

# Ackland Art Museum Use Policy

The following policy statements govern the use of the Ackland Art Museum at the University of North Carolina at Chapel Hill for special events.

## I. General

The Ackland Art Museum's purpose is to employ original works of art to educate and delight in order to fulfill the University's tripartite teaching, research, and public service mission. The Museum's primary goals are to:

- Be a vital part of the University's academic community and surrounding communities
- Inspire learning and creativity
- Foster appreciation and understanding of diverse cultures

The academic and cultural resources of the Ackland Art Museum are integral to the tripartite mission of the University and enhance that mission by extending the use of special sections of its building to citizens of North Carolina and other constituencies of the University. The following policies governing the use of the Ackland Art Museum are in harmony and consistent with the University's Policy on Use of University Facilities and the University's Policy on Alcohol Use.

All groups using the Ackland Art Museum must agree to abide by all Museum and University policies relating to matters of safety, liability, nondiscrimination, nondisturbance, civil obedience, use of grounds, food, beverage and alcohol use, and other relevant Museum and University policies.

All groups must exercise extreme care not to touch, lean against, sit on, and in any way damage the works of art in the Museum. The slightest human touch or bit of food or drink can damage an irreplaceable work of art. Groups using the Museum are liable and will be billed for any damage to the works of art as well as to the building and its furnishings.

The Museum reserves the right to ensure that all programs and events are conducted in a manner consistent with the purpose and policies established for the Museum.

All printed materials including invitations and public relations efforts relating to the event must refer to the museum in the following way: Ackland Art Museum, The University of North Carolina at Chapel Hill.

## II. Conditions and Limitations for Use

Because the Ackland Art Museum is a fragile environment, with limited space and staffing for hosting special events, all use of the Museum facility must be preapproved by the Ackland Art Museum and conducted in accordance with the University's Policy on Use of University Facilities and the Ackland Art Museum Use Policy.

The following activities are prohibited: (a) weddings or related events; (b) political or religious meetings; and (c) fundraising events for organizations other than the Ackland Art Museum.

All exceptions made to these policies regarding use of the Museum facilities are solely at the discretion of the Ackland Art Museum and must be preapproved.

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## III. Procedure for Reserving Facility Use

Requests for the use of the Ackland Art Museum facility should be initiated at least six to eight weeks in advance by the completion of the *Museum Use Agreement*.

Once approved, the Event Coordinator will contact the designated event organizer of the group to arrange and confirm (no later than one to two weeks prior to the event) the logistics of the event including:

- the physical set-up of the event (tables, chairs, A/V equipment, etc. and their placement)
- a list of vendors (caterer, bartender, musicians, etc.) and related items (menu, etc.)
- a timeline for setup and breakdown. (Please note, the vendor load in/out timeline will be scheduled by the Event Coordinator.)

Final attendance numbers will be due *three days* prior to your function date. This will be the number that will be used for preparation by the Ackland Art Museum, as well as all vendors.

## IV. Rules and Conditions for Use

All arrangements will be in accordance with the following rules and conditions for use of the Ackland Art Museum facilities.

**Timing:** Private events may only be booked outside of The Ackland Art Museum's normal business hours. The chart below outlines the hours available for private event bookings. The timing below is based on event time only and is not inclusive of set up and break down.

Monday & Tuesday	8:00 a.m. - 9:00 p.m.	
Wednesday & Thursday	8:00 a.m. - 10:00 a.m.	6:00 p.m. - 9:00 p.m.
Friday & Saturday	8:00 a.m. - 10:00 a.m.	6:00 p.m. - 10:00 p.m.
Sunday	10:00 a.m. - 1:00 p.m.	6:00 p.m. - 9:00 p.m.

**Event Management:** The event organizer of the group must be present at the Museum during the event, and for the set-up and clean-up following the event. The group is responsible for leaving the used space and kitchen clean and free of trash.

**Assigned Space:** The Ackland Art Museum will determine which areas of the building may be used for the event and where food and beverages may be allowed.

