THE BELLARMINE MUSEUM OF ART

RENTAL AND EVENTS POLICY

Revised: November 1, 2011

Thank you for considering the Bellarmine Museum of Art for your upcoming event.

The Bellarmine makes its facilities available for rental to members of the wider community in order to increase awareness of the museum throughout the region while also generating revenue in support of the museum’s programming initiatives. Our aim is to help you create a pleasant, well-managed event, to share our exhibitions and programs with your guests, and to preserve and protect not only the museum’s facilities but also the objects entrusted to our professional care.

These rental guidelines are intended to help you understand the restrictions unique to a museum venue as you decide whether the Bellarmine Museum is the right place for your event. Please feel free to contact the Museum Director, Dr. Jill Deupi (203-254-4000 x2215; jdeupi@fairfield.edu), or the Museum’s Collections Manager, Carey Mack Weber (203-254-4000 x2499; cweber@fairfield.edu) with any questions you might have.

GENERAL GUIDELINES
The Bellarmine Museum of Art (“the Museum”) is an academic art museum located in Bellarmine Hall (“the Hall”) on the campus of Fairfield University (“the University”) in Fairfield, Connecticut.

Several different spaces in the Hall are available for hire by outside parties (the “Renter”) for special events, including board meetings, lectures, readings, dinners and cocktail receptions.

No commercial sales, fashion shows, trade shows, weddings, birthday parties, children’s parties, events in support of political campaigns or fund-raising activities are permitted in the Museum’s facilities unless such programs or activities are explicitly intended to raise funds in support of the Museum, Fairfield University and/or their mission-related activities.

All events are expected to complement the character and mission of both the Museum and the University, neither of which permits discrimination on the basis of sex, race, color, marital status, sexual orientation, religion, age, national origin or ancestry, disability or handicap.

Renters must comply with all relevant federal, state, and city laws, ordinances and regulations.

Rental fees and associated policies are established by the Museum, in consultation with Fairfield University.
FACILITY OPTIONS and FEE SCHEDULES
The Museum is open to the public Monday through Friday from 10:00 a.m. until 3:00 p.m., excluding certain holidays. As a result, rental of the Museum may not, under ordinary circumstances, begin before 3:00 p.m.

Food and drink are strictly prohibited in the Museum. They are, however, permitted in the smART Classroom, Great Hall, Diffley Boardroom and terrace (some restrictions apply.)

Rental of the Museum, Great Hall, Diffley Boardroom and terrace may not exceed a period of six hours, including a one-hour allotment for set-up and a one-hour allotment for take-down. Rental of smART Classroom cannot exceed eight hours.

smART Classroom: $500
This option provides the use of a spacious, on-site classroom, which is equipped with a digital projector and projection screen.

This rental option includes use of the cast corridor as well as the on-site coatroom and one unisex, ADA-compliant restroom.

Max. capacity: 25

Museum: $1,000
The Museum comprises a main gallery (the “Meditz Gallery”) and two ancillary galleries. Its permanent collection includes paintings from the Italian Renaissance and Baroque periods, loan objects from the Metropolitan Museum of Art Department of Medieval Art and the Cloisters, historic plaster casts after canonical masterworks from antiquity and the Renaissance and an array of Non-Western objects.

This rental option includes use of the cast corridor as well as the on-site coatroom and one unisex, ADA-compliant restroom.

Max. capacity: 100

smART Classroom & Museum: $1,500
As above.

Max. capacity: 125

smART Classroom, Museum & Great Hall: $2,000 (with terrace: $2,250)*
Inspired by English manor houses of early 16th century, the Great Hall features dark walnut paneling, two fireplaces and an elegant coffered oak ceiling. Two arched doors lead out to a terrace with magnificent views of the Hall’s sweeping lawn as well as the Long Island Sound in the distance.

* Weather permitting.
The Great Hall and terrace make an elegant venue for smaller cocktail receptions. These spaces can be combined with the Diffley Board Room (see below) to accommodate larger events.

This rental option includes use of the cast corridor as well as the on-site coatroom and one unisex, ADA-compliant restroom. Additional restrooms can be made available on the 2nd floor for larger parties.

**Max. capacity: 175 (200 with terrace)**

**smART Classroom, Museum & Diffley Boardroom: $2,000 (with terrace: $2,250)**

This room’s décor was inspired by the work of the 17th-century British architect Sir Christopher Wren. With rich walnut paneling, a grand fireplace, and elaborately molded stucco ceiling, the Diffley’s unmistakable charm makes it the perfect venue for a large cocktail reception when combined with the adjacent Great Hall and terrace.

This rental option includes use of the cast corridor as well as the on-site coatroom and one unisex, ADA-compliant restroom. Additional restrooms can be made available on the 2nd floor for larger parties.

