1. **EXTERNAL EVENTS CRITERIA**

All events must comply with the Saint Louis Art Museum (SLAM) policies, mission, and goals. Consistent with the objectives of Title VI of the Civil Rights Act of 1964, the Museum facilities shall not be made to any organization that discriminates based on age, sex, color, religion, national origin, or condition of disability. Compliance of all laws, statutes, ordinances, rules, order regulations and requirements of federal, state, and local governments and all of their departments and bureaus is expected.

**External Events**

External events are defined as events that are not hosted and fully paid for by the Museum even if the sponsor is a Museum member, donor, board member, or employee.

The Museum does not endorse the views or positions of any external organization paying a rental fee to host an event at the Museum. Political events of any kind are prohibited.

Third party organizations may not imply any endorsement or link whatsoever between their organization and the Museum beyond the mention of the rental space as a venue. This includes language used on invitations to the event and/or any related marketing or public relations efforts.

**Charitable Events**

The Museum is pleased to accept applications from non-profit charitable organizations who wish to host events at the Museum campus. The Museum is a philanthropic organization. As a result, events at the Museum hosted by other non-profit charitable organizations are subject to the following limitations which are intended to avoid conflicts with the Museum’s accomplishment of its mission:

- Neither the event host nor any party other than the Museum may charge attendees for admission to the event, whether by way of ticket sales, food and beverage charges, table sponsorship charges, or otherwise.
- No live or silent auction may be held at the event.
- The event may not be advertised to the general public.

Events hosted by charitable organizations are also subject to all of the limitations stated elsewhere in this Policy, which apply generally to the hosting of events at the Museum, such as limitations on the timing and scheduling of events, event rental fees and deposits and limitations on how various portions of the Museum campus may be used.
2. Rental Facilities, Capacities, Pricing and Discounts

The Saint Louis Art Museum (SLAM) is one of the nation’s leading comprehensive art museums with collections that include works of art of exceptional quality from virtually every culture and time period. Set in the heart of historic Forest Park, the Museum offers a refined and elegant venue for a variety of special events. With many unique spaces, each is designed to enhance the art experience and leave a lasting impression filled with art, culture, and exquisite cuisine.

**Sculpture Hall**
This expansive, grand entrance to the Museum’s Beaux Arts style building was designed by famed architect Cass Gilbert and features Roman arches and vaults. This rental space may be expanded to include access to the Main Exhibition Galleries and Grigg Gallery for an additional fee. Sculpture Hall is available for rental after 6pm every day but Friday.

- Square Feet: 7,500
- Fee: $3,000 Weekends / $2,500 Weekdays
- Catering Minimum: $10,000
- Capacity: 400 Cocktail / 275 Seated / 240 Buffet
- Included Audio Visual: NA
- *Event set-up will reduce capacities*

**Art Hill Plaza**
Overlooking Art Hill, this is the premier location in Forest Park. Rentals for the Plaza are secured through the St. Louis City Parks District.

- Fee: $1,000 / Tenting available at an additional cost
- Capacity: Seated 200
- Weather Plan: 120 or less Taylor Hall / Over 150 Sculpture Hall
- *Event set-up will reduce capacities*

**Grigg Gallery**
One of the Museum’s largest galleries, Grigg Gallery contains the Museum’s famed collection of Max Beckmann paintings and features a skylight and parquet floors. Grigg Gallery is available for rental from 6pm every day but Friday. * Various restrictions apply for food or beverages. Drinks are not allowed on the dancefloor in this space.

- Square Feet: 2,660
- Fee: $2,500 Weekends / $2,000 Weekdays
- Catering Minimum: $5,000
- Capacity: 150 Cocktail / 80 Seated / 150 Lecture
- Included Audio Visual: NA
- *Event set-up will reduce capacities*

Galleries 214, 215, 217, and 218
- May be requested to be open with the rental of Grigg Gallery. No food or beverages are allowed.
- Fee: $1,000 flat rate
Taylor Hall
The entrance to the East Building features the open, modern elements that characterize David Chipperfield’s impressive designs. The East Building’s floor-to-ceiling windows and skylights offer stunning views, both inside and out.

