

THE DAYTON ART INSTITUTE

Rules and Regulations

The following policies are established to ensure the safety of guests and the art collection during events.

- Alcohol may NOT be brought in to or removed from the museum by a patron or their guests at any time.
- The Museum is a completely smoke-free facility, in accordance with Ohio law.
- Carry in food or non-alcoholic beverages must receive prior approval by the events department.
- Museum staff must approve the location and placement of furniture, decorations, lighting, food and beverages.
- Drinks may be carried into the Auditorium ONLY if in approved containers. No food permitted in the Auditorium.
- The catering cost is not included in the rental price and requires a separate payment.
- Final guest count must be provided to the Museum's Events Manager no less than 7 days prior to an event.
- No sparkler exits.

Regarding Works of Art:

- Please do not touch the Art. The slightest touch leaves behind oils, salts and acid, which can damage even the hardest surfaces of an art object over time. Please help us preserve these works of art for your continued enjoyment and for future generations.
- The museum reserves the right to place, install, move, reinstall, or remove any artwork at any time. (In other words, the presence of a specific work of art in the event space is not guaranteed.)
- No food or drink is permitted in the galleries.
- Flash photography is not permitted in the galleries.
- No work of art may be moved or obstructed.
- No items may be placed within 4 feet of any work of art.

Photography:

- Photography and videotaping are permitted in the Museum in designated areas.
- Professional photographers hired to photograph a special event may use equipment such as tripods, lights etc. in specific areas only. (Great Hall, Balcony, Hale, Gothic Cloister, Grand Staircase)
- Flash photography, tripods and additional lighting are not permitted in the galleries.
- Flash may be used in the Gothic Cloister, Great Hall and Hale Cloister.

Event Planners:

- If Client has contracted with an event planner, the event planner's proposal must be approved by The Dayton Art Institute prior to submitting it to the Client.

Decorations:

- Candles with flames are prohibited – battery operated or LED candles only. The safety of guests and property is of the highest priority.
- Additional ceiling or room up-lighting must be secured through one of the following lighting vendors: BLC Entertainment or Unlimited Events.
- No confetti, balloons, birdseed, glitter, sparklers, rice, bubbles, rose petals, loose petals or silly-string permitted, inside or outside the Museum building. Fog machines and selfie sticks are also not permitted.
- No adhesive tape or wire may be used to attach decorations to walls, pillars, floors etc. Pipe cleaners or Zip ties may be used to attach décor to railings.
- Aisle runners are not permitted as they may slide on the marble floors.

- Tables, chairs, large decorations, musical equipment and any other large items must be placed in the rented space under the supervision of Security and only through the approved doorways. No items may be set in any public areas of the museum during business hours without prior approval from the events department.
- No set-up can begin in any public areas before 4pm without prior approval from the events department. All equipment rental arrangements must be made by or cleared through the Events Manager at The Dayton Art Institute.
- Rental chairs cannot be moved from the ceremony location to the reception. If you wish to use rental chairs for both locations, please ensure to order enough chairs to set both prior to the start of the event. Preapproval from the events team is required if rental chairs are being used in the Great Hall.

Flowers:

- Fresh and dried floral arrangements provided by a professional florist are permitted.
- Live potted plants (including dirt/soil), fresh-cut garden flowers, shedding greenery, garland and asparagus ferns are not permitted at any time.
- Floral arrangements decorated with glitter are not permitted.
- No loose flower petals to be strewn on floors.
- Client, Client's event planner or contracted florist is responsible for set-up and breakdown of all floral arrangements before and after the event.

Music:

- Bands, Disc Jockeys, and other musicians must provide their own setup labor and carts, dollies, flat beds etc., to transport equipment into and out of the museum. Security will escort all vendors to the event location.
- Tuning the piano will be at the patron's expense.
- A fee of \$50 (based on 4 pieces) will be billed to any vendor or patron that requires stage set-up. Any additional pieces will be billed at \$20 each.

Miscellaneous:

- Patrons shall be fully responsible for the behavior of their children.
- Do not advertise your event as being at The Dayton Art Institute until you have a signed contract and cleared any advertising with the Marketing/Media department.
- Bar service must conclude a half hour before the event's scheduled end time in compliance with Ohio liquor law.

Rehearsals:

- Rehearsal time will be provided at no additional fee. All rehearsals must take place prior to 5pm and are subject to availability.

NOTE: failure to comply with the Rules and Regulations may result in the loss of the Security Deposit.