**Max. capacity: 175 (200 with terrace)**

**smART classroom, Museum, Great Hall, & Diffley Boardroom: $2,500 (with terrace: $2,750)**

As above.

**Max. capacity: 250 (275 with terrace)**

**CRITERIA FOR SCHEDULING**

Consideration of each rental request is based upon:

- The suitability of the event with regard to the safety and security of the Museum and its contents as well as the missions of both the Museum and the University.
- The timing of the event in relation to the Museum’s activities and other events.
- The ability of the Museum staff to accommodate the intended use.

Requests for use of the Museum must be made at least sixty (60) days in advance of the proposed event.

Reservations may be made up to one year in advance, subject to availability.

**RESERVATIONS, DEPOSITS, & CANCELLATION POLICY**

The payment of fees is due according to the Facility Rental Fee Worksheet (p. 10).

* Weather permitting.
All fees are non-refundable, unless an event is cancelled by the Museum.

Payment should be by check, naming “Fairfield University” as the payee.

The Museum reserves the right to cancel any event due to conditions beyond the Museum’s control. In these circumstances, rental fees will be refunded in full.

**CLEANING DEPOSIT/DAMAGES, & EXTENDED USE**

The Renter is obligated to report any damage.

The Renter will be held liable for any and all damages.

The Museum will bill the Renter reimbursement costs for any and all damaged furniture, fixtures, equipment, and/or damages to the Museum or its contents, including all artwork. Such charges are payable immediately upon receipt of the invoice.

The decisions on repair and/or replacement will be made exclusively by the Museum.

The Renter will be held liable for any excessive cleaning services resulting from their rental, as well as additional charges due to failure to abide by the agreed-upon rental period.

The cleaning deposit is 100% refundable provided:

- The facility is left in the same condition in which it was received;
- No additional cleaning services are needed; and
- Renter does not exceed the agreed upon rental period or number of guests attending.

The Museum will bill the Renter for any cleaning charges in excess of the cleaning deposit. Such charges are payable immediately upon receipt of the invoice.

**EXHIBITIONS**

Exhibition lighting, furniture and fixtures, room placement, temperature, humidity and the arrangement of art objects in the Museum’s galleries are all established according to museum standards and cannot be changed to accommodate an event.

Renters should also be aware that:

- Exhibitions are subject to change without notification.
- Exhibits that are present at time of contract signing may not be on display on the contracted date.
- Exhibits will not be rearranged or relocated to accommodate outside events.

**EVENT STAGING/DECORATIONS**

- Set up and take down of any decorations is the sole responsibility of the Renter, who must observe the following restrictions:
All decoration in the Museum, smART Classroom, Great Hall, Diffley Boardroom and terrace must be installed under the supervision of a Museum staff member.

No museum fixtures or objects may be moved except by a member of the Museum staff.

Decorations will be limited to free-standing or table top items.

Decorations may not, under any circumstances, be attached or adhered in any fashion or manner to any walls, ceilings, objects or fixtures in the Museum, smART Classroom, Great Hall, Diffley Boardroom and terrace.

All tables, chairs, or other props must be placed at least 5’ away from any object on display.

All decorations must be flameproof.

Use of any type of fire or open flame is prohibited in the Museum.

- Votive candles in closed containers are permitted in the Great Hall, Diffley Boardroom and terrace provided prior approval has been received from the Authority Having Jurisdiction (AHJ).

Use of glitter is prohibited.

Ballons (air-filled or helium) are not permitted inside the Museum.

Bubbles, fireworks and artificial flower petals are not permitted in the Museum, smART Classroom, Great Hall, Diffley Boardroom, terrace or outside any entrances to these same.

The use of any kind of machine to create fog, mist or smoke in the Museum, Classroom, Great Hall, Diffley Boardroom or terrace is prohibited.

All items not belonging to the Museum must be removed by the Renter immediately after the event.

- Any decorations or materials left behind will be disposed of by Museum staff.

- All vendors, including florists and musicians, must comply with all applicable Museum rules and regulations.

- Surge protectors are required for all electrical equipment. The Museum will not be responsible for damaged electrical equipment when the Renter fails to use adequate surge protection.

- Any special electrical needs/requirements may only be supplied by University electricians or their designees.

**AVAILABLE EQUIPMENT/FURNISHINGS**
The following furniture and equipment are available with your rental. Fees may apply for room set up and resetting:

- smART Classroom
  - Stackable chairs (25)
  - 5’ tables (10)

- Museum
  - 5’ benches (2)
  - Folding camp stools (40)

- Great hall
o 6' long glass table (this cannot be removed)(1)
  o Chairs (10)*
  o Settees (3)*
  o Steinway grand piano (this cannot be removed)

- Terrace
  o Set with patio furniture during the warmer months (approximately 16 chairs and 4 tables)*
- Diffley board room
  o 6’ long tables(8)
  o Up to 20 chairs*

**RENTAL EQUIPMENT**
Any set up and take down of equipment rented from an outside rental agency must be coordinated with Museum staff. Rental equipment is the sole responsibility of the individual(s) named as the Renter(s) in this contract.