Square Feet: 3,500
Fee: $2,000 Weekends / $1,800 Weekdays
Catering Minimum: $5,000
Capacity: Cocktail 120 (per fire code – add Panorama to achieve 245) / 60 Seated / 90 Lecture Style
Included Audio Visual: Sound System with 2 Wireless Microphones / CD Playback and Connector for Phone and Tablet
*Event set-up will reduce capacities

Taylor Hall Terrace
Fee: $2,000 Weekends / $1,800 Weekdays
Capacity: Cocktail 80
Weather Plan: Taylor Hall
*Event set-up will reduce capacities

Special Exhibition
Fee: $500 plus cost of tickets at group rate

The Farrell Auditorium
The Farrell Auditorium boasts state-of-the-art acoustics; a 1,600 square foot theatrical stage with serpentine apron; 1,200 square feet of wing space; and digital projection.

Fee: 4 Hour Minimum / $1,200 Weekends / $1,000 Weekdays / Each additional hour is $200
Capacity: 465 Seats
Auditorium Lobby Capacity: Cocktail 200
Catering Minimum: $1,000
Included Audio Visual: Podium / Digital Projection / Call for Details
*Event set-up will reduce capacities

Education Center
This multi-functional space can transition to accommodate a wide variety of events, including lectures, meetings, and social occasions.

Square Feet: 1,400
Fee: $1,000 Weekends / $850 Weekdays
Catering Minimum: $1,000
Capacity: Cocktail 90 / Seated 80 / Lecture (Chairs only) 90
Included Audio Visual: Podium / In-room Sound System / Projector / 1 Handheld Microphone / Screen / Laptop
*Event set-up will reduce capacities
Museum Restaurant
Located in the East Building, the Museum Restaurant is open for lunch to the general public Tuesday through Sunday. The Museum Restaurant is available for rental for private functions in the morning, before the restaurant opens at 11 am, and after 6pm every day but Friday.

- Square Feet: 1,560
- Fee: $1,000 Weekend / $850 Weekday
- Catering Minimum: $3,000
- Capacity: Cocktail 125 / Seated 95 (set up dependent)
- Included Audio Visual: Sound System with Two Wireless Microphones / CD Playback and Connector for Phone and Tablet / Projector / Portable Screen / Podium
  *Event set-up will reduce capacities

Private Dining Room
Separated by the main dining room by a glass wall, the Private Dining Room is suitable for a variety of functions, including group lunches, business meetings, and smaller social affairs. The Private Dining Room is available for rental in the morning, before the restaurant opens, and during the restaurant’s regular operating hours.

- Square Feet: 640
- Fee: $100
- Catering Minimum: $450 Lunch / $850 Dinner / $1200 All Day
- Capacity: Seated 36
- Included Audio Visual: Sound System with 2 Wireless Microphones; CD Playback and Connector for Phone and Tablet; Projector
  *Event set-up will reduce capacities

Parking Garage
Events that request the use of the garage will be charged based on the following tier pricing. This fee will be included on the facility rental invoice. Use of the garage cannot be removed after payment is received.

**Flat Rate**
- 0-50 Guests: $250
- 51-100 Guests: $350
- 101-150 Guests: $450
- 151-200 Guests: $600
- 201-250 Guests: $750
- 251-280 Guests: $900

Audio Visual Rates
The Museum has an experienced audio-visual staff to assist with an event. The rate per technician, per hour is $60 for a 4-hour minimum and for events that occur before or after normal Museum hours. Should an event require a run through prior to the event, a technician may be scheduled per the above rate.

