



ROOM RENTAL CONTRACT

This Room Rental Contract is to reserve event space(s) only and must be signed by Client and returned to the Detroit Institute of Arts (DIA) along with the room rental fee within 10 business days of receipt. By signing this contract, Client also acknowledges receipt of, understands and agrees to abide by the attached *Special Event Policies*. If Client wishes to hire outside vendors to provide goods or services (excluding those for which DIA is the exclusive provider), Client agrees to review and distribute the attached *Event Vendor Guidelines*, which all outside vendors are obligated to abide by while operating in the museum.

Client designates the person indicated in the signature block of the *Room Rental Contract Acceptance* page as the primary event contact (unless otherwise indicated) and as the person accountable for making all event deposits and payments. The DIA may, but is not obligated to, respond or act upon any request or communication from other representatives of Client. The DIA will not consider any changes to the terms or language of the Room Rental Contract or Event Order Confirmation (EOC).

Cancellation

Client agrees to notify the DIA in writing if Client decides to cancel the event. Cancellation fees are as follows:

<u>Days prior to the event</u>	<u>Cancellation Fee</u>
Less than 7 days	100% of room rental fee, plus 100% of EOC total
8–13 days	100% of room rental fee, plus 75% of EOC total
14–30 days	100% of room rental fee, plus 50% of EOC total
31+ days	100% of room rental fee, plus 25% of EOC total

The DIA reserves the right to cancel an event at any time if the *Special Event Policies* and/or *Event Vendor Guidelines* are violated. If this occurs, all deposits will be forfeited by Client. The DIA also reserves the right, under extenuating circumstances, to relocate and/or reschedule events and to install/deinstall works of art in event space(s) and galleries. Client will be notified in advance should these issues arise.

Impossibility

The performance of this Agreement by Client or the DIA is subject to acts of God, war, terrorism and/or responses thereto, government authority, disaster, snow emergency, fire, strikes, civil disorder, vandalism, curtailment or disruption of transportation facilities or other emergencies, or any such event which make it illegal or impossible to provide the facilities and/or services for the event. This Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

Litigation

The parties agree that in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorney's fees.

No Waiver

Failure by a party at any time to enforce any provision of this Agreement or any right that may arise as a result of a breach of this Agreement by the other party will not be construed as a waiver of any of DIA's rights, will not affect the validity of this Agreement and will not prejudice as regards any subsequent action.

Severability

If any portion of this Agreement is held to be unenforceable by a court of competent jurisdiction, that portion must be severed from this Agreement and the remainder of this Agreement will continue in full force and effect.



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Indemnification

Client will defend, indemnify, and hold the DIA harmless from and against all claims, liabilities, losses, damages and settlement expenses (including attorney's fees, court costs and all other defense-related costs) in connection with any breach of Agreement by Client or with injury or death of any person or loss or damage of any property allegedly or actually, in whole or in part, resulting from or arising out of any act or negligence of Client, its employees, guests, invitees, agents or contractors in connection with the event.

Liability

The DIA reserves the right to inspect and control all private functions. Client agrees to be responsible for any damage done to the DIA by event vendors or guests. Client shall not injure, deface, change or alter the premises or any items contained in the DIA and shall not cause or permit anything to be done that could damage the DIA or any of its contents. Client agrees that if premises or any items contained within are damaged by an act, default or negligence by Client or an agent of Client, Client will pay the DIA such sum necessary to replace and/or repair to original condition. This applies to both art and non-art items. The DIA shall not be responsible for damage or loss of any merchandise or articles brought into the DIA or for any items left unattended by Client, vendors or guests.



SPECIAL EVENT POLICIES

The following policies have been established to ensure the safety of the collection during special events. All events are subject to the guidelines contained herein. These policies apply to all events including third party, internal and auxiliary events. The resolution of conflicts or issues rests with museum officials.

THE NATURE AND SCOPE OF ALLOWABLE EVENTS

The DIA is available for special events such as civil wedding ceremonies, corporate and social events. Nonprofit events are permitted as long as they are not fundraisers, art related or in conflict with museum goals. The DIA reserves the right to review event requests on a case-by-case basis.

