



Mary and Leigh Block Museum of Art
 Northwestern University
 40 Arts Circle Drive
 Evanston, Illinois 60208
 phone: 847.491.4000
 fax: 847.491.2261
 block-museum@northwestern.edu
 www.blockmuseum.northwestern.edu

Facility Rental Guidelines
(updated 11/10/10)

The Mary and Leigh Block Museum of Art is the visual arts museum of Northwestern University. Its facilities are purpose-built to mount professionally organized exhibitions of the highest merit, to show important achievements in cinema, and to host arts related symposia, lectures, or tours. Depending on the Museum’s schedule, the Block also has limited space for other cultural and social events, including receptions for up to 75 guests and film screenings and lectures for up to 150 people. It is a unique and attractive facility that is available to museum members, supporters, Northwestern University departments and affiliates, and to the general public.

Organizations that wish to use the Museum’s facilities for programs are charged according to the rate schedule listed below. Rentals are available during the Museum’s public hours: Tuesday 10 am to 5 pm; Wednesday–Friday 10 am to 8 pm; and Saturday–Sunday 10 am to 5 pm. The Museum can also offer private exhibition tours for no charge.

Fee Schedule for Programs:

		NU Department/ Affiliate or Block Supporter at		
Auditorium	Reception	\$1,000 level	Not-for-profit**	All Others
X		\$350	\$400	\$500
	X	\$350	\$400	\$500
X	X	\$700	\$800	\$1,000

These rates cover a consecutive three-hour time period. Additional time is charged at an hourly rate determined by the specifics of each request.

**Copy of non-profit status letter must be received with deposit for non-profit reservations.

Reservation Procedure:

Events should be booked at least four weeks prior to the event date. You will be notified promptly whether or not the event can be done at the Museum. Events can tentatively be scheduled by calling the Museum’s Assistant to the Director at 847.491.5893. An **Event Planning Worksheet** (attached) must be completed prior to the confirmation of your reservation. A **Mary and Leigh Block Museum of Art Facilities Contract** (attached) must be completed at least three weeks prior to the event date. At

contract signing, a deposit covering 50% of the event charge, must be delivered to the Ellen Philips Katz Director's Office, Block Museum of Art, 40 Arts Circle Drive, Evanston, IL 60208-2410. Written confirmation from the Museum will be made within seven business days following receipt of the completed contract and deposit. Final approval for use of this facility rests with the Museum's Ellen Philips Katz Director.

Food Service:

Events that include food are limited to the Museum's lobby spaces only. No food or drink is allowed in the galleries and auditorium. Events in the Museum's lobby must be limited to 75 individuals. Events that include food or beverage service may only be provided by one of the Block Museum approved caterers (list attached). Exceptions are rarely made, since these companies know the Museum facility and how to effectively and safely operate in this special environment. Set-ups and menus are to be approved by the Museum in advance. The Renter is responsible for assuring that the caterer has appropriate food and liquor licensing required by the City of Evanston and the State of Illinois and has insurance that fully conforms to the liability provisions described below in this document. The Museum will abide and enforce liquor policies of Northwestern University. No alcoholic beverages will be served to student groups.

The Renter or caterer will take responsibility to carry all refuse off the premises to assure sanitation of the kitchen facility immediately after the event. Wait staff is not to have a sit-down meal during or after the event that may extend the rental time, thus delaying closing. The Museum monitors the condition of the facility after events. If the guidelines are not met, a \$100 cleaning fee will be charged to the sponsoring group.

The Block Museum is a special facility within the University and users are expected to treat it with care and respect. Your cooperation with these guidelines will help us maintain the Museum for the use and enjoyment of all of our constituencies. Failure to comply with these guidelines will result in a loss of use privilege to the sponsoring organization.

Restrictions:

Uses: Given the nature of the Block's exhibitions and programming, we are unable to accommodate wedding receptions or children's events such as birthday parties. Museum policy does not permit rentals for political meetings or events, merchandising activity of any kind, religious meetings and ceremonies, or any activities that violate the law or city regulations or are dangerous to people or property.

Smoking: The Block Museum of Art is a smoke free environment. Smoking is strictly prohibited in all areas of the Museum.

Receptions: Food and drink may only be served and consumed in designated areas. Please read limitations in the Food Service Section of this document. A map detailing these areas is attached.

Deliveries: All deliveries should be scheduled with the Museum. Deliveries should be made between 9:00 AM and 4:30 PM on weekdays. For alternative delivery times, contact the Museum to clarify at the time of booking.

