



THE NEWARK MUSEUM OF ART AGREEMENT

We are delighted you have expressed interest in having a *Wedding Ceremony and Reception* at The Newark Museum of Art.

Please note that the Museum closes at 5:00PM and prep is done by the Museum staff and caterer so a wedding and ceremony may start as early as 6:00PM.

We have included

- information on use of the Museum for your wedding
- list of approved caterers, list attached
- an agreement for signature

The date is confirmed on the Museum calendar when the signed agreement is returned with the deposit. Should you have any questions, please do not hesitate to email cblunda@newarkmuseumart.org. I look forward to hearing from you!

Best regards,
Carol Blunda
Interim Director of Special Events

THE NEWARK MUSEUM OF ART: Wedding Ceremony and Reception Rental Agreement

49 Washington Street

Newark, NJ 07102

DATE:

TIME: start time end time

APPROXIMATE number of guests expected:

*NOTE: YOUR START time is ½ hour prior to ceremony for guest arrivals. Please place this information on your invitation: “Doors to the Museum open at _____ Ceremony at _____.
Timing can be adjusted in collaboration with Director of Special Events.

CONTACT INFORMATION FOR THE WEDDING COUPLE

Names:

Phones:

Email addresses

PRIMARY CONTACT WILL BE:

MAILING ADDRESS OF PRIMARY CONTACT:

Ceremony and Reception Information

MUSEUM LOCATIONS TO BE USED:

A room is available for the bride to get dressed with the wedding party/the room is available 90 minutes prior to the ceremony.

For Ceremony: Weather permitting Dreyfuss Memorial Garden or the Billy Johnson Auditorium

For Cocktail Reception: Dreyfuss Memorial Garden weather permitting or the Welcome Center

For Dinner and Dancing: Engelhard Court

For Bar set up: Welcome Center

Buffet set up (if you choose to have a buffet) Traphagen space

RENTAL FEE FOR Ceremony and Reception: \$7800 5 ½ hours event time

- Rental fee also includes the following: 5 hour prep time of rental space by Museum facilities staff as well as caterer set up
- Technician to provide sound system, mics and coordination for ceremony outdoors in Garden weather permitting or Billy Johnson Auditorium
- Event staff coordination, security, maintenance for set up, breakdown and clean up

- **Coat check if needed**
- 6-foot banquet tables: up to 20
- 60-inch round tables: up to 20
- 36-inch round tables: up to 20
- 200 gold chairs (caterer to provide cushions/your choice of color)
- 200 white folding chairs to be used in garden
- 10 uplights for perimeter of the Engelhard Court (your choice of color)

START TIME IS when your guests arrive, 30 minutes before your ceremony is to begin.

PAYMENT

1. Non-refundable deposit of 50% of the rental fee is due with the signed agreement to confirm the date on the Museum's calendar.
2. Additional deposit: 25% due at the planning meeting 8 weeks prior to your wedding
3. Remaining balance due must be paid at least 3 weeks prior to the event by certified check, credit card or cash.

CATERING

The Museum has an approved caterer list to choose from. The caterer can provide a sit down serve dinner, buffet dinner or continuous style cocktail party.

The caterer is responsible to provide all tabletop items, (linen color of your choice), china, flatware and stemware, food, **non** alcoholic beverage, wait staff, bartenders and seat cushions (color of your choice).

The caterer can arrange the rentals of other items needed.

PARKING

The Museum is not able to provide free parking. Valet services will be provided by Country Club Valet. Please call them directly at 973-376-4352 and ask for Patrick. Arrangements should be made at the time of booking. Cost of valet is the responsibility of the wedding couple.

CONFIRMATION OF RESERVATION

Reservations are confirmed when the Letter of Agreement is signed and returned to the Special Events Office with the deposit. Estimated times must be included in the contract and may be changed by the renter before the final rental payment is due. A final rental payment is due 3 weeks prior to the event. The final payment due will change if the time the event ends is changed. Failure to pay the rental by the due date will result in cancellation of the event and release of the facility for rental.

CEREMONY

Weather permitting the Dreyfuss Memorial Garden can be set for your ceremony.

- The maintenance staff will set out chairs for your guests.
- The technician will set out a sound system and provide a podium and mic for the wedding couple, and additional stand up mic can be set out for any speaking or singing during the ceremony.
- The technician will assist your DJ or musicians with set up music for the ceremony.
- The technician can play music from a phone
- The special event staff will assist with coordination

If the Garden is not an option due to weather, the Billy Johnson Auditorium can be used

- The technician will control the sound system and adjust the lighting for the ceremony
- A podium and mic along with a stand up mic can be set out on the stage
- The technician will assist your DJ or musicians with set up music for the ceremony.
- The technician can play music from a phone
- The special event staff will assist with coordination

- **COCKTAILS/RECEPTION**

Immediately following the ceremony your reception may be held in Dreyfuss Memorial Garden, weather permitting or in the Welcome Center.