Events cannot interfere with daily operations or other museum activities. Event rehearsals are allowed during regular museum hours only. Event rehearsals outside of regular museum hours will be subject to additional room rental rates.

The DIA is *unable* to accommodate:

- Fundraisers
- Proms
- Events of a religious nature including but not limited to wedding ceremonies officiated by clergy and bar/bat mitzvahs
- The on-premise sale or auction of any commercial products or items
- Political rallies or similar events for the purpose of endorsing candidates for public office
- Other inappropriate uses as defined in the sole judgment of the DIA.

NONPROFITS AND TAX EXEMPTION

Nonprofit organizations must submit a 501(c)3 letter from the IRS to receive a 25% discount on room rental fees of \$2,000 or more. Security, coat check, and other museum services charges normally included in the room rental fee may apply if room rental fee is discounted.

If the nonprofit organization is also exempt from Michigan sales tax, Client must submit a copy of the tax-exempt letter issued by the State of Michigan Treasury or the Michigan Sales and Use Tax Certificate of Exemption. Pursuant to Michigan law, if tickets are sold, the event is taxable, regardless of the nonprofit or tax-exempt status of the organization.

CONTRACTS, DEPOSITS AND PAYMENTS

This Room Rental Contract is to reserve event space(s) only and must be signed by Client and returned to the DIA along with the room rental fee within 10 business days of receipt. This contract is ineffective until both are received. Any outstanding balances from previous events must be paid in full before a new booking is confirmed.

A Room Rental Contract does not imply exclusive use of all museum facilities; there may be more than one event at a time in the building. Events in the Auditorium or Lecture Hall may be subject to additional contract terms & pending the approval of production schedule and tech plan.

Additional event details and charges will be outlined in the *Event Order Confirmation (EOC)*. Client will receive separate EOCs (depending on the scope of the event): one for *Food and Beverage* (Catering) charges and one for *Museum Services* (DIA) charges. Each EOC will need to be paid separately and according to its own payment terms. **Note:** There will also be a minimum food and beverage expenditure as outlined in the Catering EOC. Events exceeding 450 guests may be subject to additional rentals and/or purchases of supplementary smallware, to be paid at Client's expense.



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Final Invoices will be issued within 30 days following the event, once all event charges have been actualized and will include any additional charges incurred after the EOC has been countersigned and executed (if applicable).

Deposits and payments are accepted by corporate check, certified check, money order or credit card. Personal checks, cash and payment plans are not accepted. Client is responsible for making all deposits and payments as noted in this agreement and on the EOCs.

FOOD AND BEVERAGE

Culinaire is the exclusive food service provider for the DIA. Outside food and/or beverages are not permitted at any time. Per the Michigan Liquor Control Commission (MLCC), alcoholic beverages may not be brought in, donated, used as favors/gifts and cannot be removed from the premises at any time. A 6% State of MI sales tax (unless the event is tax-exempt) and a 24% service charge will be added to all food, beverage and alcohol costs. The service charge covers the cost of labor for the staff servicing the event, it does not cover gratuity. Gratuity is offered at the sole discretion of the client. Additional labor charges may still apply; please contact Culinaire's Director of Catering & Sales for more details.

The DIA reserves the right to request proof of legal drinking age. Alcoholic beverages will be denied to those guests who are under age or appear to be intoxicated. We urge you not to mix drinking and driving.

DECORATIONS, SIGNAGE AND PUBLICITY

The DIA must approve any organic materials, additional lighting, large objects/equipment, decorations and/or displays prior to the event. Client must submit a proposed list of all items (including dimensions, weights & power needs for each item) and a detailed floor plan/layout noting these items at least 10 business days prior to the event. Nothing can be attached to any wall, floor, ceiling or other surface. Artificial fog, smoke or snow, confetti, or any other airborne substances including helium balloons and dry ice may not be used for decorations or in performances. Signage within the building must be approved by the DIA and submitted 30 days prior to the event date. Outdoor signage is not permitted.

Any publicity materials, invitations and/or tickets using the "Detroit Institute of Arts" name or logo must be approved by the DIA prior to mailing or distribution. The DIA should be listed as the location only.

