

The Block Museum of Art, Northwestern University Event Partnership Agreement

Thank you for your interest in partnering with the Block Museum of Art to co-present an event.

The Block is a dynamic, imaginative, and innovative teaching and learning resource for Northwestern and its surrounding communities, featuring a global exhibition program that crosses time periods and cultures. In hosting events at the Block we aim to provide a space that acts as a crossroad between campus and community where all visitors feel welcome to participate and are eager to support events that bring this mission to life.

The Block Museum defines event partnerships as those that are aligned with its mission, and those that museum staff helps conceptualize, organize, or actively promote. Block Museum Partnership events are free to all and presented to the public as part of the museum's seasonal calendar.

Planning is required for each event the Block hosts, these costs incur at the planning stage and include costs for a projectionist, Visitor Services and other museum staff, docents, janitorial, and electric facilities, which total approximate \$150/hour, or \$450 for a typical three hour event. If no payment is made this hourly amount may be claimed as in-kind support to your organization from the Block Museum of Art.

Event Name _____

Event Date _____

Event Partner Organization _____

Sponsoring Block Museum Department _____

Chartstring _____

Terms and Conditions

Timing

The Block Museum schedules events with long lead times. Prospective partners are encouraged to contact the Block as early as possible and no later than **90 days** in advance, and events may only be scheduled during normal business hours:

- Tuesday, Saturday, Sunday: 10am – 5pm
- Wednesday, Thursday, Friday: 10am – 8pm
- Closed Monday

For our shared event the museum provides:

- Tables (3 6' x 30" and 2 2'x4')
- Janitorial
- Museum security staff
- Projectionist
- Auditorium space with seating for up to 149 guests and a screen sized 18.5' x 8', and tables and chairs available for multiple speakers
- Auditorium Audiovisual provisions—
 - Podium at front of house with microphone, VGA input, internet access, and stereo audio
 - DVI input (booth only)
 - Projection of video formats including DCP, ProRes Files, Blu-ray, DVD, DVCAM, MiniDV, DVCpro, Betacam, Betacam SP
 - Projection of film formats including variable speed 35mm and 16mm and reel to reel changeover
 - 2 wireless handheld mics OR 2 clip-on lavalier mics
 - 5 Shure SM58 wired microphones
 - PA feed for recording (available only from in the booth, 1/4" input)

Promotion of co-listed event:

- The event must be public, free, and open to all.
- Any RSVP list for event must be managed by Block Museum staff. (eq. Eventbrite, emails)
- Partner agrees to allow Block Museum to include event on all museum communication platforms including printed calendar, Planit-Purple, Arts Circle Calendar, Eventbrite, Mailing List and Social Media. The Block Museum will do so with credit acknowledgement of the partner organization.
- Partner understands that the Block Museum may also omit event from ongoing promotion at its discretion.
- The Block Museum may document through photography, audio and video at its discretion – all assets will be shared with Partner for use by both parties. Documentation is not guaranteed and should be discussed with Museum Communications Manager prior to event. We ask that the Partner share their documentation with the Block.
- Publicity: Any printed materials and/or paid advertisements produced by the Partner describing the Museum or its programs must be approved by Museum staff prior to public distribution or display. The Partner will provide drafts of materials to the Communications office for review
- Partner organization may list event on all outreach platforms – with inclusion of the credit line:

Presented in Partnership with the Block Museum of Art, Northwestern University

Rules of space:

- Events that include food are limited to the Museum's lobby spaces only. No food or drink is allowed in the galleries and auditorium. **No hot food requiring chafing dishes or fuel is allowed in the museum.** Events in the Museum's lobby must be limited to 75 individuals. (Final set-ups and menus are to be approved by the Museum **7 days** in advance.) The **Partner** is responsible for assuring that the caterer has appropriate food and liquor licensing required by the City of Evanston and the State of Illinois and has insurance that fully conforms to the liability provisions described below in this document. The Museum will abide and enforce liquor policies of Northwestern University. No alcoholic beverages will be served to student groups.
- The Partner or approved caterer (**see approved catering list attached**) will take responsibility to carry all refuse off the premises to assure sanitation of the kitchen facility immediately after the event. If the guidelines are not met, a \$100 cleaning fee will be charged to the sponsoring group.
- The nearest parking facility is located just south of the Block at Northwestern's Segal Visitors Center, 1841 Sheridan Road. Permits are required to park Monday-Friday, 7:30am-4:00pm. One-day parking permits can be purchased at the Parking Office (491-3319 on the ground floor of the Visitors Center).

Expectations of Partner

- We encourage a site visit or phone consultation with the Block staff to plan any event beyond basic auditorium use.
- Museum must be informed of catering plans, timeline for event, including when caterers will arrive, timing for set up and takedown at least **one month** in advance of the event.
- Please clean up thoroughly after all events. Museum cannot hold any equipment, supplies, signage or food beyond event end-time you must take it all with you or it will be discarded.
- **Deliveries:** All deliveries should be scheduled with the Museum. Deliveries should be made between 8:30 AM and 4:30 PM on weekdays.
- **Artwork:** Safety of artwork must be considered and the placement of artwork is not to be altered in any way. Physical structure of the Museum must be respected. Umbrellas, backpacks, and candles (or any open flames) are not allowed in any gallery or exhibition space. Coats, umbrellas, and bags must be placed in the coatroom upon entering the Museum. Repair costs for damages will be charged to the Partner.
- **Security:** A security representative shall be included in the initial briefing and any debriefing meetings regarding all public and private events. There will be no access keys given to event

participants. A security staff member will escort participants and unlock areas as needed. No areas are to exceed local agency occupancy limits as well as Occupational Safety and Health Administration guidelines as set forth by the U.S. Department of Labor. In the event of an emergency, museum security staff facilitate all procedures to evacuate the building

- The outside and foyer doors are never to be “propped” open. Visitors are only to use front exits except in the event of an emergency. Event participants are not to use the administrative offices or the preparation area without the direct permission of the Museum Director.
- **Audiovisual Productions:** The Museum must have notice of any audiovisual needs. Certain equipment may only be used on a case-by-case basis. The Museum’s audiovisual equipment will only be handled by Block Museum trained and approved technicians. We highly recommend you send us your audiovisual material in advance for quality control. For PowerPoint talks, one hour before your event is recommended. For film prints or digital files at least 2 days in advance.

Liability:

- The Partner is fully responsible for any damage to the Museum’s premises, contents, or persons caused by the Partner, its agents or its guests. The Partner must agree to pay the Museum for any such damage or loss. The Partner will indemnify and hold the Museum and/or Northwestern University harmless for any damage, loss or injury to the Partner property, its agents or its guests. The Partner shall maintain appropriate Commercial General Liability insurance coverage insuring the event (including coverage for contractual liability, personal injury liability and liquor liability), workers’ compensation insurance as required by applicable law. Commercial General Liability shall show limits of \$1 million per occurrence and \$3 million per event. Northwestern University, its Board of Trustees and employees and agents shall be named as additional insureds under the Commercial General Liability policy, and shall stipulate that the insurance afforded the additional insureds shall be primary and noncontributory to any insurance maintained by the additional insureds.
- The Block Museum and its staff are not responsible for lost or stolen items. Please keep valuables secure and in your possession. Some items are returned to our lost and found, available at the Information desk, but this is not guaranteed.
- The museum reserves the right, in its sole discretion, to amend or revise these Guidelines, Policies and Procedures.

_____, Representative of Partner Organization

_____, Printed Name

_____, Block Museum Representative

_____, Printed Name

_____, Date