



### Facility Use Packet Checklist:

- Application for Member Event
- Member Event Fees
- Member Event Agreement
- Event Guidelines for Cultural Council Members
- Special Event Guidelines for Caterers & Vendors
- Use of Plants and Flowers During Member Events



APPLICATION FOR MEMBER EVENT

*This Application is to be returned to the Cultural Council no later than six weeks prior to the event.*

Date of Event: \_\_\_\_\_

Start Time (not before 6pm): \_\_\_\_\_ End Time (if after 11pm, addl. fees apply): \_\_\_\_\_

The event will be in the: Exhibition Area \_\_\_ Educational Training Center (ETC) \_\_\_ with \_\_\_\_\_ Guests

Name of Person/Organization Hosting Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Member Name (if sponsoring event): \_\_\_\_\_

Guest Transportation: Self-park \_\_\_ Motorcoach \_\_\_ Valet \_\_\_ Company: \_\_\_\_\_

At what time would you like to have the doors open for guest entry: \_\_\_\_\_

Caterer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Music/Entertainment: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Florist/Decor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Photographer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Rental Supply Company: \_\_\_\_\_

Will \_\_\_ Will Not \_\_\_ be using Cultural Council Chairs #: \_\_\_\_\_

Wedding Coordinator (if applicable): \_\_\_\_\_

Future Address of Wedding Couple: \_\_\_\_\_

Additional Information:

For Office Use Only:





Member Event Fees

Hours of 6:00 pm to 11:00 pm

Requirements to hold event at the Cultural Council of Palm Beach County

Membership Level – Patron Level (\$1,000) or above

Event Fee.....\$1,500  
• (up to 3 hours / \$300 each additional hour)

Deposit .....\$300  
• (non-refundable 3 days prior to event)

All event fees must be paid in full two weeks prior to the event.



## MEMBER EVENT AGREEMENT

\_\_\_\_\_, hereafter known as the "Applicant," agrees to abide by the following conditions during the term of the Member Event held at the Cultural Council of Palm Beach County.

The Member Event will be held for the following purpose: \_\_\_\_\_

The Member Event fee for the use of the Cultural Council buildings will be \$ \_\_\_\_\_ and is due one month prior to the event. Additional services supplied by the Museum may increase the final cost.

The date and hours of the Member Event will be \_\_\_\_\_, from *Start Time:* \_\_\_\_\_ to *End Time:* \_\_\_\_\_.

**Prior to the event, the Applicant will furnish the Cultural Council of Palm Beach County with a Certificate of Insurance naming the Cultural Council of Palm Beach County as an "Additional Insured."**

The Applicant agrees to comply with all Federal, State, County, and Municipal laws and regulations related to the Member Event.

The Applicant agrees to leave the areas used clean and orderly, as determined by the Event Manager.

The Applicant agrees to forward the Cultural Council of Palm Beach County a damage and cleanup deposit in the amount of \$1,000.00. If damages and/or cleanup exceed the amount on deposit, the Applicant agrees to pay the difference. Provided there is no damage, the deposit will be refunded within one week following the Member Event.

The Applicant may not assign any of the privileges related to the Member Event, or the date reserved for this Member Event, to a third party.

The Applicant agrees to comply with the Member Event Guidelines supplied with this Agreement, or in the initial informational packet, and to seek permission and guidance from the Cultural Council of Palm Beach County on any issue not specifically addressed in this Agreement or the Member Event Guidelines.

The Applicant, and all Vendors chosen by the Applicant, agrees to comply with all requests made by the Cultural Council Staff Person on duty the day of the Member Event.

The Applicant agrees to hold harmless and indemnify the Cultural Council of Palm Beach County and its employees against any and all liability, loss, damages, or expenses which may be incurred by the Applicant or the Applicant's contractors as a result of the Member Event.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
President and Chief Executive Officer

\_\_\_\_\_  
Date



## EVENT GUIDELINES FOR CULTURAL COUNCIL MEMBERS

We are pleased that you are considering hosting your event at the Cultural Council of Palm Beach County. The mission of the Cultural Council is to enhance the quality of life and economic growth of the community by creating a cultural destination through support, education and promotion of arts and culture. The Cultural Council is Palm Beach County's official arts agency and serves non-profit cultural organizations and professional artists throughout the county. Our responsibilities include marketing the county's cultural experiences to visitors and residents, administering grants to organizations and artists, expanding art and cultural education opportunities, advocating for funding and arts-friendly policies and developing audiences and donors through membership programs.

The Council was founded by visionary community leader Alexander W. Dreyfoos in 1978. We administer a portion of local tourist development funds under contract with the county government. Among our many initiatives, we regularly assist cultural organizations of all sizes and professional artists through grant programs, technical support and capacity-building proposals.

The Cultural Council is conveniently located in Downtown Lake Worth in a historic 1940 art deco/streamline modern building.

### COSTS:

Requirements to hold event at the Cultural Council of Palm Beach County

- Membership Level – Patron Level (\$1,000) or above

Event Fee.....\$1,500

- (up to 3 hours / \$300 each additional hour)

Deposit .....\$300

- (non-refundable 3 days prior to event)

**All Fees must be paid 2 weeks prior to the event.**

**INSURANCE:** (Please initial indicating you have read and understand each guideline.)

\_\_\_\_\_ All Applicants must provide a Certificate of Insurance naming the Cultural Council of Palm Beach County, 601 Lake Avenue, Lake Worth FL, 33460, as an "Additional Insured" with respect to general liability in the amount of \$1,000,000. The Certificate must be received by the Cultural Council least one month prior to the event.