SECURITY AND PROTECTION OF THE OF ART

We ask that Client make their event guests and vendors aware of their unique surroundings and ask that they assist in the preservation of this historic building and collection by abiding by the *Special Event Policies* and *Event Vendor Guidelines*.

DIA Security, specific to the event space(s) occupied during your event, is included in the room rental fee. The DIA prohibits outside contract or proprietary security services from performing such services on DIA property without the consent of the Director of Protection Services. Such requests must be made no later than two weeks prior to the event.

Food, beverage and gum chewing are strictly prohibited in the galleries, Lecture Hall and Auditorium. Smoking (including e-cigarettes and vaping) and tobacco chewing are prohibited inside the museum. No smoking is allowed within 25 feet of any entrance. The DIA promotes a weapon-free environment.

All items, including equipment or personal items, entering or exiting the museum are subject to inspection by DIA Security. Long umbrellas, oversized handbags, backpacks, briefcases or any other object larger than 11" x 15" are prohibited in the galleries; such items may be left at Coat Check. Wrapped packages are not allowed into the building; gift bags, however, are permitted.

Any person, including event guests and vendors, whose behavior threatens or appears to threaten the art collection will be asked to leave the building. Artwork cannot be touched; all guests are expected to stay at least eighteen (18) inches from all art. No objects may be placed on or over a work of art or attached to its pedestal, base,



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casework or surrounding wall. Protective elements such as stanchions cannot be moved or relocated. No artwork can be brought into the museum without prior approval.

OCCUPANCY RATES & ACCESSIBILITY

If the event's guest count exceeds the allowable maximum occupancy rate, DIA reserves the right to move the event to a larger event space. Should this become necessary, the rental rate of the larger space may apply. If there are no larger event spaces available, additional guests may be denied entry into the event. American Disabilities Act (ADA) access is available through the John R Street or Farnsworth Street entrances.

GALLERIES AND PUBLIC PROGRAMS

During normal museum hours, guests are encouraged to participate in any of the gallery talks, concerts, art studio projects or other regularly scheduled public programs.

Docents can be made available for gallery tours during your event. Please note that our docents generously donate their time to the museum. Therefore, we ask that docents are requested a minimum of three weeks prior to your event.

PHOTOGRAPHY/VIDEOGRAPHY INSIDE THE BUILDING

The DIA reserves the right to photograph during events for archival purposes. Art is protected under the United States Copyright law, therefore reproduction, distribution or sale of photographs is not permitted. Photographs or video may be taken of the permanent collection for personal, noncommercial use only. Guidelines for commercial photography or film shoots and rates are available upon request.

Photography is not allowed where a "No Camera" sign appears, including any Special Exhibition galleries, the Schwartz Galleries of Prints & Drawings, and the Albert and Peggy de Salle Gallery of Photography. Failure to comply with these policies may result in persons being escorted from the area. Cameras must be at least three feet from artwork. Flash photography, detachable lenses, camera bags, monopods, tripods, drones, additional lights and extension cords are not allowed.

INCLUDED IN ROOM RENTAL FEE:

- Up to six hours of Security and Coat Check
- 60" round tables (seat 8–10 per table)
- 36" round cocktail tables
- Standard banquet chairs
- Standard china, glassware and flatware
- Wireless internet

OPTIONAL ITEMS FOR AN ADDITIONAL FEE (INCLUDING BUT NOT LIMITED TO):

Note: the following items must be requested a minimum of 3–4 weeks prior to the event

- Security or Coat Check beyond six hours
- Audio Visual equipment (technician required)
- 72" round tables (seat 10–12 per table)
- Linen for 72" round tables
- Specialty chairs, tables or linens
- Upgraded china, glassware and flatware
- Floral arrangements
- Valet or Hosted Self-parking
- Canopy or red carpet at entrances
- Musicians or background music
- Opening the Museum Shop
- Gifts from the Museum Shop
- Opening the galleries after hours
- Special Exhibitions
- Private curator lectures
- Gallery tours



INSURANCE REQUIREMENTS

Vendors: All vendors must provide proof of adequate insurance prior to the commencement of work or services at the DIA that satisfies the following requirements, unless a waiver is requested of and granted by the office of the Chief Financial Officer:

- Commercial general liability insurance, including protective liability and contractual liability, and covering death, bodily injury and property damage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- The commercial general liability insurance policy shall name Client and the DIA as the named insureds.
- Provide the DIA with at least 30 days prior written notice of any cancellation or material change in coverage.

