

THE PALAZZO AND MADDEN MUSEUM OF ART POLICIES AND GUIDELINES

Thank you for choosing The Palazzo and Madden Museum of Art as the location for your event. We know you have many wonderful venues to choose from in the area. The Palazzo includes three (3) event spaces, including The Madden Museum, The Atrium and Mangia Bevi Restaurant. All three spaces can be leased out separately or individually. The following information serves as a guide to your successful event. Every reasonable effort will be made to ensure that your event is exactly the way you planned it.

There are many details to consider when planning any public function; these are policies and procedures to protect that effort. All clients and patrons of The Palazzo must adhere to the venue policies at all times.

GENERAL AGREEMENT

The Palazzo will support you in planning your event, but is not responsible for planning your event. The Madden Museum's focus is art. Rental activity comes secondary to the beautification of the museum.

WHAT YOU GET WITH YOUR RENTAL

Space and privacy for the agreed upon amount of time and event location. Rental rates vary based on each event space, day and time of the week and pre-packaged rates for special events.

Unless a package has been purchased, basic venue rental includes:

- Area Parking, when available,
- Banquet Tables and hotel stack chairs
- Onsite Venue management

CONTACT INFORMATION

John Madden Company

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The Palazzo Venue

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EXHIBITS

Under no circumstances should any piece of art (painting or sculpture) be moved or altered in any way. There will be no requests accepted for the movement or re-arrangement of any of the museum's permanent or temporary exhibits. This policy includes but is not limited to artwork, furniture, equipment/production system, sculpture, books, potted plants, etc. The use of the exhibit furniture is not permitted.

SET UP and TEAR DOWN

All event items including décor, furniture, rentals, tables and chairs must be three feet (3') from walls in the Palazzo Atrium, four feet (4') from all Art in Museum and Atrium and six feet (6') from front doors. All rental furniture including tables, chairs, bars, staging, must be set up by Epicurean Staff or Event Rents Staff. Other event needs to be set up including audio visual, décor, music by outside vendors must be scheduled and permitted by The Palazzo with a certificate of insurance (see Insurance and Liability below). All items that need to be wheeled into the event space must have adequate rubber wheels. Absolutely no carts or dolly's with metal wheels allowed. Absolutely no dragging items across floor permitted.

DELIVERIES

Deliveries must be scheduled in advance with venue manager. All delivery items must be loaded in the delivery dock just west of the building. No deliveries through the front doors or the south doors permitted.

APPEARANCE

Immediately following your event, you are responsible for removing all items brought in by you and your guests. **Please note: The Palazzo and Madden Museum reserves the right to change any aspect of any rental location at any time without notice.** This clause warrants that all facilities come "as-is". This includes but is not limited to artwork, furniture, equipment/production system, sculpture, books, potted plants, etc.

At times areas of the museum may be closed; at no time may a barrier be moved or crossed. Please note: A \$250 cleanup fee will be assessed to your Event for basic cleaning costs. Additional costs may be incurred if more cleanup is needed. All additional costs will be reconciled with the damage deposit.

OTHER RESTRICTIONS

The capacities established at The Palazzo are set by fire code and are there for your safety. The Palazzo will adhere to all recommended fire and safety code limits. If the limits are exceeded, The Palazzo has the right to terminate the event and issue a fine for the violation.

DECORATIONS

Attaching anything to any walls or structures of the museum is strictly prohibited. Tape and staples are strictly prohibited on any walls, artwork, fixtures, lighting, floor, equipment/production system or furniture belonging to The Palazzo. The Palazzo will not permit the use of balloons, confetti or colored rose petals. Birdseed and rice must be used outside only.

No candles in The Madden Museum are allowed, contained or otherwise. LED lights may be used in any space.

CATERING

The Palazzo has an exclusive catering contract with Epicurean. All catering arrangements must be handled separately from any private event arrangements you make with The Palazzo. An Epicurean representative will contact you about your event.

SAFETY AND SECURITY

One Security staff will be on the premises during all events to enforce the rules and policies of The Palazzo and ensure visitor safety. One Security staff for the first two hundred guests is required for evening, weekend and events serving alcohol. Additional Security staff per each additional one hundred guests is required and will be billed to client. Event manager will determine if off duty police officers may need to be hired and will be billed back to the client.

Any individual or group having an event at The Palazzo agrees to abide by all requests of the staff and security.

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Security personnel will take steps necessary to protect its property and reputation, including asking disruptive or intoxicated parties to leave the premises.

The Palazzo does not allow animals on the premises, with the exception of animals assisting people with disabilities.

CONCERTS and The PALAZZO EVENTS

The Palazzo is located next to the Fiddler Green Amphitheater. We are not responsible or in control of the event and concert calendar. The calendar is available online and normally posted early spring for the summer concert season. We suggest you check the online calendar of events at <http://www.fiddlersgreenamp.com/events>. We will do our best to inform you of upcoming concerts.

The Palazzo reserves the right to reassign museum spaces without notice. The Palazzo and Madden Museum, from time to time prior to Event Date, may be improved altered, modified, expanded or enlarged. The Palazzo and Madden Museum may from time to time add art inside the Madden Museum, Atrium, Outdoors of the building and surrounding areas without advanced notice. The Palazzo reserves the right to move your event to another rental site should a safety issue arise with the original site.

