ATTACHMENT B

Agency Requirements

1. The Harn staff regulates the exclusivity of the event venue.

2. The approved Agency will be responsible for coordinating all rentals for the event, including a tent and complimentary tent equipment (A/C, flooring, etc.) for the seated dinner.

3. The approved Agency will receive notice of estimated final head counts for each portion of event at least 7 days prior to event.

4. The approved Agency will have at least 2 executive staff members present during event setup who must remain onsite for the entire duration of the event.

5. If the approved Agency is not already in the UF Vendor System, the approved Agency will complete and return vendor forms to addvendor@ufl.edu.

6. The approved Agency is responsible for the cleanup, break down, and removal of all event-related equipment from event site, beginning immediately after event’s completion, per the approval and with the assistance of Harn special events staff.

7. Due to a contractual agreement among University of Florida institutional entities, ARAMARK/Classic Fare Catering will be the only caterer permitted to provide catering services to the Harn.

8. The approved Agency is prohibited from hanging or installing decorations or any other event-related articles in designated museum spaces where certain exhibitions are displayed, in accordance with event policies and procedures.

9. The approved Agency must have an up-to-date business license and general liability, auto liability, and worker’s comp insurance.
   ***UF will be the certificate holder and additionally insured for general and auto liability.

10. The approved Agency will adhere to all instructions given by Harn special events staff.

11. The approved Agency will follow all Samuel P. Harn Museum of Art policies and procedures as listed below.
A. Harn Museum of Art Policies and Procedures

Decorations

All plant materials, such as, but not limited to potted plants, flower arrangements and any live flowers must be professionally treated and free from insects, mold, etc. before they are brought into the building. Plant materials must be secured from florists and/or nurseries pre-approved by the Harn to insure that professional treatment is completed prior to museum entry. Live flowers and permitted plants can only be displayed in limited areas and again must be pre-approved by the Harn.

Anything which causes high concentration of particulates, such as, but not limited to, dust, vapor, smoke, snow, glitter, etc. is also prohibited anywhere on the Museum and on the grounds.

Nothing is allowed to be thrown on the premises, including the outdoor areas. This includes, but is not limited to, rice, bird seed, confetti glitter, silly string, bubbles, sparklers, flower petals, etc.

Animals

Animals, with the exception of guide or assistance dogs are strictly prohibited in the Harn Museum.

Damage and Insurance

Agency shall not injure, mar, nor in any manner deface the Museum, its facilities, or anything contained therein. No alterations shall be made, nor shall additional partitions or fixtures be installed to the premises without express written consent of the Museum Director.

If any portion of the Museum, its facilities and equipment (including any portion of the Museum, its facilities, and contents which Agency has not been given the right to occupy or use pursuant to the terms of this Agreement) is damaged by any act, omission, default or negligence of Agency, its agents or employees, or any other person admitted to the museum by or for the benefit of the Agency, Agency shall pay museum upon demand a sum equal to the cost of repairing the
damages and restoring the museum to the condition existing at the beginning of the event.

Any damage shall be reported to the Agency by the museum and to the museum by the Agency, as the case may be, as soon as said damage is discovered.