The Museum’s Audio-Visual department has additional equipment that can be rented for events. Please contact the Catering Director for more details. Should the Museum be required to rent additional audio-visual equipment for an event, the Client will be charged the rental fee for the equipment plus 15% for the Museum arrangement of the rental.
SAINT LOUIS ART MUSEUM

Discounts

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Based on 4 hour rentals

*The rental discount cannot reduce the fee below the cost of Museum staffing.

**$25,000 members only pay for Museum staffing, no additional rental fee.

3. TIME, SET UP, AND STAFFING

All events must end by 12:00 am. Last call for alcoholic beverages is one half hour before the scheduled end of the event and the bar is closed 15 minutes prior to the event’s end time. The last song played by a live band or DJ must be no later than 15 minutes prior to the event’s end time. Tear down must be completed by 1:00 am, unless otherwise authorized. Client has one half hour after the event to gather personal items. Additional charges will be billed for client employees in the Museum past 12:30 am. Setup begins no earlier than 3:00 pm the day of the event. Setup cannot impede visitor traffic or egress. All deliveries must be coordinated by Museum or catering staff. Deliveries can made through the front doors of Sculpture or Taylor Halls, South Auditorium/Group Entrance, or Dock 1 and must be inspected by Museum security upon entry and exit. All items must be removed from the Museum the night of the event. The Museum reserves the right to refuse deliveries. Only essential staff is allowed for set-up and breakdown of events. Client event staff must be escorted by Museum staff at all times. A final walk-thru prior to the event is required by the Museum Events Department, Registrar, and Security as necessitated and with a run of show.

Changes made to the event set up and timeline less than 2 weeks prior to the Event date that adversely affect the Museum and Catering staff scheduling.

4. ADDITIONAL POLICIES

General
All requests for after-hours facility rental must be submitted to the Museum Events Department for review. All aspects of the Client’s event must meet the approval of Saint Louis Art Museum and its authorized representative. SLAM reserves the right to modify, change or add artwork or objects within the parameters of the Museum without notice. This also includes the addition or cancellation of traveling art exhibits and in gallery conservation work. Client shall submit a list of all vendors involved in the Event at least 3 weeks prior to the event date for approval.
**Food and Beverage**
Catering for all events is handled exclusively by Culinaire International d/b/a SLAM Events. Food and beverages are allowed, with restrictions, in the following spaces: Sculpture Hall, Grigg Gallery, Taylor Hall, Auditorium Lobby, Museum Restaurant, and the Concourse. Alcohol may not be served in or carried outside the building without prior licensing. No bottles or cans may be served to guests. Food and beverage may not be served on trays in Grigg Gallery. Red wine is permitted in specified spaces/galleries with restrictions. Specialty cakes or kosher items may be purchased from an outside vendor. Outside food or beverage is not permitted.

**Gallery and Floral Installations and Deinstallations**
The Museum reserves the right to change works of art on view due to loan requirements, rotations, and other purposes. The Museum also reserves the right to change the floral installations in Sculpture Hall monthly per an endowment stipulation.

**Occupancy Rates**
The room(s) designated for the Event has a minimum and maximum occupancy rate. If the final guaranteed number is lower than the occupancy rate, the Saint Louis Art Museum and SLAM Events reserve the right to transfer the Event upon prior notice to Client to a comparable space within the Museum, without increasing the room rentals, security charges or other fees associated with the Event. If the final guaranteed number is higher than the occupancy rate, SLAM Events reserves the right to transfer the Event upon prior notice to the Client to a suitable space, at which point increased rental fees and security costs may apply.

**Right of Inspection**
The Saint Louis Art Museum and SLAM Events reserve the right to access, inspect, and control the Event at all times. This right includes, but is not limited to, the right to end the Event at any time without liability or penalty of any kind to the SLAM or SLAM Events. Reasons for ending the Event may include, but are not limited to, the following: crowd control, illegal substance discovered at the Event, fire code or policy violations or disorderly conduct among guests.

