



DORIS DUKE  
FOUNDATION

# Event Guidelines

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*Doris Duke Foundation*





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The Doris Duke Foundation recognizes the transformative power of convenings and events in advancing our mission: to build a more creative, equitable, and sustainable future by investing in artists and the performing arts, environmental conservation, medical research, child well-being, and greater mutual understanding among diverse communities.

With three world-class locations—Duke Farms, Shangri La, and the Doris Duke Center—our spaces have become integral to fostering dialogue, innovation, and collaboration. Strategic, well-designed gatherings allow us to leverage our diverse resources, amplify our “big ideas,” and deepen our impact across these fields. These convenings build community, inspire action, and enable critical conversations that align with our mission and values.

As we reimagine the use of our physical spaces and integrate them into our broader strategic goals, we are pleased to host and support impactful events in accordance with the following guidelines.

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## **-Eligibility & Restrictions-**

### **Eligibility:**

The Doris Duke Foundation operates three centers for events and convenings:

- Doris Duke Center (New York, NY)
- Shangri La (Honolulu, HI)
- Duke Farms (Hillsborough, NJ)

These guidelines apply to all events held at any Doris Duke Foundation center.

Applicable location-specific guidelines for each center due to the uniqueness of each facility, operational considerations, and local, state, or federal laws are also included in these guidelines. Organizations are responsible for reviewing these guidelines with their assigned event manager.



To be eligible, event content must closely align with the Doris Duke Foundation’s program strategies and/or mission, and meet at least one of the following criteria:

- Serve the needs of Doris Duke Foundation grantees and their missions.
- Advance the Doris Duke Foundation’s program strategies.

### **Restrictions**

The following types of events are not permitted at the Doris Duke Foundation Centers:

- Events associated with 501(c)(4), direct or grassroots lobbying, political campaigns, or electoral/partisan activities.
- Fundraising events

### **Monetary transactions**

No monetary transactions, collection of event fees, or sale of products or services may take place on site.

### **Expression at the Centers of the Doris Duke Foundation**

Doris Duke Center, Duke Farms, and Shangri La are privately owned and operated centers of the Doris Duke Foundation.

While we believe in the power and value of respectful debate and even disagreement—especially with regard to the complex political, social, and economic issues we address through our programmatic initiatives—we reserve the exclusive right to decide the topics, speakers, or performers that may be included in programming at one or more of our centers.

These decisions will be guided by our programmatic priorities, mission, values, and compliance requirements.



## **-Event Booking & Approval-**

To be eligible, organizations must complete and submit an event application through the foundation's website at [dorisduke.org/events](https://dorisduke.org/events).

### **Event Booking**

Organizations are strongly encouraged to submit applications at least 60 days prior to their desired event date, as convening spaces book up quickly. The foundation will not accommodate event applications submitted outside of the specified booking windows, unless approved under exceptional circumstances or through an expedited review process. Please contact your event manager for more information about these options, if applicable.

The foundation will review submitted event applications and notify the organization of their eligibility within two (2) business days.

### **Approved Events**

Once an event application is approved, event organizers will receive an email confirmation detailing the assigned room(s), date, and time. Please note that any changes to the approved room(s), date, or time may impact availability and cannot be guaranteed.

### **Venue Agreement and Confirmation**

Organizations approved to host an event at a Doris Duke Foundation Center must sign a site-specific venue agreement to confirm the space reservation.



## **-Event Fees, Insurance and Cancellation-**

### **Fees**

Depending on the type of event, venue fees may be charged. In rare circumstances, fees may be waived at the discretion of the Doris Duke Foundation.

Additional fees for catering, dedicated audiovisual support, equipment rentals, additional security, and special event services will vary based on the size and format of your convening.

For events scheduled outside of regular event hours, overtime staffing and building services fees will apply.

All event fees will be collected by the Doris Duke Foundation Events Department via credit card, check, or ACH payment.

### **Deposit Policy**

To secure your event reservation, the Doris Duke Foundation requires a deposit payment as part of the booking process.

- A 50% non-refundable deposit of the total estimated event fees is required within two weeks of the executed venue agreement.
- If the event date is within 30 days of signing the venue agreement, the deposit is due at the time of contract execution to secure the event date.
- Failure to provide the deposit by the specified deadline may result in the cancellation of your reservation

### **Final Payment**

The final payment of the remaining event fees is due 7 days prior to the event date.

Timely payment ensures that all arrangements and services for your event are confirmed and prepared. Failure to provide the final payment by the deadline may result in delays or the cancellation of services.



### **Additional Charges Policy**

Any unplanned costs incurred during the event, such as additional services, equipment, or staff requested on-site, will be billed to the event organizer after the event.

#### **Policy Details**

- A detailed invoice for these charges will be provided within 7 business days following the event.
- Payment for additional charges is due within 10 business days of receiving the final invoice.

This policy ensures that any unexpected needs are accommodated while maintaining transparency in billing.

### **Certificate of Insurance**

All events with associated fees, special event needs, or 10 or more attendees require a certificate of insurance. Event organizers must provide the certificate at least two weeks prior to the event date.

### **Inclement Weather Policy**

If the Doris Duke Foundation offices close due to inclement weather, all events scheduled in the building will be cancelled.

The foundation will make every effort to reschedule these events for a later date. If rescheduling is not possible, the foundation will make every effort to cancel any other services ordered for the event without penalty. However, if certain services cannot be cancelled, the event host will be responsible for covering all associated service fees.

### **Cancellation**

Event organizers are required to notify the foundation of a cancellation at least two weeks prior to the event date. Repeated cancellations may result in loss of future access to the venue and its services.

