SPECIAL EVENT RENTAL POLICY  
Revised July 2009

Occasionally 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 its current exhibitions, or which occur during summer. Because of the specialized nature of the gallery and its exhibitions, certain restrictions apply.

To request an event, please review the following policy carefully, and then follow instructions at the bottom of the policy.

FEES:

- For Carnegie Mellon University-related functions: $250 per event + $50 per hour (this must include the hours for set up and shut down)
- For non-CMU functions: $350 per event + $50/hr per hour (this must include the hours for set up and shut down)
- Additional fees for special equipment and needs are listed below. For example, for events with alcohol, it will cost a minimum of $200 for a Security Officer, as per university policy, plus the completion of an additional form through the Student Affairs Office.

EQUIPMENT FEES: Dependant upon availability
- Large powered speakers: $25 each
- Box speakers: $10 each
- Mics: $25 each
- Mixers: $25 each
- Projectors: $50 each
- DVD: $25 each
- 20” box TV on an A/V cart: $50 each
- Amps: $25 each
- RCA/VGA Cable: $10

ORGANIZATION OF EVENT:

- The Client must designate one point person to coordinate the event with Miller Gallery staff. All deliveries (including FMS, catering, security, etc.) must be coordinated with Gallery staff.
- Set up and clean up are the responsibility of the Client. Client must request trashcan (delivery and pickup), and clean up services (including sweeping, mopping, emptying recycling and trashcans) from FMS.
• 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 Client and coordinated with the Miller Gallery. 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. Clients must also make provisions for serving utensils, dishes, paper products, tables, chairs, and linens.

• If ice or heat sources are required for food/beverage service, the **catering staff must speak with Gallery staff 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 Client must arrange for a trained **Social Host** and a **Security Officer** (through University Police, minimum rate of $200). After approval by University Police, the Client 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.

• **The Client must inform guests about, and enforce, appropriate behavior in the gallery, with respect to the art on display.** Art must not be touched; food and drink should be kept at a reasonable distance from the work so as to prevent accidents. Audio levels of video and audio works must not be lowered or shut off.

• **The Gallery must be able to 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”. A final copy of each invitation should be sent to the Gallery for its files.

**LAYOUT OF THE EVENT:**

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

• During normal gallery hours (Tues.-Sun., 12-6pm), no changes may be made to the exhibition. Videos and audio works will NOT be turned off, works will NOT be moved, and lighting will NOT be changed.

**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 large items.

• The Client 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; Taylor Rental, 412.653.7177 www.taylorrentalpartyplus.net

• The Client must provide or make arrangements for any audiovisual equipment, including microphones and speakers.

• Any special requests made of the gallery will incur additional costs.

• Lighting in the Gallery is designed and installed for each exhibition. Light levels cannot be adjusted.

• All delivery and pick-up times must be communicated to the Gallery staff well in advance.

DURING AND AFTER THE EVENT:

• Clients should communicate to their guests and contractors that the Gallery is a facility with special considerations:
  - Objects and images may NOT be moved.
  - Hardwood floors, walls, and Gallery furniture must be protected

• Special signage, if any, is the responsibility of the Client, and must be carefully removed at the end of the event. Signage must not be placed on any walls that are part of the exhibitions or contain exhibition signage.

• ALL TRASH SHOULD BE REMOVED FROM THE GALLERY AT THE END OF THE EVENT, and all spills must be mopped up.

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

If your event is not suitable for the Miller Gallery, you can 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 is suitable for the Miller Gallery and you wish to request a gallery rental, email the following details to Margaret Cox, Graphics and Office Coordinator, at 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 in advance of 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
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.