EVENT SET-UP

An Event representative will coordinate with you for your event set-up.

INSURANCE and LIABILITY

Certificate of insurance is required for all events naming Palazzo Verdi, John Madden Company and Fiddlers Business Improvement District as an additional coinsured party under the comprehensive general liability insurance policy or a special event insurance of no less than One Million Dollars (\$1,000,000) per occurrence to protect the application and The Palazzo and its officers, staff, directors, volunteers and employees against any claims on such death, personal injury or property loss or damage. Based on the total value of the collection, additional amounts and/or needs may be required. The Palazzo is not responsible for damage to their art while at The Palazzo.

The Client agrees to assume full financial liability and responsibility for any damage or loss of objects/property at to The Palazzo, and for any accident, injury or loss/damage of objects/property incurred by the applicant and/or applicant's guests during or as a result of the rental of the facility, including legal fees should they become necessary as well as claims against bodily injury or property damage. By the signing of a rental agreement, the applicant does hereby indemnify and hold harmless the John Madden Company, LLC, Palazzo Verdi, LLC, The MADDEN Museum, its officers, staff, directors, volunteers, and employees from suit, action, damages, liability and expense in connection with personal injury, death, property damage, loss or theft resulting from the use of the museum facilities. The applicant also shall accept full responsibility and liability for any personal injury or property loss and/or damage to anyone including 3rd parties (subcontractor, caterer, musician, equipment suppliers, etc.) arising from or in (cont'd) connection with the applicant's rental event. These damages must be repaired or replaced promptly to the satisfaction of The Palazzo and paid for by the contracting party.

The Palazzo will not be responsible for materials, equipment or property of any kind left on the premises.

CANCELLATION POLICY

The Palazzo is pleased to place a hold for your event for 1 week Please note: it is considered secured when the contract and deposit are received.

Initial the following indicating that you agree to and understand The Palazzo policies and procedures and return with your signed contract.

BOOKING

The Palazzo is available any time of day for events. With two (2) hour set-up, and one (1) hour break-down. Set-up and tear down are included in the event time on the rental agreement. Additional time needed for set up and tear down will be billed back at a minimum of \$200 per hour.

The Palazzo will place a 1week (7 days) hold for your event. It is considered secured when the contract and deposit are received.

Epicurean Catering is exclusive to The Palazzo. An Epicurean representative will contact you about catering and their contract. Epicurean will set up and tear down tables and chairs for your event.

USE

I agree and understand venue rental rates are inclusive of the contracted space plus use of 5' round banquet tables, hotel stack chairs, covered parking when available.

I agree and understand that I get a limited amount of time per rental, and specific terms and time frames are outlined in the agreed upon contract.

I agree and understand The Palazzo is a non-smoking facility.

I agree and understand no candles in The Madden Museum are allowed, contained or otherwise. LED lights may be used in any space.

I agree and understand The Madden Museum is an exhibit space, artwork may change from the time of booking to the day of the event.

I agree and understand that no decor will be permitted to be secured to the walls, artwork, fixtures, lighting, floor, equipment/production system or furniture belonging to The Palazzo and Madden Museum. Tape and staples are strictly prohibited. Gaff tape may be used on the floor.

I agree and understand The Palazzo will not permit the use of balloons, confetti or colored flower petals.

I agree and understand no circumstances may any artwork or furniture be moved or rearranged at any time. The Palazzo comes "as is", and that no exhibits, artifacts or furniture will be moved, covered or altered for my event.

I agree and understand there is NO touching, climbing or handling of any Museum artifact or item.

I agree and understand if I move or cross a boundary in the museum I forfeit my damage deposit. Barriers are put in place to protect The Palazzo, myself and guests.

I agree and understand all tables must be set 3.5 feet or more away from all walls, 4' from all artwork and 6' from front doors.

I agree and understand The Palazzo and partners are not responsible for loss of or damages to any items brought onto the premises. I will be held responsible for any damage or excessive clean-up caused by any guests. Any and all fees levied due to damage or excessive cleanup will be determined solely by the museum staff.

I agree and understand The Palazzo does not have any available storage on site. Should the event require

I agree and understand security personnel will take steps necessary to protect its property and reputation, including removing disruptive guests.

I agree and understand that the maximum room capacities are set by fire code and that I will keep my guests within the allowed capacity. If guest count exceeds the capacity of my rental space, I will pay for additional space and/or forfeit my damage deposit.

I agree and understand immediately following my event, I am responsible for removing all items brought in by myself and guests. I am responsible for leaving The Palazzo in the manner that I found it.

I agree and understand all flower arrangements and plants must be clean and free of pests.

All clients and patrons of The Palazzo must adhere to the venue policies at all times. These policies are subject to change.

The damage deposit is 50% of the Rental Rate. The damage deposit will be refunded if no damages have occurred and the rental site was left in acceptable condition. You will be notified within five (5) business days of your event if The Palazzo intends to retain your damage deposit.

I agree to and understand the above terms and conditions and The Palazzo guidelines. I will print this for my records and will refer to as necessary.