

## Cost

The cost is \$10,000 for the use of the Butler from 4 p.m. to 11:30 p.m. The bar will close at 10 p.m.

To reserve an event date or sponsor an exhibition, a non-refundable deposit of \$5,000 is required, along with a signed agreement and credit card number. The balance must be paid one month prior to the event.

Donations to the Butler are tax deductible per IRS regulations and gratefully accepted. In-kind donations, such as artworks, cannot be accepted.



## Purpose

Making The Butler Institute of American Art available for special events and exhibitions helps to generate funds that enable us to bring exceptional art to our community.

## Benefits

The Butler's building offers a space unmatched in the Mahoning Valley for elegance and beauty: a special place for a special occasion.

Your contribution helps maintain the Butler's year-round free-admission policy.

As a sponsor, you will automatically become a Connoisseur member of the Trustees Circle, with all benefits and privileges, for one year.

# The Butler Institute

O F A M E R I C A N A R T

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# The Butler Institute

O F A M E R I C A N A R T

*Reserve for your  
Special Occasion*



### Food and Beverages

The sponsor will coordinate with all catering services, including the bar. Contact Tina Gilliam of AVI Foodsystems at (567)215-3153.

Receptions will take place in the Butler's Beecher Court, Main Level. Buffet and cookie tables may be placed in galleries adjacent to Beecher Court and away from displayed paintings. While the galleries are open for viewing, no food or drink is to be carried into them.

Organizations that plan to sell or serve alcoholic beverages to guests who have been charged, directly or indirectly, must apply for a license with the Ohio Liquor Control Board. Phone (614) 644-2360 or download the necessary application at [www.liquorcontrol.ohio.gov/liquor12c05.htm](http://www.liquorcontrol.ohio.gov/liquor12c05.htm). A copy of the license must be given to the Butler prior to the event. This requirement is not applicable to wedding receptions.

The Butler can provide tables and padded folding chairs for 200 people. Just let us know what you will need for your event. With the exception of infants in arms, no children under 13 are admitted

### Liability

The Butler Institute of American Art will not be responsible for the security of any gifts or personal possessions, and such items must be removed by the end of the night.

Any sponsor of an event at the museum is required to carry general liability insurance with a minimum limit of one million dollars for bodily injury and property damage combined. The policy should name the Butler Institute of American Art as an additional insured, and proof of insurance must be presented to the museum prior to the event.



### Parking

The Butler's parking lot has space for approximately 80 vehicles. Overflow parking in YSU lots and decks is available through YSU Parking Services at (330)941-3546. Requests for valet parking should be made at the same number. The sponsor is responsible for any parking fees incurred.

### Rules and Restrictions

A primary concern of the Butler staff at any event is the appropriate protection of exhibited works of art and the building. Staff may remove art from anywhere its safety is in doubt. However, nothing may be removed or rearranged by our guests.

Excessively intoxicated guests will not be served, and may be removed from the building. For the protection of artwork and guests, if necessary, the staff may close down the bar early.

No glassware is to be taken onto the dance floor.

No lighted candles, chocolate fountains, pipe and drape, rice, confetti, glitter, helium balloons or other objects deemed a risk to the art are permitted. Also, no special event lighting may be directed at the artwork.

Wedding planners, photographers, and videographers must be approved by the museum. Drones are not permitted.

\*All activities related to scheduled events must first be approved by museum staff. Set-up must be done only while the museum is open and must not interfere with museum visitors. The Butler closes each day at 4 p.m.

\*All rental items must be removed promptly after the event.

