

Arnot Art Museum  
235 Lake Street  
Elmira, NY 14901-3191  
p: 607.734.3697  
w: amotartmuseum.org

## ARNOT ART MUSEUM

# Facility Rental Guidelines

### **The Museum**

Downtown Elmira, New York's jewel, the Arnot Art Museum, is one of the last remaining private collections of eighteenth and nineteenth century paintings and sculpture housed in its original showcase. Internationally renowned for its growing collection of contemporary work, the Museum presents a biennial exhibition titled *Re-presenting Representation*, which showcases a growing collection of nineteenth through twenty-first century realist art.

### **Facility Rentals**

The Arnot Art Museum provides local, regional and national audiences with a venue to create experiences that inspire, educate and entertain. The Museum's galleries are an exceptional location for evening receptions, dinners, small professional conferences, lectures, educational experiences, and corporate recognition events.

The Arnot Art Museum reserves the right to apply restrictions on all rental uses.



## **The Facility**

All galleries are available for private rental use after the Museum's public hours. Current public hours of operation are Tuesday through Saturday 10am to 5pm. Events scheduled to begin during Museum hours may or may not be private, depending on the gallery chosen. Catering personnel may arrive two hours prior to the event to set up and may stay one hour following the event for clean-up. Additional charges will apply as outlined below in the circumstance that the event runs longer than the contracted event end time. All areas are handicapped accessible.

Special conditions apply for the protection of the objects in the Museum's collections:

1. Smoking is prohibited in all areas of the Arnot Art Museum building.
2. Food and drinks are restricted to rented spaces, and may not be taken to other areas of the building.
3. Objects in the collection should never be touched. Guests may not lean against any pedestals or cases containing art objects. Items should not be propped or leaned against pedestals and cases. Tableware, glasses and foodstuffs should not be placed pedestals or cases.
4. Natural light is restricted in most areas of the building; Event Sponsors should consult Museum staff before making any adjustments to shutters and blinds.

The following galleries are available for special events rental:

- Reading Room
- Center Gallery
- Falck Gallery
- Tripp Rose Gallery
- West Gallery
- East Gallery
- Picture Gallery (limited uses – special restrictions apply)
- The Lawn (limited uses - special permits may be required)

## **Catering**

All catering arrangements must be made privately and cleared with appropriate museum staff 30 days prior to a scheduled event. All fees for catered services will be billed to the renter. All glassware, linens and supplies must be provided.

If alcoholic beverages are to be served, they must be provided and served by the Caterer's staff, and all appropriate regulations must be followed. A special liquor permit must be filed with the State of New York Liquor Authority by caterers at least 15 business days in advance of the function in order to serve alcoholic beverages on premises at the Arnot Art Museum. Exceptions to this policy are made for bona-fide wine tasting events conducted by local and regional wineries. These must adhere to the established tasting guidelines and obtain the appropriate tasting license from New York State.

## **Rental Fees**

Please contact the Office of the Executive Director to discuss applicable rental fees.

## **Equipment**

The Museum will provide the use of equipment within its current inventory to facilitate the reserved event. Any equipment required by the client in addition to the inventory of the Arnot Art Museum may be rented by the Museum and charged to the Event Sponsor. All equipment and supplies coming into the museum will be installed and removed with the appropriate Museum staff's permission and at the Museum's specifications.

## **Photography**

Photography is not permitted in the Museum. In some cases, exceptions may be made; Event Sponsors should discuss policy with Museum staff. No flash or tripods may be used at any time. Photography or videos taken in the Museum may not be reproduced or used commercially without written permission from the Registrar.

## **Decorating and Food Warming**

Party decorations are limited to centerpieces for tables or floral arrangements for other designated areas. Dried plants or materials, tropical plants, candles or any open flames are not allowed. Sterno may not be used in any gallery.

## **Services**

Facilities and services included in the rental rate are:

Setup of museum equipment; general cleanup following the event; Security staff; parking; Museum admission; Trash receptacles and liners.

Services not included in the rental rate, but available at an additional cost include:

Guided Tours. Special arrangements can be made in advance of private functions for guided tours.  
Security Reinforcement, which may be required depending on exhibitions and special circumstances.  
Special requests, which may be discussed with Museum Staff.

## **Billing and Payment**

Billing arrangements must be made prior to arrival. Final payment is due upon receipt of final invoice. A 20% non-refundable deposit or payment in full (80% refundable) is required at the time the event is confirmed with the Museum.

Fees for Non-Profit organizations holding events are reviewed upon request; discount decisions are made on a case-by-case basis.

## **Cancellation/Refund Policy**

Cancellations must be made 48 hours prior to the date of the scheduled event. There shall be no refund if the event is canceled in a period less than 48 hours prior to 10am on the event date. For events cancelled prior to the cancellation deadline, all moneys deposited above the 20% non-refundable fee will be refunded unless the Museum has incurred non-refundable rental or other costs. In such cases, the Museum will retain said fees. Any refunds will be made to the payee within fourteen days of notification of cancellation. If a postponed event is rescheduled at a date convenient to all parties, the deposit moneys will be applied to the new date.

In the event of an act of God or other unforeseen catastrophe to the building that prohibits the event from taking place, moneys will be refunded in full.

## **Liability**

Event Sponsor shall indemnify and hold harmless the Arnot Art Museum, its contributors, its officers, directors, employees and agents from and against all claims, damages, losses, judgments and expenses arising out of the Event sponsor's use of the facility under this Agreement which are caused by the negligence or willful act of omission of the Event Sponsor.

Upon request, Event Sponsor will obtain liability insurance with limits of at least \$100,000 for any one person, \$300,000 for any one accident and \$1,000,000 property damage with Arnot Art Museum as a named assured and will provide Arnot Art Museum with a current certificate of insurance.

