

# KMAC Museum Rental Policies and Procedures

Because the Museum offers a special environment for your event, certain restrictions apply:

Guests *may not* bring their own alcohol into the Museum or take alcohol out of the Museum. Only an approved licensed caterer may serve and transport alcohol, with proof of all required permits. KMAC reserves the right to end alcoholic beverage service 30-90 minutes prior to the event closing time.

*Beer kegs are not allowed. All alcoholic beverages and food are limited to the 1st floor of the Museum.*

All food served in the Museum must be provided by a caterer that has been approved by KMAC Museum.

Background music and lighting are subject to Museum approval. No fog, smoke or bubble machines. Generally, additional lights are not permitted in the Museum. Small music groups are appropriate; large or strolling groups are not permitted. Any live performances must be approved by the Museum prior to the event.

Only tabletop decorations may be used. Nails, tacks, screws, tape or other fasteners or adhesives may not be used. Birdseed, rice, flower petals, bubble blowing, popcorn and confetti are not allowed. Balloons may be used only with prior approval and must be anchored to a weighted object before they enter the Museum.

The use of candles is greatly restricted in the Museum. Votive candles may be used on dining and buffet tables, only. Tapered candles *cannot* be used in the Museum.

Smoking is not permitted in the Museum.

Only fresh-cut flowers are allowed in the Museum; live plants or trees may not enter the building.

Exhibit lights may not be turned off during an event unless discussed and approved prior to your event.

Museum exhibits, displays, and art objects may not be moved, except by Museum staff.

Photography or video recording of the artwork alone is not permitted without written consent of the Artist and Museum. Event photography is permitted without flash.

KMAC Museum is not responsible for loss or theft of personal property at any rental event.

Weapons are not permitted on site at KMAC Museum. Anyone carrying a firearm or other weapon will be asked to remove it from the facility.

The caterer must have the capacity to do all set-ups for service (china, flatware, tables, chairs, linens, etc.) or access to this type of equipment. The caterer will be responsible for handling this service for the client.

The contact(s) representing the organization/corporation/individual is (are) responsible for sharing these restrictions with members of the planning committee.

The renter must comply with and abide by all the laws of the United States and the Commonwealth of Kentucky, the rules and regulations of all federal and state boards, bureaus, the ordinances of the city of Louisville, and the regulations of the Office of Alcohol and Beverage Control, Board of Health, Fire and Police Department.