Clients: The DIA may, in its sole discretion, require that Client provide the DIA, in form and amount reasonably satisfactory to DIA, an indemnification agreement and proof of adequate insurance prior to the commencement of work or services at the DIA that satisfies the following requirements:

- Comprehensive general liability insurance including contractual liability insurance with a limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- The policy must name the DIA as an additional insured, be endorsed as primary and not excess over or contributory with any valid, applicable or collectible insurance or self-insurance in force for DIA.
- Provide the DIA with at least 30 days prior written notice of any cancellation or material change in coverage.

All of the foregoing coverages will be obtained and maintained at the Clients expense from insurers rated "A" or better by A. M. Best's Insurance Reports, and which are authorized to transact insurance in Michigan, as evidenced by a subsisting certificate of authority issued by the Commissioner of Insurance of Michigan. Each insurance policy required by this Section shall be accompanied by an endorsement that states that the policy shall not be canceled or reduced without 30 days prior written notice to the DIA. Within 10 days after the execution of this agreement, Vendor and/or Client will provide the DIA with evidence of the insurance and endorsement required by this Section.



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ROOM RENTAL CONTRACT ACCEPTANCE

Today's Date: 7/22/2022 **Client:** Detroit Public Schools Community District
Booking Name: DPS Retiree Awards Breakfast **Address:** 12675 Burt Rd
Event ID: 29346 **Detroit, Michigan**
Event Date: 07/25/22 **48223**
DIA Contact: Charnas, Denise **Phone:** 313-537-3570
Phone: (313) 833-7863 **Email:** nia.adams@detroitk12.org
Email: dcharnas@dia.org

Event Date	Event Time	Room	Usage	Attendance	Rate
Monday, July 25, 2022	10:00 AM - 11:00 AM	Lecture Hall	Lecture	182	\$0.00
Monday, July 25, 2022	11:00 AM - 12:00 PM	CaféDIA	Breakfast	182	\$0.00

Full Room Rental Rate	Discount Amount	Payment Amount	Amount Due
\$2500.00	\$2500.00	\$0.00	\$0.00

waived per EB
CB

Client:

[Signature]
Signature

7/22/2022
Date

Nikolai P. Vitti Ed.D.
Printed Name

Superintendent
Title

Detroit Public Schools Community District
On behalf of (organization name)

Detroit Institute of Arts (DIA):

[Signature]
Signature

Antonia B. McLemore
Printed Name

Director, Events & Food Service Operations
Title

Detroit Institute of Arts
On behalf of (organization name)

Please remit payment and signed contract within 10 business days of receipt to confirm this booking. The space(s) indicated above will be released if the signed contract and full deposit are not received in the allotted timeframe. Deposit and Payment information is outlined in the body of the email received with this attachment.



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ROOM RENTAL CONTRACT INVOICE

Invoice Date: July 22, 2022

Invoice #: 29346-RRD

Today's Date: 7/22/2022

Client: Detroit Public Schools Community District

Booking Name: DPS Retiree Awards Breakfast

Address: 12675 Burt Rd

Event ID: 29346

Event Date: 07/25/22

DIA Contact: Charnas, Denise

Detroit, Michigan
48223

Phone: (313) 833-7863

Phone: 313-537-3570

Email: dcharnas@dia.org

Email: nia.adams@detroitk12.org

<u>Event Date</u>	<u>Event Time</u>	<u>Room</u>	<u>Usage</u>	<u>Attendan ce</u>	<u>Rate</u>
Monday, July 25, 2022	10:00 AM - 11:00 AM	Lecture Hall	Lecture	182	\$0.00
Monday, July 25, 2022	11:00 AM - 12:00 PM	CaféDIA	Breakfast	182	\$0.00

<u>Full Room Rental Rate</u>	<u>Discount Amount</u>	<u>Payment Amount</u>	<u>Amount Due</u>
\$2500.00	\$2500.00	\$0.00	\$0.00

Please remit payment and signed contract within 10 business days of receipt to confirm booking.