- Maintenance can set out cocktail tables and chairs
- Maintenance can set out bar tables and stationary food tables

DINNER AND DANCING You may have a sit down, buffet style dinner, continuous cocktail party or family style dinner in Engelhard Court. You will be provided with the list of Museum exclusive caterers and you will work with the caterer of your choice from that list. Maintenance will set out tables and chairs from an agreed floor plan.

EVENT CONCLUSION

Events must end by the agreed to designated time. **In order to assure that the event will conclude in an orderly manner and the contracted hours will be adhered to, music must cease, and bars must close at least 15 minutes before the scheduled time for the event to end.**

It is the responsibility of the renter to make these arrangements in advance with the musicians and bartenders. The designated contact person must see that this rule is followed. An overtime fee will be charged if the event ends after the designated time.

MUSIC

You may have a band or DJ. Bands and DJs are required to provide the Museum with a proof of insurance at least 4 weeks prior to the wedding.

FLORISTS / DECORATIONS

All decorations, floral pieces, setups must be dismantled and taken out of the building immediately after the event unless special arrangements have been made with the Special Events office. No live plants are permitted indoors. All floral arrangements must be delivered to the Museum completed; workspace is not available for florists. Due to fire regulations, silk flowers and helium balloons are not permitted. ONLY LED candles are permitted on the Museum premises. All centerpieces must be sprayed by the florist prior to entering the Museum.

PHOTOGRAPHER AND OR VIDEOGRAPHER

You may use a photographer of your choice. Your photographer may visit the Museum during Museum open hours to plan for photos. Planned photographs that would include any Museum artwork must pre-approved by the Museum.

VENDOR POLICY

The Museum policy is that no vendor may consume alcoholic beverage while on the Museum premises. DJ's, band members, photographers etc. should be made aware of the Museum policy. Proof of insurance required of bands and DJ's should be submitted at least 4 weeks prior to your wedding. Vendor deliveries and pick-ups must be coordinated through the Museum. Vendors are prohibited from setting-up any equipment unless discussed with the Special Events office. Pick-ups must be scheduled at the conclusion of the Event. The Museum assumes no responsibility for the performance or payment(s) owed to any such vendors and is not responsible for any equipment or property owned, operated or used by any such vendors and renter will indemnify the Museum against any loss or claim of any such vendor which indemnity shall survive this Agreement.

HOTELS

There are a number of hotels in the area including the DoubleTree by Hilton, Courtyard by Marriot, Hampton Inn, Robert Treat Hotel and TRYP by Wyndham, to name a few. Please call hotels directly for more information.

INVITATIONS

We request prior to the printing of your invitation a copy or email that mentions the Museum is emailed to the Special Events office (cblunda@newarkmuseumart.org) for proofing purposes. We are most concerned that the Museum's address is correct, start time correct and the Museum's number is not given to RSVP or obtain direction information. Updated directions may be obtained on the Museum's website:

www.newarkmuseumart.org.

INSURANCE

A certificate of general public liability insurance, naming The Newark Museum of Art as additionally insured, from an acceptable insurer in the State of New Jersey, is required for the date of the event and the following day (in case of evening events) against claims for bodily injury and property damage for a combined single limit of \$2,000,000. This certificate must be provided to the Museum no later than four weeks before the event.

Couples frequently use www.wedsafe.com for day of insurance.

COVID-19 SAFETY

In response to the COVID-19 pandemic, the Newark Museum of Art abides by all safety guidelines set by the State of New Jersey and the City of Newark.

USE OF THE MUSEUM

The Event shall be private and shall include only bona fide guests of the Renter. No fees, admission charges or exchanges of money shall be collected at or in connection with the Museum without the prior written consent of Museum.

INDEMNIFICATION

Renter agrees, to the maximum extent permitted by law, to indemnify, defend and hold harmless the Museum and its officers, trustees, employees, agents and affiliates, from and against any and all claims, obligations, liabilities and causes of action (together with costs and expenses incurred in connection therewith including reasonable attorney's fees) for bodily injury or property damage occurring in or about the Museum (including the entrance, lobbies, exits sidewalks, streets, approaches and parking lots adjoining the Museum) which relate to or arise out of Renter's Event activities or the Renter's use of the Museum in connection with the Event or the presence at or about the Museum or its adjacent areas of any guest, invitee, employee, agent or vendor of the Renter in connection with the Event. Nothing herein shall serve to cause the Museum to indemnify Renter for the Renter's sole negligence. The obligation of the Renter under this section shall survive the expiration or termination of this Agreement.

