



Planning your Event

Anyone who plans
an event has a lot
on their plate.

The flowers. The band.
A million little things
that could chip the shiny
veneer of perfection.

Our expert event planners
are more than on your side.

They're at your side.

Allowing hosts to lift their
heads from the tiny details.

And see the big
magnificent – picture.

BOOKING YOUR EVENT

As the exclusive caterer for the Delaware Art Museum, Sodexo looks forward to making your event memorable. Once a date is reserved and a facility use contract is completed with the museum, a Sales Associate will begin coordinating your food and beverage needs. To confirm an event as definite, a non-refundable deposit of 25% of the estimated food and beverage revenue, and a signed contract is required.

GUARANTEES

A final attendance guarantee must be specified by 12 Noon, **four** business days prior to the event. This guarantee is not subject to reduction. If a guarantee is not received four business days prior to the event, the estimated count will be used as the final guarantee. Attendance increases after the final guarantee, is subject to Chef's approval who reserves the right to substitute menu items. We will prepare for 2% above the guarantee, and you will be charged whichever is greater, the guarantee or number of guests served.

EVENT DETAILS

All arrangements should be finalized at least four weeks in advance of your function. A Banquet Event Order and floor plan of your event will be submitted to you for approval. It is the client's responsibility to review all arrangements, notify your event coordinator of any changes, and return the agreement signed at least three weeks prior to the date of the function.

PAYMENT

Sodexo accepts payments by money order, personal and/or corporate check. A signed copy of the contract and **deposit of 25% of the estimated** food, beverage and rental fees is due within ten business days. The **final balance** must be paid in full by 12 noon, four days prior to the event based on the final guaranteed number of guests. Should proper payment not be received within the designated time, Sodexo reserves the right to cancel the event. **Any additional charges** during the event will be due within 5 business days following the completion of the event.

STAFFING CHARGE

All food and beverage is subject to a 22% staffing charge unless otherwise specified in a packaged menu. The Staffing Charge is not a gratuity, but covers labor expenses for staffing your event and may exceed our actual labor cost. Gratuity is offered at the sole discretion of the customer. Additional line item labor charges may still apply. Check with your sales manager for further clarification.

EVENT GUIDELINES

Please review the facility guidelines for all additional information for hosting an event at the Delaware Art Museum.

AUDIO VISUAL

Audio Visual Services such as projectors and microphones are available for rent. Additional services for larger events can be arranged with an outside vendor. Please see your Sales Manager for details.

BARTENDER FEES

Cash and Consumption Bars require one bartender per every 75 guests. There is a charge of \$100 for each bartender up to four-hours and \$35 for each additional hour.

COAT CHECK

At your request, coat check may be provided in seasonal weather with one attendant per 150 guests, for \$100 for up to four hours and \$35 for each additional hour thereafter.

DECORATIONS

Signs, posters, flip chart papers or decorations may not be affixed in any way to walls, doors, windows, furniture or any other structure on the premises. No candles, sterno or open flame of any kind are permitted in the Museum. Battery operated lighting is acceptable. No balloons, glitter, decorative paper shredding, excelsior, confetti, thrown rice and birdseed are permitted in the Museum or on the grounds.

EVENT TIMES

The Delaware Art Museum is available for events in the public space starting at 6 PM – 1 AM. Food and Beverage events will be booked for the following event windows.

The sellable window for a Breakfast and Lunch event is two hours long

The sellable window for a Cocktail Reception event is one hour long

The sellable window for a Three-course Dinner event is three hours long

The sellable window for a Station Reception event is three hours long

The sellable window for a Four-course Dinner event is four hours long

Should the client request to extend the event time, there will be an additional 3% staffing charge added to the food and beverage purchases per additional hour.

FOOD AND BEVERAGE

The exclusive caterer holds the liquor license and board of health permits for Delaware Art Museum. No outside food or beverage may be brought into or out of the facility. There is a 22% staffing charge on all food and beverage unless otherwise specified in a packaged menu. The staffing charge is not a gratuity, but recovery against the payroll for staff servicing the event. Gratuity is offered at the sole discretion of the customer. Additional line item labor charges may still apply. Check with

your sales manager for further clarification.

GALLERY ACCESS

Please inquire about renting access to the art galleries during your event. Rental fees are per hour and include security. No food or drink is allowed in the galleries at any time. This includes but is not limited to closed water bottles and/or other sealed beverage containers.

LINEN

Delaware Art Museum provides tablecloths and napkins in white or ivory for all events. A limited palette of napkin colors is available at no charge. Specialty items such as chair covers with sashes, overlays, and custom linen colors are available for an additional charge.

NON PROFIT EVENTS

All Non-Profit agencies, clubs, and organizations must provide a current 501C3 status form to receive a 10% discount on food and beverage or to conduct any fundraising at the museum.

PARKING

There are over 85 complimentary parking spaces at Delaware Art Museum, available on a first come, first served basis. Additional Parking is available on Kentmere Parkway, in front of the Museum.

SECURITY

Delaware Art Museum security personnel are present 24 hours per day and will be assigned based upon the size of the group and spaces used in the Museum. Security charges are covered by the room rental fee.

SERVICE VENDORS

Delaware Art Museum works with many local vendors and may recommend vendors who are familiar with museum guidelines. All vendors must provide a certificate of insurance, and comply with all museum Vendor Guidelines. Vendors must coordinate available time for load in and load out with your Delaware Art Museum representative.

SMOKING

The Delaware Art Museum is a smoke free facility as mandated by state law. Designated outdoor areas are available on the North Terrace for special events.

STAFFING

Each event requires specific staffing to meet the needs of the event according to our standards of service. Delaware Art Museum will determine the number of staff required for your event based on your final guaranteed number of guests.

sodexo 