**Vendors:** All vendors (e.g., caterer, bartender, rental company, etc.) are subject to approval by the Ackland Art Museum. Our list of approved vendors is below. *All vendor load in/out must be scheduled by the Event Coordinator.*

**Security:** All events scheduled in the Ackland Art Museum require sufficient security staff. The Museum's Chief of Security will determine the number of guards required. Depending on the number of guards needed, additional fees may apply.

# Ackland Art Museum Use Policy

**Food and Beverages:** All menus including food and beverages must be preapproved by the Ackland Art Museum. The Ackland is equipped with a limited kitchen. The Museum will assume responsibility for proper signage to designate galleries not to be used for food and drink consumption. Please be aware of the following conditions:

**Flames:** Use of matches, candles, chafing dishes, or any other form of heat in the gallery space is prohibited in the Ackland Art Museum galleries. Induction chafing dishes are allowed if kept low enough to not cause steam.

**Beverages:** All liquids packed under pressure (carbonated) must be opened in the kitchen before transported to the service bar. Dark-colored beverages including red wine are allowed.

**Alcoholic beverages** may be served under the terms and conditions consistent with the laws of the state of North Carolina and the policies of the University. University groups are required to turn in a permission to serve alcohol request form from the provost's office before any alcohol may enter the building. Alcohol may not be stored overnight at the Ackland. Alcohol must be served by a professional bartender, either from a catering company or a bartending service.

**Tableware and Linens:** All tableware and linens must be provided by the caterer or group. All rental equipment must be removed from the loading dock the day after the event unless pre-approved by the Event Coordinator.

**Décor:** All décor must be pre-approved by the Event Coordinator. NO glitter, confetti, sparkles, feathers or mylar balloons. Nothing may be affixed to the walls, security desk, etc.

**Photography and Video Recording:** Photography and video recording is not permitted in the galleries without prior permission. Tripods and flash bulbs may not be used.

**Entertainment:** All entertainment and their placement in the galleries must be preapproved by the Ackland Art Museum.

**Audio-visual Equipment:** All use and placement of audio-visual equipment (desktop podium, projector and screen, etc.) must be preapproved by the Ackland Art Museum.

**Parking:** The Ackland does not have its own parking lot. Information about weeknight parking can be found at [www.move.unc.edu/parking/visitor-parking/weeknight-payment/](http://www.move.unc.edu/parking/visitor-parking/weeknight-payment/). University lots are free and open to the public starting at 5 p.m. on Fridays and Saturdays. University lots can be booked using the UNC Special Event Parking Form ([www.move.unc.edu/events/request-forms/event-request/](http://www.move.unc.edu/events/request-forms/event-request/)). Additional town parking information may be found at [www.parkonthehill.com](http://www.parkonthehill.com). Contact the Event Coordinator if you wish to offer valet parking for your guests.

# Ackland Art Museum Use Policy

## Approved Caterers

Caterer	Website	Phone Number	Full Service	Semi-Full Service	Non-Full Service
Catering Works	www.cateringworks.com	(919) 828-5932	x		
The Catering Company of Chapel Hill	www.thecateringcompanych.com	(919)929-4775	X		
Durham Catering Company	www.durhamcatering.com	(919)383-3000	X		
City Kitchen	www.citykitchenchapelhill.com	(919) 928-8200	X	X	X
Carolina Catering	www.dining.unc.edu	(919)962-0336	X	X	
Mediterranean Deli	www.mediterraneandeli.com	(919) 967-2666	X	X	X
The Root Cellar	www.rootcellarchapelhill.com	(919)967-3663			X
Whole Foods Market	www.wholefoodsmarket.com/stores/chapelhill	(919) 968-1983			X
Panera	www.panerabread.com	(919) 929-9189			X

### > Full Service Caterers

Provides food/drink, sets up and breaks down food displays, provides servers, bartenders

### > Semi-Full Service Caterers

Provides food/drink, sets up and breaks down food displays, but does not send servers/bartenders for event

### > Non-Full Service Caterers

Delivers food to Museum, but does not set up or provide servers

## Approved Vendors

Event Staffing	Website	Number
The Happiest Hostess	www.happiesthostess.com	(919) 365-7003

Rentals	Website	Number
American Party Rentals	www.americanpartyrentals.com	(919) 544-1555
CE Rental	www.cerental.com	(919) 544-1555

Décor	Website	Number
University Florist	www.universityflorist.com	(919) 929-1119
Balloons and Toons	www.balloonsandtunes.com	(919) 967-3433

Lighting & AV	Website	Number
Atlas Production Group	www.atlasproductiongroup.com	(919) 398-6034

# Ackland Art Museum Use Policy

## Event Inventory

The following equipment is available on site at the Ackland and included in the rental fee.