RESTORATION OF DAMAGED PROPERTY

If any part or area of the Museum or any property operated or maintained by Museum in connection with the Museum is damaged by any act or omission of Renter or of any of Renter's guests, invites, employees, agents or vendors in connection with the Event, Renter shall pay to the Museum all cost to restore such damaged area or property to its previous condition, and Renter assumes responsibility for all such acts and conduct of such persons.

FORCE MAJEURE

The performance of this Agreement by either party, in part or in full, is subject to events or occurrences beyond their control such as, but not limited to, the following: acts of God, war, threat of war, government retaliation

against foreign enemies, government regulation or advisory, disasters, pandemics, fire, earthquakes, accidents or other casualty, acts of attendees, civil disorder, terrorist acts and/or threats of terrorism, acts of foreign enemies preventing attendees from attending, or a similar intervening cause beyond the control of their party making it illegal, impossible, or commercially impracticable to hold the event at the Museum or to provide the services outlined in this Agreement. In any such event, the parties shall cooperate to attempt to reschedule the event at a mutually acceptable date and time.

GUIDELINES FOR USE OF THE NEWARK MUSEUM OF ART

Statement of Purpose

The Newark Museum of Art was founded in 1909 for the reception, exhibition, use, preservation and study of articles of art, science, history and technology, and to establish programs of education related to the collection. The renowned collections of The Newark Museum are held in trust for the people of our city, state and nation.

It is the primary responsibility of all those in the service of The Newark Museum of Art to assure the preservation of its buildings and collections at all times. This requires the practice of accepted The Museum behavior: no smoking in the building, no touching works of art and exercising care at all times in the presence of art objects. It is the responsibility of everyone attending events sponsored by the Museum or outside rental groups to observe these Museum conventions.

In using the Museum's building for special events, we appreciate your understanding in observing the following practices:

1. Food and drink may be served in designated areas only, no food or beverages in galleries.
2. Capacities of spaces must be observed.
3. Events must not conflict with Newark Museum of Art programs.
4. Ongoing renovation and repair work on the Museum premises may cause certain areas both interior and exterior to be under construction and therefore blocked off, scaffolder or otherwise protected. The Museum reserves the right to do so without notice up until the day of the event.
5. Preservation of works of art requires a strict No Smoking policy throughout the building.
6. Floral/Plant Decorations: Live plants are not permitted. Mulch must never be used, since it may contain wood-eating insects. Centerpieces should be sprayed prior to entering the Museum.
7. Existing lighting may not be altered. On-site construction is not allowed. The Museum provides 10 up-lights to be used around the perimeter of the room with the color of your choice.
8. No special exhibits can be mounted for events. Only free-standing displays are possible on a space-available basis and must be cleared with the Interim Director of Special Events. Banners and wall-mounted posters are not permitted.
9. Photography of events is subject to existing Museum restrictions, to be reviewed with the Special Events Manager.
10. The Museum retains the right to bar admittance to or order removal of any person or person presenting an immediate threat to works of art, the physical plant or to other persons. Such decisions are at the discretion of the Interim Director of Special Events, Security or other Museum staff present at the function. All requests and orders from Security or other Museum staff must be obeyed immediately. Failure to do so will constitute grounds for immediate termination of the event.
11. No tipping of the Museum staff is allowed.
12. The Newark Museum of Art reserves the right to refuse rental to any outside organization or individual.

I _____ agree with and approve the above information and fees.

Signature

Date

OPEN GALLERIES

The following galleries can be open during cocktails:

Arts of Global Africa The African gallery showcases works from important art-producing cultures, including the Yoruba of Nigeria and the Asante of Ghana. Among the highlights are a towering Epa masquerade headdress by the renowned Yoruba sculptor Bamboye and a rare Tsogo door from Gabon. A stunning array of jewelry features ivory adornments from the Congo, silver pendants from Niger, beadwork from South Africa and an exceptional suite of gold jewelry from Zanzibar. The gallery also includes select examples from its important collection of African textiles, which has gained national recognition for its fine quality and breadth of representation. The collection encompasses several hundred examples representing most of the significant weaving traditions of sub-Saharan Africa as well as factory printed textiles and historic and contemporary examples of dress from across the continent.