\_\_\_\_\_ The Applicant must comply with all laws, orders and regulations of Federal, State, County and City authorities relating to the use of the premises. (e.g. Certificates of Insurance for any contract workers, rules regarding Fire Inspectors, and Permits).

**OTHER:**

\_\_\_\_\_ All media coverage must be cleared through the Cultural Council's Marketing Department prior to the event.

\_\_\_\_\_ Permission to use images of the Cultural Council for invitations must be obtained from the Cultural Council's Marketing Department. The Cultural Council's telephone number cannot be listed on the invitation.

\_\_\_\_\_ Video crews and commercial photographers must have express written permission from the Cultural Council's Marketing Department prior to the day of the event for any on site work.

\_\_\_\_\_ Any vendor not chosen from the Cultural Council's *Approved Vendor List* must be approved by the Cultural Council in advance and an additional fee of \$1,000 per vendor will be incurred.

\_\_\_\_\_ Ladders, tools and other equipment needed for the Event must be supplied by the applicant or vendors.

\_\_\_\_\_ Handling Cultural Council exhibition objects or furnishings is not permitted.

\_\_\_\_\_ Set up time may begin no earlier 5:00pm Tuesday - Saturday. Set up may begin no earlier than 9:00 am on Mondays. Take down must be completed either the same evening or the following morning between 8:30am - 10:00am.

\_\_\_\_\_ Should the services of a Decorator be employed, it is the responsibility of the Decorator to remove all decorations from the Cultural Council immediately following the event. Decorator services are permitted for table decoration and free standing displays only.

\_\_\_\_\_ All rentals are to be delivered the day of the event starting at 9:00am and picked up either the same evening or the following morning before 10:00am.

\_\_\_\_\_ All rental dishes, glassware, flatware, linens and tables must be removed after event is completed.

\_\_\_\_\_ Floral arrangements are permitted only if placed on a tables provided by the Caterer. All floral arrangements must be assembled off the premises and removed after the event.

\_\_\_\_\_ Potted plants or small trees may be placed in galleries but must be insect-free and must be removed immediately after the event.

\_\_\_\_\_ Smoking is not permitted in the Cultural Council building. Smoking is allowed on the street.

\_\_\_\_\_ No open flames permitted. Candles are not permitted.

\_\_\_\_\_ Balloons, open flame, smoke machines, hanging lights, sparklers, glitter, confetti, and animals are not permitted anywhere on the Cultural Council grounds.

\_\_\_\_\_ Food and drink are permitted on the first floor only.

\_\_\_\_\_ Musical performances are permitted. Electrified instruments are not permitted. Musical ensembles are limited to five-seven. Any electrical requirements of the ensemble need to be cleared with the Cultural Council before the event.

\_\_\_\_\_ Passed hors d'oeuvres, food stations and bars are permitted.

\_\_\_\_\_ Cocktail tables or high tops are permitted.

\_\_\_\_\_ Commercial sales or promotions are not permitted.

\_\_\_\_\_ Fundraising and campaign speeches by political candidates are not permitted.

\_\_\_\_\_ All aspects of the event have been clearly communicated with the Cultural Council prior to the day of the event.

The Applicant is responsible for the actions of all vendors and guests, and must ensure that they abide by all Guidelines of the Cultural Council.

Please list the name of the person who will be on site and responsible for insuring that these guidelines are followed during the event.

\_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_



## USE OF PLANTS AND FLOWERS DURING MEMBER EVENTS

### General Background

The use of plant materials inside building spaces is problematic at best. Plants, in and of themselves are generally not harmful, but they act as attractants for many types of insects which can do harm to the exhibitions and collections. And, of course, insects can also be carried into a space on plant materials and soil.

One of the most significant pests is the varied carpet beetle. It is pervasive and destructive. It feeds on the pollen on plants and flowers; when its eggs hatch, the larvae feed on textiles, leather, books and other materials.

Exhibition spaces are careful to keep shrubbery away from the museum's exterior walls, to further hinder the intrusion of insects into the building.

### Use of Plants and Flowers for Member Events

Keeping in mind that the use of live flowers and plants inside the Cultural Council is sometimes desirable, but never without risk, the Council has developed a policy which attempts to lessen the risk to the Council Exhibitions and still allow reasonable plant use during Member Events.

It is hoped that all parties who use the Cultural Council for events will appreciate the Council's commitment to the preservation of its exhibitions and collections and will take care to follow the guidelines for plant and flower use.

### Regulations for Use of Flowers/Plants during Member Events

1. All floral arrangements must be made of cut flowers from a florist. All arrangements must be done off site. Florists are requested to remove as much pollen from plants as possible.
2. All plants/flowers must be installed and removed the day of the event.
3. No Cultural Council containers can be used.
4. Potted plants are permitted, but must be potted in sterilized soil. No organic filler is allowed. Due to the potential for spillage it is requested that potted plants be kept to a minimum and be placed in areas where they will not be bumped into. Plants must be in plastic containers.
5. Certain plants are prohibited, including: Buckwheat; Daisy; Pyracantha; Dogwood; Crepe Myrtle; Queen Anne's Lace; Cleanothus; Spirea; Wild Aster; any fruits or vegetables.

The Chief Executive Officer may make additions to this list as necessary.