Deposits and Payments are accepted by credit card, corporate check, certified check or money order, made payable to the "Detroit Institute of Arts". Please reference the Event ID and Event Date on the check or money order. *No personal checks, cash or payment plans accepted.* If paying by credit card, please use the payment link indicated in the attached email. *Room Rental Contracts* can be remitted to Events and Food Service Operations (EFSO) via:

Email: EFSO@dia.org

or

Post: Attn: Events and Food Service Operations
Detroit Institute of Arts
5200 Woodward Avenue
Detroit, MI 48202



EVENT VENDOR GUIDELINES

If Client wishes to hire outside vendors to provide goods or services (excluding those for which DIA is the exclusive provider), Client agrees to review and distribute the following *Event Vendor Guidelines* in which all outside vendors are obligated to abide by while operating in the museum. The DIA asks that Client make vendors aware of their unique surroundings and ask that they assist in the preservation of this historic building and collection by abiding by the following guidelines:

Insurance Requirements:

All vendors must provide proof of adequate insurance prior to the commencement of work or services at the DIA that satisfies the following requirements, unless a waiver is requested of and granted by the office of the Chief Financial Officer:

- Commercial general liability insurance, including protective liability and contractual liability, and covering death, bodily injury and property damage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- The commercial general liability insurance policy shall name Client and the DIA as the named insureds.
- Provide the DIA with at least 30 days prior written notice of any cancellation or material change in coverage.

All of the foregoing coverages will be obtained and maintained at the Vendors and/or Clients expense from insurers rated "A" or better by A. M. Best's Insurance Reports, and which are authorized to transact insurance in Michigan, as evidenced by a subsisting certificate of authority issued by the Commissioner of Insurance of Michigan. Each insurance policy required by this Section shall be accompanied by an endorsement that states that the policy shall not be canceled or reduced without 30 days prior written notice to the DIA. Within 10 days after the execution of this agreement, Vendor and/or Client will provide the DIA with evidence of the insurance and endorsement required by this Section.

Protection of the Art:

- Artwork cannot be touched; all vendors are expected to stay at least eighteen (18) inches from all art.
- Obstruction, movement, rearrangement, or disturbance of any work of art is absolutely prohibited.
- No objects may be placed on or over a work of art or attached to its pedestal, base, casework or surrounding wall.
- Nothing can be erected or installed on or over the *Wisteria Gate* between Great Hall and Rivera Court.
- Existing DIA furniture & fixtures may not be removed, rearranged or unplugged in any space.

Vendor Proposals:

- If Client has contracted an event/meeting planner, the event planner's proposal must be approved by the DIA prior to finalizing it with the Client.
- If Client has contracted external vendors (event rentals, décor, entertainment - photo booth/live performer/band/DJ, etc.), Client must submit a proposed equipment list (including dimensions & weights), power needs and detailed floor plan/layout (including lighting & equipment placement) for each vendor at least 10 business days prior to the event.
- If event takes place in the Auditorium or Lecture Hall, Client must submit a production schedule and tech plan 4 weeks prior to event for review/approval.

Décor Elements:

- Vendor equipment and décor elements must be placed at least four feet away from any wall or work of art.
- If the equipment/décor element is taller than four feet, it must be placed an equivalent distance from any wall or work of art (i.e., if equipment is 8 feet tall, it must be kept a minimum of 8 feet from the wall or artwork) and be secured or appropriately counterweighted with sandbags.



- Vendor must place their own floor protection (rubber mats, carpet squares, etc.) underneath any equipment/décor element (including furniture, AV items, etc.) with metal feet or bases.
- Only LED candles allowed; no open flames.
- Décor elements, such as containers for flowers and LED candles, must be stabilized or secured to prevent tipping or spilling.
- Floral arrangements must be assembled off premises. The only exceptions are flowers or decorations created by the *Friends of Arts and Flowers* volunteers for internal use or auxiliary events.
- Potted plants or trees grown in sterilized soil (not garden soil) are allowed upon approval.
- Lily stamens must be removed to prevent pollen stains.