Art of the Ancient Mediterranean: Egypt, Greece & Rome The Museum's art of the ancient Mediterranean cultures—Egypt, the Near East, Greece and Rome—includes one of the finest collections of ancient glass in the nation as well as classical antiquities that illustrate glassmaking over a 2,500 year period. The Egyptian Collection features the mummy case of Henet-Mer, as well as sculpture, writing and funerary objects that provide a view of life in ancient Egypt, from Neolithic times through the Roman period. Unusual holdings of the Coptic art of Christian Egypt include rare textiles, pottery, sculpture and paintings. Sculpture from Greece, Rome, Cyprus and Etruria are also important pieces in the collections.

ADVANCE EVENT PREPARATION MEETING

Eight (8) weeks prior to your wedding, you will meet with the Special Events Museum staff and your caterer to discuss preparations.

INFORMATION NEEDED

To ensure a productive meeting all of the following information is needed. Vendor names, contact name and vendor phone number are needed as well as a contact cell number for the day of your wedding.

Following the meeting all vendors will be contacted by the Museum and given an arrival time as part of your timeline. We will also provide directions and loading dock information to each vendor.

- Bakery providing the cake (if not provided by the caterer)
- Florist
- Photographer / Videographer
- Music / for Dinner / Dancing
- Rental Company Name only (obtain name from the caterer /do not need a phone number)

WHAT WE WILL ACCOMPLISH AT THE MEETING

- Finalize timeline and logistics
- Determine floor plan

FOLLOWING THE MEETING

You will be emailed, faxed or mailed a floor plan with an overall timeline as discussed at our meeting. Your caterer will provide a detailed timeline that will handle reception, and introduction of the wedding party, dinner and cake arrangements.

THE WEEK OF YOUR WEDDING

The Special events office will be in touch with you and your caterer regarding:

- Any items to be dropped the day prior to your wedding (favors, place cards etc.)
- Your final count of guests and changes needed (if any) for tables/chairs
- Providing you with the cell number of Special Event Museum staff member dedicated to your wedding



THE NEWARK MUSEUM OF ART AGREEMENT

We are delighted you have expressed interest in having a ***Wedding Reception*** at The Newark Museum of Art.

Please note that the Museum closes at 5:00PM and prep is done by the Museum staff and caterer so weddings may start as early as 6:00PM.

We have included

- information on use of the Museum for your wedding reception
- the list of approved caterers
- an agreement for signature

The date is confirmed on the Museum calendar when the signed agreement is returned with the deposit. Should you have any questions, please do not hesitate to email cblunda@newarkmuseumart.org. I look forward to hearing from you!

Best regards,
Carol Blunda
Interim Director of Special Events

THE NEWARK MUSEUM OF ART: Wedding Reception Rental Agreement

49 Washington Street

Newark, NJ 07102

DATE:

TIME: start time end time

APPROXIMATE number of guests expected:

*NOTE: YOUR START time is ½ hour prior to reception start time for guest arrivals. Please place this information on your invitation: “Doors to the Museum open at ____Reception at_”

Timing can be adjusted in collaboration with Director of Special Events.

CONTACT INFORMATION FOR THE WEDDING COUPLE

Names:

Phones:

Email addresses

PRIMARY CONTACT WILL BE:

MAILING ADDRESS OF PRIMARY CONTACT:

RECEPTION INFORMATION

MUSEUM LOCATIONS TO BE USED:

For cocktails: Dreyfuss Memorial Garden weather permitting or the Welcome Center

For dinner and dancing: Engelhard Court

For bar set up: Welcome Center

Buffet set up (if you choose to have a buffet) Traphaggen space

RENTAL FEE FOR RECEPTION: up to 5 ½ hours \$7000

- **Rental fee includes the following: 5 hour prep time of rental space by Museum facilities staff as well as caterer set up, 5 and ½ hour event time.**
- 6-foot banquet tables: up to 20
- 60-inch round tables: up to 20
- 36-inch round tables: up to 20
- 200 gold chairs (caterer to provide cushions/your choice of color).
- 200 white folding chairs to be used in garden
- 10 uplights for perimeter of the Engelhard Court

- Staffing: day of coordinator, security, maintenance.

START TIME IS when your guests arrive, 30 minutes before your reception.

PAYMENT

- Non-refundable deposit of 50% of the rental fee is due with the signed agreement to confirm the date on the Museum's calendar.
- Additional deposit: 25% due at the planning meeting 8 weeks prior to your wedding
- Remaining balance due must be paid at least 3 weeks prior to the event by certified check, credit card or cash.

PARKING

- The Museum is not able to provide free parking. Valet services will be provided by Country Club Valet. Please call them directly at 973-376-4352 and ask for Patrick. Arrangements should be made at the time of booking. Cost of valet is the responsibility of the wedding couple.