**FOOD AND BEVERAGES**
If food and beverages are to be served at an event, all arrangements must be discussed with the Museum in advance.

Sodexo is the sole caterer for both the Museum and the University.

If food is served, it must be provided by Sodexo, who will bill the Renter directly.

The Renter is solely responsible for complying with all regulations regarding catering and beverage service.

Permission to serve alcoholic beverages must be approved by the Museum in advance.

Renter may provide alcoholic beverages for the event, but should coordinate the delivery of this same with Sodexo.
  - Bartenders must be hired by Sodexo if alcoholic beverages are to be served.
  - Alcoholic beverages may not be sold on the premises.

**ACCESSIBILITY, PARKING, AND SHUTTLE BUSES**
All areas of the Museum are accessible to all persons, including those with physical disabilities, with entrance and exit through the side entrance to the Museum. There are handicapped parking spaces outside the side entrance as well. The Museum has no control over the availability of parking spaces or the enforcement of parking regulations. For large groups it is recommended that parking in the Quick Center parking lot be encouraged and that a shuttle bus be hired (through the Museum) to convey guests from the parking lot to the Museum. The costs associated with hiring this bus are the sole responsibility of the Renter.

The Museum will arrange for the placement of temporary directional signage for Renter’s event. Renters will be invoiced for the actual printing and installation costs associated with these signs.
SAFETY AND SECURITY
The safety of visitors and the collections will not be compromised for any event. All guests will be expected to comply with Museum rules, a full listing of which is available upon request.

Event security requires the presence of at least two Campus Safety Officers. The cost for security officers is $50 per hour per guard (4 hour minimum) and is the sole responsibility of the Renter. If more than 200 guests are attending, a third Campus Safety officer must be hired at the same professional wage.

Additional security requirements may be imposed by the Museum depending upon specifics of the event, number of attendees and/or service of alcoholic beverages.

Renter and participants must immediately comply with all instructions of the Museum, University and/or Security staff regarding safety and security.

Museum security is authorized to expel individuals who violate Museum and/or University policy/ies.

INSURANCE
Upon execution of the Museum’s Rental Contract, Renter is required to sign a Hold Harmless Agreement (see pages 10-11, attached).

Renter must also present a Certificate of Insurance with Fairfield University as the Certificate Holder naming FAIRFIELD UNIVERSITY and FAIRFIELD COLLEGE PREPARATORY SCHOOL as Additional Insured.

Renter must hold liability insurance with an insurance company rated “A” or better by Best Key Rating Guide. Limits of liability are to be as follows:

**Commercial General Liability/Occurrence Form** with limits no less than:

- $1,000,000 Each Occurrence
- $1,000,000 Damage to Rented Premises (Each Occurrence)
- $5,000 Medical Expense (Any One Person)
- $1,000,000 Personal & Advertising Injury
- $2,000,000 General Aggregate
- $1,000,000 Products – Completed Operations Aggregate

Coverage should be Broad Form Comprehensive General Liability

**Umbrella or Excess Liability**
Liability coverage following form of applicable General Liability, Employers Liability and Automobile Liability coverage with a limit of $5,000,000 Each Occurrence/Aggregate.

Umbrella or excess liability coverage following form of applicable general liability, employers’ liability and automobile liability coverage with a one million ($2,000,000) combined single limit per occurrence, and if general aggregate limits are included, a general aggregate not less than two million dollars ($2,000,000) is required. All policies shall be endorsed to drop down over any exhausted aggregate limits applicable to underlying policies.

Renter assumes full responsibility for damage to any Museum property or equipment, as well as any damage caused by equipment brought on-site by the Renter or vendors for the particular event.

**INDEMNIFICATION**
Renter agrees to protect, defend and hold harmless both the Museum and the University, its trustees, officers, students and employees from and against any and all claims, suits, actions or demands (including without limitation, reasonable attorneys fees and expenses of such attorneys) of any character for loss, damage or injury to person or property, including bodily or personal injury or death, in any way arising out of or resulting from the use of the Museum facilities by Renter and/or Renter’s guests.

**PRINTED MATERIAL/PUBLICITY**
Publicity materials may neither state nor imply that the Museum is a sponsor of or is responsible for Renter’s activities at the Museum unless the Museum is an explicit co-sponsor of Renter’s event.

Renters may not use the name of the Museum in connection with their event, except as to specifying the venue, without the express written consent of the Museum.