Artwork: The placement of artwork is not to be altered in any way. Abuse of the physical structure of the Museum will not be tolerated. Umbrellas, backpacks, and candles (or any open flames) will not be permitted in any gallery or exhibition space. Coats, umbrellas, and bags must be placed in the coatroom upon entering the Museum. Repair costs for damages will be charged to the sponsoring organization.

Publicity: Any printed materials and/or paid advertisements produced by the Renter describing the Museum or its programs must be approved by Museum staff prior to public distribution or display. The Renter will provide drafts of materials to the Director's office for review.

Photography: Photography requires advance permission.

Equipment: Thirty (30) stacking chairs, two 6' rectangular tables, and waste cans are available and included in the rental fee. If additional tables or other equipment is required for an event, it must be obtained from an outside rental source. Arrangements for use of outside rental equipment must have advance written approval from the Director's Office. Equipment brought into the Block Museum must be removed immediately following the event or additional charges may apply.

Security: A security representative shall be included in the initial briefing and any debriefing meetings regarding all public and private events. There will be no access keys given to event participants. A security staff member will escort participants and unlock areas as needed. No areas are to exceed local agency occupancy limits as well as Occupational Safety and Health Administration guidelines as set forth by the U.S. Department of Labor.

The outside and foyer doors are never to be "propped" open. Visitors are only to use front exits except in the event of an emergency. Event participants are not to use the administrative offices or the preparation area without the direct permission of the Museum Director. Any visitor entering the building outside of posted Museum hours must follow these procedures: a) Sign the logbook and check in with the security attendant; b) Wait to be announced by the security attendant; c) Wait to be escorted when applicable.

Audiovisual Productions: The Museum must have notice of any audiovisual needs. Certain equipment may only be used on a case-by-case basis. The Museum's audiovisual equipment will only be handled by Block Museum trained and approved technicians.

Liability:

A. If the initial contact is made by a party or meeting planner or locations agent, no agreement for use shall be made until a representative of the actual Renter has met with an appropriate Museum representative.

B. The Renter is fully responsible for any damage to the Museum's premises, contents, or persons caused by the Renter, its agents or its guests. The Renter must agree to pay the Museum for any such damage or loss. The Renter will indemnify and hold the Museum and/or Northwestern University harmless for any damage, loss or injury to the Renter's property, its agents or its guests. The Renter shall maintain appropriate Commercial General Liability insurance coverage insuring the event (including coverage for contractual liability, personal injury liability and liquor liability), workers' compensation insurance as required by applicable law. Commercial General Liability shall show limits of \$1 million per occurrence and \$3 million per event. Northwestern University, its Board of Trustees

and employees and agents shall be named as additional insureds under the Commercial General Liability policy, and shall stipulate that the insurance afforded the additional insureds shall be primary and noncontributory to any insurance maintained by the additional insureds. The Renter shall furnish a certificate of insurance evidencing the coverage required at least 30 days prior to the event date.

C. In the event the Renter cannot obtain this insurance, the Northwestern University Office of Risk Management can supply coverage at University rates. If this service is required, please contact the Office of Risk Management at 847-491-8518. More information is available at <http://www.northwestern.edu/risk/eventins.html>.

**Mary and Leigh Block Museum of Art
Event Planning Worksheet
(Please Print)**

Type of Event: _____

Event Date: _____ Name of Event: _____

Event Start Time: _____ Event End Time: _____

Set-Up Time: _____ Clean-Up Time: _____

Estimated Attendance: _____

Areas Needed

- Pick/Laudati Auditorium
- First Floor Atrium
- Second Floor Landing

Audio/Visual Equipment Needed

- Podium/Microphones
- VHS/DVD Player
- Slide Projectors
- 35/16 mm Projector (requires special approval)

Other Equipment/Assistance Needed

- Staff Assistance
- Two 6-Foot Tables
- Chairs
- Delivery Assistance/Time of Delivery _____

Event Coordinator Contact Information

Name _____

Address _____

Email _____

Phone # (_____) _____ Fax # (_____) _____

Other Needs (Please Specify) _____

Please return to
Jean Deven
Assistant to the Director
Mary and Leigh Block Museum of Art
Northwestern University
40 Arts Circle Drive
Evanston, IL 60208-2410
j-deven@northwestern.edu
phone: 847.491.5893
fax: 847.467.4609

Mary and Leigh Block Museum of Art Facilities Contract (2 pages)