**Security**
The Saint Louis Art Museum has a professional security staff on duty at all times. SLAM will determine the additional number of security personal required, if any, for each event and notify the Client at the time of booking. There may be additional fees for security personnel, particularly if galleries outside of normal event spaces are requested. That will be determined on a case-by-case basis by the Museum Events Department. Any non-Museum security personnel or equipment must be approved in advance by the Protection Services Department.

**Equipment / Audio Visual / Sound / Entertainment**
Requests for the use of any outside audiovisual equipment must be submitted to the Museum Events Department in advance for approval. Venues acceptable for music, with prior approval, are Sculpture Hall, Taylor Hall, Grigg Gallery, the Auditorium, Auditorium Lobby, Sculpture Terrace, and the Concourse. Amplified music is limited by space and acoustic considerations. Photo booths are permitted in Taylor Hall, Sculpture Hall, the Concourse, and Auditorium Lobby. The Saint Louis Art Museum reserves the right to approve all musical groups/DJs/entertainers, to set appropriate sound levels for all entertainment, and to monitor volume levels. The Museum is not responsible for equipment that is damaged or malfunctioning.

**Museum Gift Shop**
The Museum Shop may be open for special events at an additional fee to be determined on a case-by-case basis.
Program Content
Should a guest speaker(s) be included as part of an event, the speaking program and/or topic must be non-partisan in nature. In order to confirm compliance with this requirement, each speaker’s name and topic must be submitted in writing to the Museum at least six weeks prior to the event for approval.

Media / Photography / Videos
The name of the Saint Louis Art Museum may not be used on any document. The Museum does not permit or authorize the use of its name or images to be used to promote or advertise an event. Any printed/visual/broadcast materials (i.e. brochures, invitations, advertisements, press kits, letterheads, press releases, etc.) produced for an event must be submitted to the Museum’s Marketing Department for approval prior to use.

To effectively facilitate the requests of media reporting on news and events at the Saint Louis Art Museum, as well as protect the works of art in the Museum’s collection, the privacy of the Museum’s patrons and the artist’s rights, the Division of External Affairs has established the following additional guidelines for external events:

- Media events or news briefings other than those organized by the Saint Louis Art Museum’s Media Relations Office are not permitted during public hours. Events scheduled outside of the Museum’s public hours will be granted on a case-by-case basis and must be requested in advance. Press and promotional materials prepared for events held at the Saint Louis Art Museum must be submitted for review but the Media Relations Office prior to release.

- Photographers or camera crews hired by a private company or institution representatives or exhibitors at private events must obtain permission from the Media Relations Office to conduct any on-site photo or video shoots held at the Saint Louis Art Museum. In addition, guidelines developed as policies for general public, extend to anyone using the Museum facilities. They include:
  - Flash photography and/or tripods are not permitted in the galleries.
  - Photography, sketching, and videotaping of the collection are allowed for personal use only.
  - Reproduction rights for works of art in the collection must be requested by submitting an application form and required fee.
  - No group photographs allowed indoors.
  - Photography is limited to areas designated for eating and drinking.
  - Limited photography is permitted in the galleries if client has arranged for them to be open and only with the permanent collection.
  - Photography is not permitted in traveling exhibits.

Lighting
Lighting restrictions apply in certain event spaces. Please contact the Museum Events Department for details.

Hazardous Materials
Open flames, butane, and propane are prohibited for storage, handling and use on the Museum campus. Sternos for chaffing dishes are also prohibited on Museum premises.

Smoking
The Saint Louis Art Museum is a smoke-free facility. Smoking, vaping or use of other tobacco products is prohibited in the building or on its campus.

Damage to Property
Facilities, premises or equipment cannot be altered or damaged. Should any damages occur, repair costs will be assessed to restore premises to their original condition. Ordinary wear and tear is expected.
Indemnification
The Client hereby agrees to indemnify, protect, and hold harmless, and hereby releases, the Museum and SLAM Events from and against any and all claims, damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees) other than indirect, consequential, special or punitive damages imposed upon, or incurred by, or asserted against any of them or the venue arising out of or associated with the Event.