfere with the artwork on display. Works on the walls may not be removed or covered up. It may be possible that some items on pedestals can be relocated. Pedestals may only be moved by trained museum staff. No artwork may be moved by except by museum staff.

Please do not hang decorations from the ceilings or from the walls. DO NOT use staples, nails, tacks or tape on any posts, banisters, walls or artwork. No glitter or confetti should be used to decorate, and ALL decorations must be removed immediately after your event.

Flowers must be a safe distance from any artwork. No plants with dirt may be used inside the museum. If flowers from your own garden are used, they must be sprayed or washed before being brought into the museum.
PLEASE NOTE: No live fire such as candles or sparklers are allowed as decoration. No rice, birdseed, flower petals, etc. are allowed inside or outside the building.

18. **Pre-event Walkthrough** – At least two weeks before an event, the rental client, the caterer and event planners should schedule a pre-event walk-through with the museum’s special events coordinator to review the plans for the event and review the rental policies.

During the walkthrough, the client should provide details for food, decorations, music, layout, placement of furniture, staffing levels, additional services required, transportation, delivery, pick-up, and any other facet of the event affecting the museum. Attention should be given to pre- and post-event logistics such as set up, clean up and pick-up of rental equipment and event-related materials. The special events coordinator will call you to schedule a time for the walkthrough.

19. **In the Event of an Accident** – In the case of bodily injury, personal injury, property damage, or damage to any artwork during the event, the museum staff member on duty must be informed immediately. He or she will provide an incident report to be filled out at that time, and the Executive Director will be notified with action to be determined on a case-by-case basis.

20. **Address** – The street address of the Pensacola Museum of Art: **407 S. Jefferson St., Pensacola, FL, 32502**

21. **Exceptions** – Any exceptions to these rules must be negotiated with the Pensacola Museum of Art in writing.