Type of Event: _____ Contact Person: _____

Event Date: _____ Name of Event: _____

Event Start Time: _____ Event End Time: _____

Set-Up Time: _____ Clean-Up Time: _____

Estimated Attendance: _____

Total Charges: _____

Deposit Amount: _____

Payment Information:

Check #: _____ Amount: _____

CC #: _____ Signature: _____

(We accept Visa, MasterCard, and American Express **only**)

Cufs #: _____

Additional Comments (Special Needs):

Refer all queries to Jean Deven, 847.491.5893, j-deven@northwestern.edu

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Terms of Agreement

1. The Mary and Leigh Block Museum of Art (*the Museum) reserves the right to deny usage of our facilities to any group or individual. Final approval for use of the Museum rests with the Ellen Philips Katz Director of the Museum. Reservations are not confirmed until the Museum receives a completed and signed agreement, with deposit, when required. The Museum must be notified immediately of any change in plans or of a cancellation. The lessee will forfeit the deposit *unless* the Museum is notified of cancellation within five (5) working days of the event.
2. The Museum will limit the use our facilities to receptions, lectures, and screenings. Non-University Organizations that have no direct Northwestern University Affiliation (e.g. Academic Department, Alumni or Student Organization, University Administration) will be considered on a per case basis.
3. Northwestern University and the Mary and Leigh Block Museum of Art will be held harmless for any actions arising out of the use of the Museum’s premises. The lessee will also assume all risks and responsibilities for those persons associated with and attending the lessees’ function; and for the safety and security of the Museum’s premises. The lessee will provide a certificate of insurance (noted in the Facility Rental Guidelines) at least 30 days prior to the event date.
4. The Museum will abide and enforce liquor policies of Northwestern University. No alcoholic beverages will be served to student groups.
5. The lessee or caterer will take responsibility to carry all refuse off premises to assure sanitation of kitchen facility immediately after the event. Wait staff is not to have a sit-down meal during or after the event that may extend the rental time, thus delaying closing.
6. Cameras, umbrellas, cigarette, cigar or pipe smoking, candles or any open flames are not permitted in the Museum. Set ups and menus are to approved by the Museum in advance.
7. Additional equipment needed beyond those items listed on the event worksheet will be the responsibility of the lessee.
8. All deliveries should be scheduled with the Museum. Deliveries should be made between 9:00 AM to 4:30 PM weekdays. Arrangements must be made to deliver large items or large liquor orders through the freight elevator when possible.
9. Should an emergency or problem arise, the Museum staff or head guard must be notified immediately. A complete record of all reported occurrences must be filed at the time of the occurrence and signed by the lessee and the head guard.
10. Negotiated arrangements that need revision require advance notification of at least five (5) days.
11. Museum policy does not permit rentals for political meetings or events, merchandising activity of any kind, religious meetings and ceremonies, or any activities that violate the law or city regulations or are dangerous to people or property.
12. The Museum and Northwestern University disclaim any liability for lost or stolen items.

I have read both the **Facility Rental Guidelines** and the **Terms of Agreement** of the Mary and Leigh Block Museum of Art and accept the conditions as written:

Authorized Representative

Date Signed

Block Museum Representative

Date Signed

Please sign both copies of this agreement, keep one copy for your records, and return one copy to the Museum prior to the event.

**Mary and Leigh Block Museum of Art
Approved Caterer List**

MJ Catering
1611 Chicago Avenue
Evanston, IL 60201
Phone: 847.869.1180
Fax: 847. 869.1153
info@mjcatering.com
www.mjcatering.com

nuCuisine
1999 Campus Drive
Evanston, IL 60208
Phone 847.491.2330
Fax 847. 491.4333
norris-events@northwestern.edu
www.northwestern.edu/nucuisine/nucuisinecatering

Limelight Catering
2000 North Racine Avenue
Chicago, IL 60614
Phone: 773.883.3080
Fax: 773.883.3090
inquiry@limelightcatering.com
www.limelightcatering.com

Rollin' In Dough
914 ½ Noyes Street
Evanston, IL 60201
Phone: 847.864.9400
Fax: 847.864.8714

J&L Catering
1229 N. North Branch Street
Chicago, IL 60202
Phone: 312.280.7900
Fax: 312.280.9046
www.jandlcatering.com

Food for Thought Catering Specialists
7001 North Ridgeway Avenue
Lincolnwood, IL 60712
Phone: 847.982.2608
Fax: 847.982.0884
www.foodforthought-chicago.com