

The Butler Institute of American Art-Trumbull

Guidelines for use of the Museum ceremony/reception

The purpose of this program is to generate funding for the Butler Institute in its attempt to fund exhibitions that bring exceptional art to our community.

The benefits of sponsoring an exhibition are many. In addition to the knowledge that a financial contribution makes possible an exhibition for thousands of museum visitors, an individual or business can sponsor an exhibition and receive the following:

***The Butler Institute of American Art will provide the use of the museum for your event.**

***For non-personal events all publicity and printed material must be approved by the Butler prior to final printing or press release.**

***The sponsor automatically becomes a member of the Trustees Circle for one year.**

Costs

The cost for a reception or dinner type event is **\$1600** for the use of the Butler Trumbull until 12 a.m. Bar must close 1 hour before event ends and no later than 11p.m. It is **\$600** for a Wedding Ceremony. Fundraisers are not permitted at the Butler for any other organization. There can be no exceptions made with regard to these policies.

Donations to the Butler Institute are tax deductible in keeping with IRS regulations. Unfortunately, in-kind donations including art works cannot be accepted in place of cash.

To confirm the event date and sponsor an exhibition, **a tax deductible, non-refundable deposit of $\frac{1}{2}$ of cost is required** along with a signed agreement and credit card number.

The sponsor will pay the balance by one month prior to the reception. A tax deductible form for the donation will be sent.

General Liability Insurance with a minimum liability limit of \$1,000,000 for Bodily Injury and Property Damage combined is required of any sponsor using the museum for an event. **A certificate of insurance as proof of liability coverage must be presented to the museum prior to the event.** The certificate must name The Butler Institute of American Art as an additional insured. For information contact your insurance agent or Contact K & K Insurance, 1-800-328-2317 or go to www.eventinsurance.com.

Catering

The sponsor will contract all catering service, all rentals, provide coat checking and any other services required. Any organization that plans to sell or serve alcoholic beverages to guests who have been charged even an indirect fee, must apply for a license to the Ohio Liquor Control Board, 6606 Tussing Rd., Reynoldsburg, OH 43266-0701, 614-6442360 or download the form at <http://www.liquorcontrol.ohio.gov/liquor12c05.htm>. **No one under 21 is permitted to consume alcoholic beverages on the premises.** A copy of this license must be given to the Butler prior to the event. N/A for wedding receptions.

Parking

The parking lot holds 120 cars. There is no valet parking or need for it.

Restrictions: NO cooking in galleries. No lighted candles, open flame of any kind, rice, confetti, glitter, helium balloons, pipe & drape, floor runners, or other objects deemed a security risk are permitted on the premises. No chocolate fountains allowed. All activities for events must be cleared with the Museum Staff prior to the event. Set-up must not interfere with museum visitors during open hours. **All deliver and pick-up times must be cleared with Tom 330-609-9900 well in advance.**

No dancing with glassware.

The Butler has available 48" tables and chairs available. All other equipment will have to be rented by the sponsor/caterer.

Maximum seating for dinners/receptions is 120.

Wedding ceremony seating up to 185.

The primary concern of the Butler staff at an event, as always, is to assure the appropriate protection for exhibited works of art. Staff may remove art works from any area where they may incur damage during the course of an event but nothing may be removed or rearranged by the sponsor to accommodate a special event. There may be no art hanging due to unforeseen changes in exhibition schedules, and special exhibitions occasionally require a change of gallery space. This may make a previously reserved space unable to accommodate a previously arranged event.

The Butler Institute will not be responsible for the security of any gifts and all gifts must be removed at the end of the event.

Preferred Caterer: AVI Foodsystems 330--958-4951 (Esther)

Other caterers: use of any other caterer requires an additional \$500 payable to the Butler by the caterer upon contracting.

The Butler Trumbull Sponsorship Form

Name _____

Address _____

City/State _____

Zip _____

Phone _____

Fax _____

Email _____

Date of _____

Event _____

Time _____

Approximate Number of People _____

Caterer _____

(with approval of the Butler)

Number of 60" round tables _____

Number of 8' rectangular tables _____

Number of Butler chairs _____

We're renting chairs _____

number _____

Notes: _____

If selling alcoholic beverages or If there is a charge for this event and you are serving or selling alcoholic beverages, a liquor permit must be obtained from the state of Ohio (see guidelines).

Ceremony: \$600 (minimum \$250 non-refundable deposit due upon signing of this agreement for a ceremony).

Reception: \$1600 (minimum of \$ non-refundable deposit due upon signing of this agreement for a reception)

Remainder of donation/charges due one month prior to event.

Signature of applicant _____

date _____

My signature denotes that I have read the guidelines and that I understand and will abide by all the regulations of the guideline for use of The Butler Institute of American Art. I understand that any balance due must be paid no later than two weeks after the final billing. If a check is not received the balance will be charged to the credit number provided below.

Credit card # required _____

exp. Date _____

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