	Item	Number	Notes	Uses
Event Furniture	6' Rectangular Tables	4	132" rectangular cloth*	Bars, buffets, check-in tables, information tables, meeting tables
	8' Rectangular Tables	4	156" rectangular cloth*	Bars, buffets, check-in tables, information tables, meeting tables
	5' Round Banquet Tables	6	120" round tablecloth*	Buffets, seated dinners, information/display tables
	30' Round High-Top/Cocktail Tables	8	120" round tablecloth*	Cocktail tables, drop tables, small info tables
	Chairs	75	6-8 chairs fit around 5' round table	Lectures, seated dinners
A/V Equipment	Built in Speakers & projector	n/a	In ART& and lobby	Presentations, remarks, videos, logo projection, background music
	Podium	1	Cannot be moved from ART&	Remarks, lectures
	Portable PA System	1	6 inputs (XLR, 1/4-in, 1/8-in), 1/8-in cable available to use	Background music, live music, lectures with multiple speakers
	Microphones	2	1 mic stand	Live music, lectures
	XRL cables	2		Live music, lectures
	Digital Projector	2	USB and VGA inputs	Lectures, remarks, slideshows
	Screen	2	Free-standing	Lectures, remarks, slideshows
	Laptop	1	For use with projector; wifi available	Lectures, remarks, slideshows

\*Not provided by the Ackland

# Ackland Art Museum Use Policy

## Capacities

Event Style	Full Museum	ART&	Print Study	Front Terrace	Courtyard
Auditorium/Theater	N/A	75	N/A	N/A	100
Conference/Family Style	N/A	40	16	66	120
Square (open center)	N/A	36	N/A	N/A	40
U Shape	N/A	40	N/A	N/A	N/A
Classroom	N/A	36	N/A	N/A	N/A
Workshop/Half Rounds	N/A	36	N/A	N/A	72
Seated Dinner/Full Rounds	N/A	60	N/A	90	120
Cocktail Reception	300	100	N/A	100	150
Square Footage	11,618 sqft*	900 sqft	N/A	1,500 sqft+	1,600 sqft+

\*Event space is 1,856 square feet N/A= Room layout cannot be changed + Only includes tentable space

## V. Fees

**Museum Usage Fee:** includes use of our full inventory and an on-site Event Coordinator.

- The **first-floor galleries** are \$485 for a two-hour event.
- **ART&** may be rented for \$100 per hour Mondays and Tuesdays from 8 a.m. to 5 p.m.
- **Print Study** may be rented for \$50 per hour during normal business hours.

**Security Fee:** is \$25 per guard per hour with a three guard, three hour minimum (\$225). Security hours begin when your first vendor or set up person arrives and end when the doors are locked at the end of the night. The final amount due will be based on actual event usage. Security hours are charged in half hour increments.

**Linen Rental Fee:** Ackland linens are available to rent based on availability for \$10 per linen.

**Cleaning Fee:** For events taking place on Friday or Saturday an additional \$100 after-hours cleaning fee will apply.

**Additional fees may apply** depending on the nature of your event. Please contact the Event Coordinator for details.

**All fees are at cost and not eligible for a reduction.**

# Ackland Art Museum Use Policy

## VI. Cancellation Policy

The designated event organizer may cancel their events up to two weeks before the event date with no penalty. If an event is canceled within two weeks of the event date the event organizer will be responsible for the rental fee.

The Ackland is not responsible for events canceled due to changes in Museum, University, State or Nationwide restrictions, regardless of when those changes are made. If an event is canceled due to updated restrictions, there will be no penalty for the event organizer.