

## Bechtler Museum of Modern Art Rental Event Policies

### **General Museum Information:**

The Bechtler Museum of Modern Art is located at 420 S. Tryon Street. The Bechtler is a city owned building and obeys all city ordinances as well as state and federal laws.

### **Planning an Event:**

When planning an event at the Bechtler Museum of Modern Art, rental clients work closely with the Events Manager and contracted vendors. The Events Manager coordinates the event logistics, manages facility and art collection compliance, and serves as a liaison between client, vendors, and museum staff. The Events Manager does not perform the duties of an event planner.

For all weddings held at the museum, the client is required to secure at minimum a month of licensed wedding planner to coordinate guest experience, develop design elements, assist with travel/hospitality arrangements, and create and supply materials/decor for the rental. The client must confirm the licensed wedding planner with the Events Manager 60 days prior to the scheduled wedding.

The Bechtler Museum of Modern Art reserves the right to review event plans, including décor and entertainment.

### **Unloading:**

Unloading/loading for events takes place along Levine Avenue, the side street between the Bechtler and the Mint Museum. All vendors will need to check-in upon arrival to receive a permit and unload on Levine Avenue. Once unloading is finished, the vehicle will need to be parked elsewhere and return the permit to Bechtler Events staff.

The museum cannot reserve/guarantee spots and does not have a designated dock.

The Bechtler is connected to the Knight Theater, however these are two separate venues and vendors cannot enter/exit via the Knight unless the rental client has rented both venues for their event.

### **Food and Drink Policies:**

The Bechtler Museum of Modern Art is the exclusive supplier of alcoholic beverages for all events as per ABC permit. Rental clients are required to contract bartenders and non-alcoholic beverages from the licensed caterer.

The Bechtler Museum of Modern Art reserves the right to discontinue the service of alcoholic beverages at any time during a function. Food must be served in conjunction with alcohol service.

The Bechtler Museum of Modern Art's kitchen is a "no cook kitchen" which is important to note in planning event menus. Coil burners, fryers, butane burners, and propane tanks are not permitted on museum property. Sternos are approved on a case-by-case basis by Events Manager and Security/Facilities Manager.

The museum asks that all vendors provide a COI at least a week before the event.

### **Décor, Setup and Breakdown Policies:**

Signs and decorations may not be affixed to any interior or exterior surface of the Bechtler Museum of Modern Art unless prior approval granted by designated Events staff.

Open flames of any kind, including tea light candles (including floating or in glass vases) are not permitted inside the museum.

Confetti, rice, glitter, bubbles, bird seed, helium balloons, flammable props or live animals (except for service animals) are not permitted on the property. **Boxes and storage containers must be free of glitter before entering the museum.**

Plants and flowers must be free of insects and obtained from a licensed florist. Please check any plants prior to entering the museum.

Ice sculptures and water fountains are not permitted on the premises.

Upon checking in with Events staff, the Bechtler Museum of Modern Art reserves the right to refuse any delivery that does not arrive at the designated time and set up may not occur until the agreed time noted in the license agreement.

At the end of the event, all decorations and any other articles brought into the Bechtler Museum of Modern Art must be removed from the premises. The client will be charged a holding fee of \$100.00 per day for any external equipment and décor left at the museum post-event.

#### **Photography:**

No flash photography is permitted inside the galleries. Flash photography is allowed in the lobby and on the plaza and sculpture terrace.

#### **Outdoor Events:**

The Bechtler Museum of Modern Art reserves the right to make final decisions regarding food and beverage service on the plaza and second-floor sculpture terrace. The decisions will be based upon Charlotte City Code, venue compliance, the safety of guests/employees, and current and/or forecasted weather conditions.

Events requiring entertainment on the plaza and/or second-floor sculpture terrace, must comply with the City of Charlotte Noise Ordinance Policy. Requests will be considered on a case by-case basis. Rental clients must request and receive approval from the Events Manager to erect tents and other temporary outdoor structures.

#### **Tobacco and Firearms:**

Firearms are not permitted on the premises at any time. Smoking and vaping is not permitted anywhere on the museum premises, including outdoor spaces (plaza, sculpture terrace) or areas directly adjacent to the museum building.

#### **Lost and Found:**

The Bechtler Museum of Modern Art will not assume or accept responsibility for damage or loss of any items or articles left on the premises by the client prior to, during, or following the event.