



Vendor Policies for Museum Events

The following are policies for Caterers and other Vendors (“Vendors”) who work at the Museum of Russian Icons (“Museum”) during a private or Museum-sponsored event. A signed copy of this document must be received by Museum before approval to work at Museum will be given. A signature on the final page of this document constitutes acknowledgement that the Vendor has read the full document and agrees to abide by the policies herein.

**Please direct questions regarding this document or vendor policies to the Events Coordinator:
Melanie Trotter, mtrotter@museumofrussianicons.org, (978) 598-5000 x113.**

General Information

- The Vendor must understand that the Museum’s primary duty is to provide distinct services to our visitors during the hours we are open to the public. Any activity which interferes with this service obligation will not be permitted.
- The Vendor must speak with the Events Coordinator in advance of the scheduled rental event to discuss setup and deliveries. If the Vendor is not familiar with the Museum’s function rooms, we encourage you to schedule a visit in advance of the event.
- The role of Museum staff is to secure the safety of the building and the collection, and to facilitate guests’ experience of the museum. Museum staff will coordinate with Vendors on premises to ensure smooth flow of the event and the enjoyment of guests.

Restrictions and Prohibitions

The following activities are **strictly prohibited** by any person(s) involved in a function at the Museum:

- smoking in any part of the building, directly in front of the building, or on the roof terrace;
- lighted candles or other open flame devices, with the exception of sterno burners for warming pans, unless special arrangement is made in advance with the Events Coordinator;
- the use of confetti, bubbles, helium-filled balloons, butane, or propane;
- touching, moving, or removing any Museum property without the explicit permission of staff;
- blocking doors, fire exits, fire extinguishers, fire alarms or emergency exits;
- propping open any windows or exterior doors beyond a reasonable period required to carry equipment or food into or out of the building;
- attaching anything to walls, ceilings or fixtures without consent from the Events Coordinator;
- flash photography or filming in the galleries.
- food and drink are permitted in the galleries only if approved by the Events Coordinator in advance. The Events Coordinator has the right to withdraw approval at any time.

Set-Up and Clean-Up

- Museum staff will set up tables, chairs, A/V equipment, and other Museum-owned equipment. The Client and Vendor(s) are responsible for the remainder of the setup, under the supervision of the Events Coordinator.
- Vendors may use the kitchen on the lower level for food preparation and other staging. Food preparation in other parts of the building must be approved by the Events Coordinator.
- Museum staff will break down all tables, chairs, and other equipment provided by Museum. **All other clean-up is the responsibility of the Vendor and/or Client.** All areas utilized must be returned to their original condition.
- Trash must be bagged by the Caterer and removed from the premises. **Use of Museum's outdoor trash receptacle is not permitted.**
- The Vendor **must** do a walk-through with the Events Coordinator prior to departing the building.
- All equipment and supplies must be removed at the end of the event, unless prior arrangement for later pick-up is made with the Events Coordinator.
- Museum will not be held responsible for items belonging to a Vendor or its employees that are left in the building after the event.

Alcohol

- The Museum must be informed in advance if alcohol is to be served at an event.
- If alcohol will be served by the Caterer, the Caterer must have a current liquor license and have full liquor liability insurance.
- "Museum of Russian Icons" must be listed as an additional insured on the policy, and a copy of the policy and the liquor license must be sent to the Museum prior to the event. (This is not necessary if the Caterer has previously provided an up-to-date copy of the license and policy to the Museum.)
- Alcohol consumption is not permitted outside the building.
- The serving of alcohol **must end 30 minutes prior** to the end of the event.
- The Caterer and Client are responsible for monitoring the alcohol consumption of guests and for limiting access to alcohol if necessary. The Events Coordinator can also require that a guest's alcohol access be limited if his/her behavior has become unruly.

Additional Information

- The HVAC system in Museum is calibrated very precisely to protect the artwork. The system maintains a temperature of 70° F (with fluctuations from 65-75°), and a humidity level of 50%. The settings are controlled off-site, and Museum staff does not have the ability to adjust them.
- The Russian Tea Room ("Tea Room") is a retail establishment of Museum, and no beverages or food products from the Tea Room may be taken or consumed by catering staff unless the specified price is paid to Museum. Furthermore, sales of Tea Room merchandise during an event will only occur by permission of the Events Coordinator. The Vendor will be held financially responsible to Museum for any Tea Room merchandise consumed by or removed from Museum by catering staff.
- If additional cleaning of the facility is necessary after an event due to unsatisfactory cleanup by the catering staff, then the fee for the cleaning service will be charged to the Vendor, and will be due and payable upon receipt.

Vendor Policies Signature Page

Vendor Name:

Mailing Address:

Representative Name and Title:

Phone Number(s):

Email Address:

As the representative of the Vendor named above, I acknowledge that I have read Museum of Russian Icons' "Vendor Policies," and by my signature below agree that the above-named Vendor will abide by the policies set forth in it.

This signature page will be kept on file by the Museum of Russian Icons, and shall apply to any and all events for a calendar year. A new signature page must be executed by the above-named vendor for each calendar year.

Signature of Vendor Representative

Date of Signing

Melanie Trottier-Mitcheson, Events Coordinator

Date of Signing

Please return this signed page to:

Melanie Trottier-Mitcheson, Events Coordinator
Museum of Russian Icons
203 Union Street, Clinton, MA 01510
mtrottier@museumofrussianicons.org