

## SPECIAL EVENT RENTAL POLICY

Revised September 2011

The Miller Gallery at Carnegie Mellon University is open to hosting functions and events related to contemporary art. Preference is given to events related to the gallery's current exhibitions, or which occur during summer. Because of the specialized nature of the gallery and its exhibitions, certain restrictions apply.

If you would like to request a rental event at the gallery, please review the following policy carefully, and then follow instructions at the bottom of the policy.

### FEES:

- For Carnegie Mellon University-related functions:  
\$275 per event + \$50 per hour of event, set up and shut down (with a minimum charge of \$100 for set up and shut down)
- For non-CMU functions:  
\$375 per event + \$50/hr per hour of event, set up and shut down (with a minimum charge of \$100 for set up and shut down)
- Additional fees for special equipment and needs are listed below.

### EQUIPMENT FEES:

Equipment is dependant upon availability.

- Speakers: \$25 each
- Mics: \$25 each
- Mixers: \$25 each
- Amps: \$25 each
- Projectors: \$50 each
- 20" box TV on an A/V cart: \$50 each
- DVD decks: \$25 each
- RCA/VGA Cable: \$10

### ORGANIZATION OF EVENT:

- The Renter must designate one **point person to coordinate** the event with Miller Gallery Office Coordinator, Margaret Cox.  
All deliveries (including Facilities Management Services, catering, security, etc.) must be coordinated with Margaret.
- **Set up and clean up** are the responsibility of the Renter.  
Renter must request trashcan (delivery and pickup) and clean up services (including sweeping, mopping, emptying recycling and trashcans) from Facilities Management Services. Requests can be made by going to: [www.cmu.edu/fms](http://www.cmu.edu/fms)  
**ALL TRASH SHOULD BE REMOVED FROM THE GALLERY AT THE END OF THE EVENT**, and all spills must be mopped up.
- Arrangements for **staffing the event** must be made in advance with the Miller Gallery, and should interfere with normal gallery operations as little as possible.
- **Catering** arrangements are to be made by the Renter and coordinated with the Miller Gallery.

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YEARS

MILLER  
GALLERY AT CARNEGIE MELLON UNIVERSITY  
FOUNDER: REGINA GOUGER MILLER  
PURNELL CENTER FOR THE ARTS • 5000 FORBES AVE  
PITTSBURGH PA • 412.268.3618 • WWW.CMU.EDU/MILLERGALLERY

The Gallery requests that there are vegan options at all events (free of animal and animal-products, such as vegetable and grain-based dishes without butter, cheese, eggs, or honey).

Only **light-colored drinks** and **non-messy foods** are allowed for rentals. Renters must make provisions for serving utensils, dishes, paper products, tables, chairs, and linens.

**Food and beverage should remain in the reception area** (hallway in the gallery offices area) of the third floor.

- If **ice or heat sources** are required for food/beverage service, **the catering staff must speak with Margaret** to discuss the locations and handling of heating/cooling arrangements.
- The University **Alcohol Policy** must be followed: Alcohol cannot be served at the gallery without prior, written approval by the university, and without the presence of a trained Social Host and a Security Officer. The Renter must arrange for a trained **Social Host** and a **Security Officer** (through University Police, minimum rate of \$200). After approval by University Police, the Renter must apply for an alcohol request form (contact Tonya Royal in Student Affairs, #268-8964) and verify permission one week in advance of the event. For more information, see CMU's policies: <http://www.cmu.edu/university-center/policy/costs.html>
- **The Renter must inform guests and contractors about, and enforce, appropriate behavior in the gallery.** The Renter assumes responsibility for the actions of their guests.  
Artwork and displays must not be touched or moved; food and drink should be kept at a reasonable distance from the artwork and displays so as to prevent accidents. During normal gallery hours (Tues.-Sun., 12-6pm), no changes may be made to the exhibition.  
Videos and audio works will NOT be turned down or off, works will NOT be moved, and lighting will NOT be changed.
- The Gallery must **review printed or emailed invitations** to events at the Miller in advance. All invitations must include "At Miller Gallery at Carnegie Mellon University, Purnell Center for the Arts, 5000 Forbes Ave. [www.cmu.edu/millergallery](http://www.cmu.edu/millergallery)". A final copy of each invitation should be sent to the Gallery for its files.
- Special signage, if any, is the responsibility of the Renter, and must be carefully removed at the end of the event. Signage must not be placed on any gallery walls.

#### FACILITIES:

- The Gallery **does not have a kitchen or sink**. All food must arrive clean, prepared, and ready to serve.
- The Gallery **cannot refrigerate or freeze** any items.
- The Renter must make provisions for any tables, chairs, coat racks, or podiums. No chairs or other equipment may be placed directly against a gallery wall, to avoid scrapes.  
We suggest: All Occasions Party Rental, 412.471.2100, [www.allparty.com](http://www.allparty.com); Taylor Rental, 412.653.7177 [www.taylorrentalpartyplus.net](http://www.taylorrentalpartyplus.net)

- Any special requests made of the Gallery will incur additional costs, and must be approved by Gallery staff.

The Gallery reserves the right to decline any event determined to be inappropriate.

If your event does not seem suitable for the Miller Gallery, please visit the University Center reservation website <http://www.cmu.edu/university-center/policy/reserving.html>, Tartan's Pavilion <http://www.cmu.edu/dining/locations/tartanspavilion.html> and the Posner Center <http://www.library.cmu.edu/Libraries/Posner/guidelines.html> for other Carnegie Mellon facility rental options.

If your event seems suitable for the Miller Gallery and you wish to request a gallery rental, email the following details to **Margaret Cox, Office Coordinator**, at [mc94@andrew.cmu.edu](mailto:mc94@andrew.cmu.edu). You will be contacted if your event has been approved, and you will need to fill out a Rental Agreement form at least **one month before the event**.

1. Title of event
2. Type of event ("reception with 30 minute speech," "buffet dinner for fifteen," alcohol, etc.)
3. Requested date and times, with alternate dates and times
4. Estimated set up and shut down times
5. Expected number of people. For standing room only, or for a sit-down event.
6. Name, title, and contact information for Event Coordinator
7. Special needs
8. Short explanation why the Miller Gallery is an appropriate venue for this event.

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