

## SPECIAL EVENT POLICIES

The following policies have been established to ensure the safety of the collection during special events. All events are subject to the guidelines contained herein. These policies apply to all events including third party, internal and auxiliary events. The resolution of conflicts or issues rests with museum officials.

### THE NATURE AND SCOPE OF ALLOWABLE EVENTS

The Arts Center is available for special events such as civil wedding ceremonies, corporate and social events. Nonprofit events are permitted as long as they are not fundraisers, art related or in conflict with museum goals. The Arts Center reserves the right to review event requests on a case-by-case basis.

### NONPROFITS AND TAX EXEMPTION

Nonprofit organizations must submit a 501(c)3 letter from the IRS to receive a discount on room rental fees. If tickets are sold, the event is taxable, regardless of the nonprofit or tax-exempt status of the organization.

### CONTRACTS, DEPOSITS AND PAYMENTS

This Room Rental Contract is to reserve event space(s) only and must be signed by Client and returned to the Arts Center along with the room rental fee within 10 business days of receipt. This contract is ineffective until both are received. Any outstanding balances from previous events must be paid in full before a new booking is confirmed.

A Room Rental Contract does not imply exclusive use of all museum facilities; there may be more than one event at a time in the building. Events in the Auditorium or Lecture Hall may be subject to additional contract terms & pending the approval of production schedule and tech plan.

Additional event details and charges will be outlined in the *agreement*. Client will receive separate agreements (depending on the scope of the event): one for *Food and Beverage* (Catering) charges and one for *Museum Services* (Arts Center) charges.

*Deposits* and *payments* are accepted by corporate check, certified check, money order, cash, credit card, or personal checks. Client is responsible for making all deposits and payments as noted in this agreement.

### FOOD AND BEVERAGE

Food and beverages must be prepared by a licensed catering company.

### DECORATIONS, SIGNAGE AND PUBLICITY

The Arts Center must approve any organic materials, additional lighting, large objects/equipment, decorations and/or displays prior to the event. Nothing can be attached to any wall, floor, ceiling or other surface.

### MISSION STATEMENT

The Sangre de Cristo Arts & Conference Center creates artistic learning experiences for everyone.

The Sangre de Cristo Arts Center is proud to be a fully accredited member of the American Alliance of Museums.





HELEN T. WHITE GALLERIES  
BUELL CHILDREN'S MUSEUM  
JACKSON CONFERENCE CENTER  
210 North Santa Fe Ave, Pueblo, CO 81003  
(719) 295-7200 | Fax (719) 295-7230 | [sdc-arts.org](http://sdc-arts.org)

Artificial fog, smoke or snow, confetti, or any other airborne substances including helium balloons and dry ice may not be used for decorations or in performances. Any publicity materials, invitations and/or tickets using the "Sangre de Cristo Arts Center" name or logo must be approved by the Arts Center prior to mailing or distribution. The Arts Center should be listed as the location only.

### **SECURITY AND PROTECTION OF THE OF ART**

We ask that Client make their event guests and vendors aware of their unique surroundings and ask that they assist in the preservation of this historic building and collection by abiding by the *Special Event Policies* and *Event Vendor Guidelines*. Security is mandatory for all events (rentals).

Arts Center Security, specific to the event space(s) occupied during your event, is included in the room rental fee. The Arts Center prohibits outside contract or proprietary security services from performing such services on Arts Center property without the consent of the Director of Facilities. Such requests must be made no later than two weeks prior to the event.

Food, beverage and gum chewing are strictly prohibited in the galleries. Smoking (including e-cigarettes and vaping) and tobacco chewing are prohibited inside the museum. No smoking is allowed within 25 feet of any entrance. The Arts Center promotes a weapon-free environment.

All items, including equipment or personal items, entering or exiting the museum are subject to inspection by Arts Center Security. Long umbrellas, oversized handbags, backpacks, briefcases or any other object larger than 11" x 15" are prohibited in the galleries; such items may be left at Coat Check. Wrapped packages are not allowed into the building; gift bags, however, are permitted.

Any person, including event guests and vendors, whose behavior threatens or appears to threaten the art collection will be asked to leave the building. Artwork cannot be touched; all guests are expected to stay at least three (3) feet from all art. No objects may be placed on or over a work of art or attached to its pedestal, base, casework or surrounding wall. Protective elements such as stanchions cannot be moved or relocated. No artwork can be brought into the museum without prior approval.

### **OCCUPANCY RATES & ACCESSIBILITY**

If the event's guest count exceeds the allowable maximum occupancy rate, Arts Center reserves the right to move the event to a larger event space. Should this become necessary, the rental rate of the larger space may apply. If there are no larger event spaces available, additional guests may be denied entry into the event. American Disabilities Act (ADA) access is available through the John R Street or Farnsworth Street entrances.

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## GALLERIES AND PUBLIC PROGRAMS

During normal Arts Center hours, guests are encouraged to participate in any of the gallery talks, concerts, art studio projects or other regularly scheduled public programs.

Docents can be made available for gallery tours during your event. Please note that our docents generously donate their time to the museum. Therefore, we ask that docents are requested a minimum of three weeks prior to your event.

## PHOTOGRAPHY/VIDEOGRAPHY INSIDE THE BUILDING

The Arts Center reserves the right to photograph during events for archival purposes. Art is protected under the United States Copyright law, therefore reproduction, distribution or sale of photographs is not permitted. Photographs or video may be taken of the permanent collection for personal, noncommercial use only.

Guidelines for commercial photography or film shoots and rates are available upon request. Photography is not allowed where a "No Camera" sign appears, including any of the Helen T. White Galleries.

Failure to comply with these policies may result in persons being escorted from the area. Cameras must be at least three feet from artwork. Flash photography, detachable lenses, camera bags, monopods, tripods, drones, additional lights and extension cords are not allowed.

## INCLUDED IN ROOM RENTAL FEE:

- 72" round tables (seat 8–12 per table)
- 33" round cocktail tables
- Standard banquet chairs
- Wireless internet

## INSURANCE REQUIREMENTS

**Vendors:** All vendors must provide proof of adequate insurance prior to the commencement of work or services at the Arts Center that satisfies the following requirements, unless a waiver is requested of and granted by the office of the Director of Facilities:

- Commercial general liability insurance, including protective liability and contractual liability, and covering death, bodily injury and property damage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- The commercial general liability insurance policy shall name Client and the Arts Center as the named insureds.
- Provide the Arts Center with at least 30 days prior written notice of any cancellation or material change in coverage.

**Clients:** The Arts Center may, in its sole discretion, require that Client provide the Arts Center, in form and amount reasonably satisfactory to Arts Center, an indemnification agreement and proof of adequate insurance prior to the commencement of work or services at the Arts Center that satisfies the following requirements:

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- Comprehensive general liability insurance including contractual liability insurance with a limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- The policy must name the Arts Center as an additional insured, be endorsed as primary and not excess over or contributory with any valid, applicable or collectible insurance or self-insurance in force for Arts Center.
- Provide the Arts Center with at least 30 days prior written notice of any cancellation or material change in coverage.

All of the foregoing coverages will be obtained and maintained at the Clients expense from insurers rated "A" or better by A. M. Best's Insurance Reports, and which are authorized to transact insurance in Colorado, as evidenced by a subsisting certificate of authority issued by the Commissioner of Insurance of Colorado. Each insurance policy required by this Section shall be accompanied by an endorsement that states that the policy shall not be canceled or reduced without 30 days prior written notice to the Arts Center. Within 10 days after the execution of this agreement, Vendor and/or Client will provide the Arts Center with evidence of the insurance and endorsement required by this Section.

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