Advertising and publicity naming the Museum as the location may not begin until the rental agreement has been signed.

The Museum does not provide mailing lists, marketing or publicity for rental events.

**OTHER REGULATIONS**
All rooms not listed in the Rental Agreement are excluded from use.

Access to offices and equipment is not permitted.

Non-flash photography is allowed for educational or personal use only. Limited flash photography of events by a professional photographer may be permitted with prior written permission from the Museum.

Smoking of any kind is prohibited within Bellarmine Hall. Smoking is permitted on the terrace if ashtrays have been requested in advance from the Museum and/or Sodhexo.
THE BELLARMINE MUSEUM OF ART

RENTAL CONTRACT

___________________________________ Date of Contract:___________________
Name

___________________________________ Date of Event:_____________________
Address

___________________________________ Type of Event:_____________________
City, State, Zip

___________________________________
Phone
Number of Guests:_______________
Time of Event:____________________

How did you hear about our facility?__________________________________________

ADDITIONAL REQUIREMENTS:___________________________________________

__________________________________________________________________________

ACKNOWLEDGEMENT

I agree to the terms for this reservation as outlined in the Museum’s Rental and Event Policy
attached to this agreement. I further acknowledge the due date for the remaining balance,
any stipulations for this reservation, and any additional items covered above in the
“Additional Requirements” section of this contract.

_________________________________      ______________________________
Responsible Renter    Date
THE BELLARMINE MUSEUM OF ART
FACILITY RENTAL FEE WORKSHEET

<table>
<thead>
<tr>
<th>Description</th>
<th>Rental Fee 5 hours</th>
<th>Max. Capacity</th>
<th>Deposit</th>
<th>Balance Due</th>
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<tbody>
<tr>
<td>smART Classroom</td>
<td>$500.00</td>
<td>25</td>
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<tr>
<td>Museum</td>
<td>$1,000.00</td>
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<tr>
<td>smART Classroom &amp; Museum</td>
<td>$1,500.00</td>
<td>125</td>
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<tr>
<td>smART Classroom, Museum &amp; Great Hall</td>
<td>$2,000.00</td>
<td>175</td>
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<tr>
<td>smART Classroom, Museum &amp; Diffley Boardroom</td>
<td>$2,000.00</td>
<td>175</td>
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<td></td>
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<tr>
<td>smART Classroom, Museum &amp; Great Hall (with terrace)</td>
<td>$2,250.00</td>
<td>200</td>
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<tr>
<td>smART Classroom, Museum &amp; Diffley Boardroom (with terrace)</td>
<td>$2,250.00</td>
<td>200</td>
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<tr>
<td>On-campus Directional Signage</td>
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<tr>
<td>Cleaning Deposit</td>
<td>$100.00</td>
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<tr>
<td>Security</td>
<td>$50.00/hour per officer</td>
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<tr>
<td>Shuttle Bus (per bus)</td>
<td>$400.00</td>
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<tr>
<td>Deposit with contract (50%)</td>
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</tbody>
</table>

Balance Due

The rental fees listed above include Museum guards, custodians, an unattended coatroom and the use of a Steinway piano (if renting the Great Hall). The rental fees do not include tables, chairs, or linens (all of which can be arranged through Sodexo). They also do not include microphones or other amplification equipment. If the smART classroom is rented the fee includes the use of the digital projection system.

Payment of Fees Schedule:

1. A deposit of rental fees (as stated above) is due upon signing contract.
2. The balance of rental fees is due in full thirty (30) days prior to the event.
3. Charges in excess of contracted rental fees will be invoiced and payment shall be due in full seven (7) days following the event.
4. Payment of fees must be made by check made out to “Fairfield University.”
5. All fees are non-refundable.
INDEMNIFICATION AND HOLD HARMLESS
AGREEMENT BETWEEN FAIRFIELD UNIVERSITY/BELLARMINE MUSEUM OF ART

(Renter)

_________________________ agrees to indemnify, defend, and hold harmless Fairfield University and the Bellarmine Museum of Art against any and all loss, damage, claims and liens, etc. arising out of or connected with the following use of Fairfield University’s grounds and facilities by ________________ employees, visitors, invitees or participants to the extent that any of such loss, damage, claims, liens, etc., are due to the fault or negligence of the following event sponsored and approved by ____________________.

_______________________________, for itself and its agents and insurers, agrees to waive all rights of subrogation it may have against Fairfield University, its insurers and agents.

EVENT:__________________________________________________

DATE OF EVENT:_________________________________________

LOCATION ON CAMPUS:___________________________________

_The agent of____________ signing this agreement, is a duly authorized agent of ______________ and has been granted the authority by its governing board to enter into/execute this agreement._