Audio Visual –Live Entertainment, Acceptable Sound Levels & Lighting:

- If Client contracts an external audio-visual vendor or live entertainment (performer, band, DJ, etc.) a DIA Audio Visual technician is required to be onsite (charged per hour) to support the full duration for the event (including load in/out and setup/teardown).
- Vendor must provide cabling and/or power to support contractor's equipment.
- All cables that cross public walkways must be neatly taped and/or ramped to prevent trip hazards.
 - Gaffer's tape by TECNEC®, 3 or 4-inch wide, is the only brand approved for use on museum flooring. Tape must be removed immediately following the event, without leaving any residue.
- To protect the art from sound vibrations, the maximum accepted sound level in Great Hall, Rivera Court, Kresge Court, Romanesque Hall, Prentis Court and Kresge Reception is 90 decibels.
 - Sound levels are tested by the DIA's AV technician before the event and monitored closely throughout the event.
 - Performers will be notified if the limit is exceeded.
 - If accepted decibel levels are not maintained, the sound system will be turned off.
- In Prentis Court, live entertainment (bands, DJs, etc.) must be in the center of the room or along the North wall (near CaféDIA).
- In Rivera Court, live entertainment (bands, DJs, etc.) must be located on the South wall.
- Live entertainment (bands, DJs, etc.) is not allowed in meeting room areas, including FJC Dining Rooms A & B.
- Artwork cannot be directly lit or have anything projected onto it. Lights and projectors cannot raise ambient temperature around a work of art by more than 5 degrees Fahrenheit.

Photography/Videography:

Art is protected under the United States Copyright law therefore reproduction, distribution or sale of photographs is not permitted. Photographs or video may be taken of the permanent collection for personal, noncommercial use only. Photography is prohibited where a "No Camera" sign appears.

- Cameras must be at least three feet from the work of art.
- Flash photography, detachable lenses, camera bags, monopods, tripods, drones, additional lights and extension cords are not allowed.

Vendor Check In:

- Client must submit a full vendor list, including each vendor employee's full legal name, date of birth, and home address, to the DIA 48-hours prior to arrival. All vendor employees will be required to show a government-issued photo identification upon arrival.
- Each member of the vendor's staff is required to check in at the Security Desk at the South Loading Dock on John R Street before unloading any equipment and must sign out before exiting the premises.
- Vendor's staffing must wear temporary identification/name badges at all times while in the building, if required.

Load In/Out & Event Setup/Teardown:

- All equipment must be loaded and unloaded at the South Loading Dock on John R Street.



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- Client/Vendor is responsible for transporting all rental equipment (including décor elements, floral arrangements, linens, etc.) to and from the event space(s) during load in and load out.
- A DIA designee will conduct an orientation for vendor crew members upon arrival and oversee vendor setup and teardown in all event space(s).
- Event setup may begin at the close of business in all public spaces. Great Hall is the only public space where setup may begin earlier than close of business, at 3:00pm.
 - *Note: Please consider this short turnaround time in the planning of your event if staging is being considered in the event space(s).*
- Event teardown must begin once the event concludes.

Movement within the Museum:

- Vendors (including delivery persons) must be accompanied by DIA staff when moving throughout the museum.
- Movement within the museum will be limited to a specified routing approved in advance. Vendors may not move outside of the event space and approved routes without a DIA escort.
- The DIA will prepare designated pathways and place internal signage for events.
- Vendor may not move or relocate DIA's protective screens, floor mats, stanchions or signage.
- DIA may require Vendor to lay additional floor matting along path to and from loading dock and event space(s), depending upon type/weight/quantity of equipment being brought in/out for an event.
- Vendor must always use extreme caution when moving within the museum:
 - Vendors may not walk or move anything through unlit galleries.
 - Equipment cannot be dragged, rolled, pushed or pulled across the floors; lift to move or reposition.
 - Materials and equipment must be held at or below waist level; never carried overhead.
 - Large loads should be transported using carts with pneumatic non-marking wheels or covered with tape or wheel socks.
 - Movement of oversized items 6' or longer (including ladders) must be transported by two people, one in the front and one in the back.