CONFIRMATION OF RESERVATION

Reservations are confirmed when the Letter of Agreement is signed and returned to the Special Events Office with the deposit. Estimated times must be included in the contract and may be changed by the renter before the final rental payment is due. A final rental payment is due 3 weeks prior to the event. The final payment due will change if the time the event ends is changed. Failure to pay the rental by the due date will result in cancellation of the event and release of the facility for rental.

COCKTAILS

Tables and chairs may be set out for cocktails in Dreyfuss Memorial Garden, weather permitting or in the Welcome Center.

DINNER AND DANCING

You may have a sit down, buffet style dinner, continuous cocktail party or family style dinner in Engelhard Court. You will be provided with the list of Museum exclusive caterers and you will work with the caterer of your choice from that list.

EVENT CONCLUSION

Events must end by the agreed to designated time. **In order to assure that the event will conclude in an orderly manner and the contracted hours will be adhered to, music must cease, and bars must close at least 15 minutes before the scheduled time for the event to end.**

It is the responsibility of the renter to make these arrangements in advance with the musicians and bartenders. The designated contact person must see that this rule is followed. An overtime fee will be charged if the event ends after the designated time.

CATERING

The Museum has an approved caterer list to choose from which will be provided to the wedding couple.

The caterer is responsible to provide all tabletop items, (linen, china, flatware and stemware), food, non alcoholic beverage, wait staff, bartenders and seat cushions for the Museum's gold chair.

The caterer can arrange the rentals of other items needed.

MUSIC

You may have a band or DJ. Bands and DJs are required to provide the Museum with a proof of insurance at least 4 weeks prior to the wedding.

FLORISTS / DECORATIONS

All decorations, floral pieces, setups must be dismantled and taken out of the building immediately after the event unless special arrangements have been made with the Special Events office. No live plants are permitted indoors. All floral arrangements must be delivered to the Museum completed; workspace is not available for florists. Due to fire regulations, silk flowers and helium balloons are not permitted. ONLY LED candles are permitted on the Museum premises. All centerpieces must be sprayed by the florist prior to entering the Museum.

PHOTOGRAPHER AND OR VIDEOGRAPHER

You may use a photographer of your choice. Your photographer may visit the Museum during Museum open hours to plan for photos. Planned photographs that would include any Museum artwork must pre-approved by the Museum.

VENDOR POLICY

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INDEMNIFICATION

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RESTORATION OF DAMAGED PROPERTY

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FORCE MAJEURE

The performance of this Agreement by either party, in part or in full, is subject to events or occurrences beyond their control such as, but not limited to, the following: acts of God, war, threat of war, government retaliation against foreign enemies, government regulation or advisory, disasters, pandemics, fire, earthquakes, accidents or other casualty, acts of attendees, civil disorder, terrorist acts and/or threats of terrorism, acts of foreign enemies preventing attendees from attending, or a similar intervening cause beyond the control of their party making it illegal, impossible, or commercially impracticable to hold the event at the Museum or to provide the services outlined in this Agreement. In any such event, the parties shall cooperate to attempt to reschedule the event at a mutually acceptable date and time.

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7. Existing lighting may not be altered. On-site construction is not allowed. The Museum provides 10 up-lights to be used around the perimeter of the room with the color of your choice.
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Signature

Date

OPEN GALLERIES

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THE WEEK OF YOUR WEDDING

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- Any items to be dropped the day prior to your wedding (favors, place cards etc.)
- Your final count of guests and changes needed (if any) for tables/chairs
- Providing you with the cell number of Special Event Museum staff member dedicated to your wedding

List of Approved Caterers

-
- Encore Catering.....Sandy 973-515-8000 or send email to applause@encorecateringnj.com
- Frungillo Catering.....Ben please text 973-860-8290 or send email to ben@frungillo.com
- Eclectic Catering.....Carol please text 201-303-3251 or email to carol@ecgourmet.com
- Laurence Craig Catering.....Larry 973-761-0190
- Sterling Affair Catering.....Robyn please text 917-280-6557 or email rfuchterman@sterlingaffair.com
- Vonda K's Catering and EventsKecia 973-732-4533

Your caterer will provide food, non alcoholic beverage, waitstaff, bartenders and anything that goes on the table, linen & napkins, glassware, utensils and seat cushions for Museum's gold chairs..

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Note regarding Alcoholic Beverages: *You may purchase your alcoholic beverages with the help of your caterer who can advise you on quantities. You may choose any liquor store but if you ask the Special Event Department, you can be provided with a Newark based store where you could place your order and have it delivered.*

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