

BAM | BOISE ART MUSEUM

Events

Facility Rental Policies

Facility Policy and Usage Guidelines

BAM does not permit the use of the premises for fundraising events benefiting other organizations, political events, or religious ceremonies. This policy should be interpreted to mean that all political campaigning, distribution of literature, fundraising activities, auctions, commercial and/or political advertising shall be prohibited on Museum property. Rental events at the Boise Art Museum are by private invitation only. The Museum may not be rented for events to which the public is invited. The individual or group entering into contract with BAM is responsible for informing the Museum of any events or activities that may take place during the rental event. Additionally, all event activities must be approved by BAM before plans are finalized. Please refrain from producing invitations indicating that your event is being held at the Boise Art Museum until you have a signed contract and have received permission to list the Museum's name. BAM reserves the right to review any materials using the Museum's name or logo before they are distributed.

Any individual or group wishing to rent the Museum facilities must:

- Submit an application form to the BAM Event Coordinator. The application form must include a detailed account of the type of event, purpose, date, time, and number of guests expected.
- Remember that reservations will be accepted on a first-come, first-served basis, and BAM reserves the right to limit the number of rentals in any given month. As such, groups are encouraged to make reservations early.
- Remember that tentative reservations may be held for no more than three calendar days, pending the signing of BAM's Facility Rental Agreement and payment of the required deposit. A rental reservation will not be considered confirmed until BAM has received a signed copy of this document and the deposit has been paid in full.
- Designate a contact person who will sign the agreement, be responsible for the conduct of persons attending the event, as well as take financial responsibility for the payment of fees and supplying of the necessary insurance certificate.
- Provide fifty percent (50%) of the total fees (rental fee, any applicable alcohol set-up fees, and sales tax) upon signing BAM's Facility Rental Agreement. The balance of the total fees will be due two months before the date of the event. If your event is less than two months away, one hundred percent (100%) of the fees are due upon signing the contract.

Please Note:

- The final decision regarding the application rests with the Executive Director of the Boise Art Museum. BAM reserves the right to deny use of the Museum to any individual or group whose event is inconsistent with the Museum's purposes.
- It is the primary responsibility of those in the service of the Boise Art Museum to ensure the preservation and safety of the artwork, Museum building, and grounds, at all times. A BAM

representative will be present at each event to supervise and consult. No alteration to BAM facilities, exhibitions, or property will be permitted.

Other Facility Guidelines:

- Event photographers must read, sign, and abide by BAM's Photography Policy. Rental client is responsible for ensuring that guests adhere to BAM's photography policies. Videography is not permitted in the Museum.
- Sound levels of live, recorded music, or other audio during the event shall not exceed 90 decibels. This restriction must be communicated to musicians and sound techs.
- Event host(s) and their guests assume all responsibility for their automobiles and for any personal property either checked or left in the building. The Museum cannot be responsible for goods left before, during, or after an event.
- No wet media (e.g. paint, ink) will be permitted in the Museum. No birdseed, rice, confetti, or bubbles may be used inside or outside the building.
- Any independent vendors must be approved by the Museum, and all vendor contact information should be supplied to the BAM Event Coordinator at least two months in advance of the date of the event.
- All deliveries and pick-ups must use the Museum's rear Education Entrance and a BAM staff member must be present at all times. It is the duty of the responsible event contact person to coordinate any deliveries or pick-ups with BAM's Event Coordinator.
- All event set-up including large decorations, musical equipment, etc. must be placed in the rented space under the supervision of a BAM staff member, and only through approved pathways.

Alcohol:

All beverage services must be provided by BAM. No outside alcohol will be permitted. There is a \$250.00 beer and wine setup and execution fee and a \$500.00 liquor setup and execution fee.

Parking:

Public parking is available in Julia Davis Park. Please be advised that the City of Boise tows cars left in the Park beginning promptly at Midnight.

Caterers:

Any caterer licensed by the state of Idaho may cater your event, pending BAM approval. If your chosen caterer has not worked with BAM before, they must schedule a tour of the facilities with BAM's Event Coordinator.

Please Note:

- The Museum's kitchen is equipped for warming, not cooking.
- The kitchen floor, counters, sink, and all Museum kitchen equipment must be left clean to Health Department standards and in their original condition.
- The caterer must place all garbage in the dumpster outside of the Museum and all rentals (dishes, glassware, etc.) must be neatly arranged in BAM's Event Storage space.

Insurance:

Rental client is required to purchase Event Liability Insurance through BAM's insurance. The cost of insurance is typically between \$150.00 and \$200.00 for an event. Proof of insurance must be provided to BAM's Event Coordinator no fewer than 30 days in advance of scheduled event.

Decorations and Floral Arrangements:

Sparklers and/or open flames are not allowed inside or outside the building. All candles must be battery operated. Fog machines are prohibited inside and outside the building. All decorations must be free-standing. Air-filled balloon arrangements are permitted, though Helium and Mylar balloons are prohibited. Flowers from home gardens are not permitted in the Museum. All flowers and arrangements must be from an approved florist. A list of floral companies can be provided. All arrangements must be cut, not potted in soil, and come in display-ready condition.