Parking:

- Vendor parking is available at the vendor's expense in the Museum Parking Lot on John R Street.
- Vendors are not allowed to park in the loading dock area for/during events, as the dock must remain available for museum deliveries at all times.
- Client must obtain advanced approval from the DIA for special circumstances in which a vehicle wishes to park in the loading dock area for/during an event. If approved, a temporary parking permit will be issued & needs to be displayed in the vehicle's driver's side windshield at all times.

Storage

- Excess vendor equipment must be stored off premises.
- The DIA will not provide any storage areas within the museum to hold equipment or any other additional items.
- Galleries, elevators and loading dock areas may not be used as temporary equipment storage areas.

Removal of Event Décor, Vendor Equipment & Trash:

- Client agrees to leave the DIA premises in a neat and orderly condition.
- Spills and debris must be cleaned up immediately, and any building damage should be reported immediately to a DIA representative.
- Event-related items (décor elements, vendor equipment, containers, etc.) must be removed immediately following the event.
- Trash, debris & refuse must be placed in South loading dock trash compactor. Client may incur additional charges for the removal of such materials if not completely removed after the event.
- The DIA is not responsible for any items left behind after the event.



INVOICE

Event Order Confirmation

DPS Retiree Awards Breakfast

Event ID: 29346
Estimated Attendance: 150

Setup: Mon, 07/25/22 09:00 AM
Start: Mon, 07/25/22 10:00 AM
End: Mon, 07/25/22 12:00 PM
Tear Down: Mon, 07/25/22 01:00 PM

Nia Adams
Detroit Public Schools Community District
12675 Burt Rd
Detroit, MI 48223

Class: Split (Int/Ext)
Event Type: Breakfast
Tax Scheme: Non-Taxable with Service Charge - 24%

Date	Start/End Time	Function	Attendance	Room
07/25/2022	10:00 AM/11:00 AM	Lecture	150	Lecture Hall
07/25/2022	11:00 AM/12:00 PM	Breakfast	150	CaféDIA
07/25/2022	11:00 AM/12:00 PM	Breakfast	150	FJC Dining Room A
07/25/2022	11:00 AM/12:00 PM	Breakfast	150	FJC Dining Room B
07/25/2022	11:00 AM/12:00 PM	Breakfast	150	Prentis Court Patio
07/25/2022	11:00 AM/12:00 PM	Event Tour	150	Ancient Middle East

Event Notes

Audio Visual: -Existing Lecture Hall set-up with podium and mic
*Steven Pascoe to execute

Building Operations: -Make sure entrance is clean and free from debris

Catering/Culinaire: -8ft in Lecture Hall next to podium for awards, black linen
-Cafe, patio, and dining rooms set with existing tables (I counted 182)-walls open
-No linen on cafe tables
-Buffet where fits best
*Client providing centerpieces for breakfast tables, TBD on time

Environmental Services: -Clean event space and restrooms prior to and after the event

Event Timeline: 9:30am-10:00am: Guest arrival
10:00am-11:00am: Lecture Hall-awards
11:00am-12:00pm: Breakfast in Cafe DIA
11:00am-12:00pm: Ancient Middle East open for viewing
12:00pm: Event concludes

Guest Entrance: -John R/Loggia Entrance -Center doors

Lighting: -Please note this is a Monday
-Lecture Hall, Cafe, AME

Event Order Confirmation

DPS Retiree Awards Breakfast

Event ID: 29346
Estimated Attendance: 150

Setup: Mon, 07/25/22 09:00 AM
Start: Mon, 07/25/22 10:00 AM
End: Mon, 07/25/22 12:00 PM
Tear Down: Mon, 07/25/22 01:00 PM

Event Notes (Continued)

Parking: -Self parking

Restrooms: -1st floor Prentis Court restrooms

Security: -Please note this is a Monday
-Please open John R/Loggia Center doors by 9:15am for guest arrival
-Please turn lights on in Lecture Hall
-AME for viewing, 11am-12pm
*TBD time for client arriving with centerpieces

Tour Galleries: -Ancient Middle East, 11am-12pm-docent request put in

Visitor Services: -Welcome/directional signage, Loggia through Prentis Court to Lecture Hall-dov
the spine
-Lecture Hall to Cafe as well as Ancient Middle East
STANCHION NEEDS
-AME to Romanesque
-Woodward staircase on Lecture Hall side

DIA Contact(s)

DIA Contact: Denise Chamas

Main: (313) 833-7863 Email: dchamas@dia.org

Event Order Confirmation

DPS Retiree Awards Breakfast

Event ID: 29346
Estimated Attendance: 150

Setup: Mon, 07/25/22 09:00 AM
Start: Mon, 07/25/22 10:00 AM
End: Mon, 07/25/22 12:00 PM
Tear Down: Mon, 07/25/22 01:00 PM

	<u>Units</u>	<u>Rate</u>	<u>Charges</u>
Catering			

BREAKFAST BUFFET

Mon 07/25/2022 11:00 AM - 12:00 PM

CaféDIA

BREAKFAST BUFFET	150.00 EA	\$24.50 / EA	\$3,675.00
-Baked Egg Dish-1 Egg and Cheese and 1 Egg with Meat	150.00 EA	\$0.00 / EA	\$0.00
-Breakfast Scones, Muffins, Danish with Butters & Preserves	150.00 EA	\$0.00 / EA	\$0.00
-Applewood Smoked Bacon OR Chicken Apple Sausage-TBD	150.00 EA	\$0.00 / EA	\$0.00
-Southern Home-Style Potatoes with Onions & Fresh Peppers	150.00 EA	\$0.00 / EA	\$0.00
-Fresh Seasonal Fruit & Berries	150.00 EA	\$0.00 / EA	\$0.00
	1.00 EA	\$0.00 / EA	\$0.00
Coffee/Decaf/Tea, Orange Juice & Water	150.00 EA	\$0.00 / EA	\$0.00

Total For Catering: \$3,675.00

Event Staff

SET-UP/STAFFING ESTIMATE

Mon 07/25/2022 11:00 AM - 12:00 PM

No Space Assigned

Estimated Set-Up/Staffing	1.00 EA	\$800.00 / EA	\$800.00
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Total Charges: \$4,475.00

Service Charge 24%, \$3,675.00 @ 24.00% \$882.00

Total for Tax & Service Charge: \$882.00

Subtotal: \$5,357.00

Total Outstanding Charges: \$5,357.00

The Event Order Confirmation (EOC) is an addendum to the event's *Room Rental Contract*. The EOC is an estimate of charges for applicable *Detroit Institute of Arts (DIA) related items* (including but not limited to *Museum Services* such as room rentals, gallery tours, parking, audio visual, etc.).

In order to confirm your event details, the EOC must be signed, returned and paid in full within 10 business days of receipt to the Catering Director via:

Email:
catering@dia.org

or

Post:
Attn: Events & Food Service Operations
Detroit Institute of Arts
5200 Woodward Avenue
Detroit, MI 48202

Deposits for DIA related items are accepted by credit card, corporate check or money order. ***No personal checks, cash or payment plans accepted.***

To pay by credit card, please use the **Payment Link** embedded within the body of the email. **Checks and money orders** should be made payable to the **Detroit Institute of Arts**. Please reference the **Event ID** and **Event Date** on the check or money order and remit with the signed EOC to the address above.

The DIA will issue a Final Invoice within 30 days following the event, once all Museum Services have been actualized. Please note, the Final Invoice will include any additional charges incurred after the EOC has been countersigned and executed if applicable.

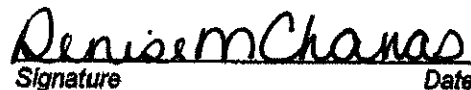
Approved and authorized by Client:


Signature
7/22/2022
Date

Nicholas P. Vitti, Ed.D. Superintendent
Printed Name Title

DPSED
Organization

Approved and authorized by DIA representative:


Signature
7.22.22
Date

Antonia B. McLemore
Director, Events & Food Service Operations

Printed Name Title

Detroit Institute of Arts
5200 Woodward Avenue
Detroit, MI 48202

Organization