- **Host-Initiated Cancellations:** If an event is cancelled by the host, they will be responsible for covering fees in accordance with the event agreement.



- Force Majeure Cancellations: If an event is cancelled due to force majeure, the foundation will make every effort to cancel any other services ordered for the event without penalty. However, if services cannot be cancelled, the event host will be responsible for covering all service fees.
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## **-Event & Building Information-**

### **Event Hours**

Regular event hours are:

- Doris Duke Center (New York, NY): Monday through Friday, 9:00 AM - 5:00 PM.
- Duke Farms (Hillsborough, NJ): Tuesday through Friday, 9:00 AM - 5:00 PM.
- Shangri La (Honolulu, HI): Tuesday through Friday, 9:00 AM - 5:00 PM.

Events outside these hours, including evenings, weekends, or holidays, may be permitted on a case-by-case basis, and additional fees may apply for these exceptions to cover staffing and operational costs.

**Note:** Shangri La's Conditional Use Permit (CUP) limits the number of evening events to seven per calendar year. These events are not evenly distributed and may be concentrated during specific periods based on operational and programmatic needs. Approvals for evening events at Shangri La are not guaranteed and must align with CUP restrictions.

All requests for events outside of regular hours will be subject to additional fees for staffing, building services, and other operational requirements.

### **Event Spaces**

Event spaces vary in size and configuration. For detailed information about each space, please visit our website at [dorisduke.org](http://dorisduke.org)





## **Room Requests and Assignments**

Each Doris Duke Foundation center will make every effort to accommodate specific room requests. However, it reserves the right to assign or relocate events to rooms that best align with center and venue operations.

## **Accessibility**

The Doris Duke Foundation is committed to ensuring our event spaces exceed accessibility standards. However, due to the unique and historic nature of some properties, certain areas may present accessibility barriers. Event organizers are encouraged to work closely with their assigned event manager to address accessibility logistics and ensure a seamless experience for all attendees.

### **Accessibility at Doris Duke Center**

- Sidewalk Accessibility: The surrounding sidewalks along Madison Avenue have street-level ramps.
- Entrance Access: Swinging doors are located on either side of the revolving doors and must be opened manually. Greeter staff are available to assist with entry.
- Elevator Access: Elevators provide access to the 10th-floor Doris Duke Center.
- Interior Accessibility: All areas maintain 36in passageways and are on a single level with no elevation changes.
- Restrooms: Accessible bathrooms are available in single-stall varieties.
- Assistive Services: Captioning, interpretation (including ASL), and CART services are available upon request.
- Additional Amenities: Quiet respite and nursing rooms are available. Please communicate any necessary accommodations in advance.
- Technology: Convening spaces are not equipped with induction loop technology.



### **All-Gender Restrooms**

The foundation is committed to ensuring all visitors have safe access to restrooms, regardless of gender identity or expression. Event attendees are welcome to use the single-occupancy, all-gender restrooms located at each location. Please contact your event manager if you have additional questions.

### **Animal Access**

Guide dogs and service animals are permitted at any Doris Duke Foundation center. Other animals are not permitted.

### **Parents' Room**

A room is available for nursing parents hosting or attending an event. Reservations for the space can be arranged through your Doris Duke Foundation event manager.

### **Smoking**

All Doris Duke Foundation centers are non-smoking facilities, with the exception of Shangri La. Smoking and vaping is not permitted inside the building or near any of the building entrances.

### **Respect for Foundation Property**

All attendees are expected to comply with the Foundation's event guidelines to ensure a safe and respectful environment.

### **No Contact with Artworks**

Guests are strictly prohibited from touching any artworks or artifacts on display.

### **Damage**

Please be mindful when handling all foundation property and furniture. Any damage caused may result in additional charges and/or restrictions on future access to the Doris Duke Foundation centers.



## **Site Visits and Walkthroughs**

To ensure a seamless and successful event experience, the Doris Duke Foundation strongly recommends that all event organizers schedule a site visit and walkthrough at their selected center prior to their event date.

### **Purpose of Site Visits and Walkthroughs**

A walkthrough provides event organizers with the opportunity to:

- Familiarize themselves with the event space, layout, and available facilities.
- Discuss event logistics and requirements with the assigned venue operations contact.
- Address any specific needs, such as audiovisual requirements, room setup, or catering arrangements.
- Identify potential adjustments to the event plan based on the unique features of the space.

### **Scheduling a Walkthrough**

- Site visits should be scheduled at least two weeks prior to the event date.
- Organizers are encouraged to schedule the walkthrough at a time when key planners and facilitators can attend, either in person or virtually, to ensure alignment and clarity across all stakeholders.
- Walkthroughs must be coordinated with the assigned venue operations contact at the respective center.
- Please note that availability for walkthroughs may be limited during peak event times, so early scheduling is encouraged.

By conducting a walkthrough, event organizers can better prepare for their event and ensure that all logistics are addressed in advance, contributing to a smooth and enjoyable experience for all attendees.

### **Virtual Walkthroughs**

For organizers unable to visit in person, the Doris Duke Foundation offers virtual walkthroughs to help plan your event.



## **Purpose of Virtual Walkthroughs**

A virtual walkthrough provides event organizers with the opportunity to:

- View the event space remotely via video conferencing.
- Discuss logistics, room layouts, and event details with the assigned venue operations contact.
- Identify any specific needs or adjustments prior to the event.

## **Scheduling a Virtual Walkthrough**

- Virtual walkthroughs should be scheduled at least two weeks prior to the event date.
- Organizers are encouraged to schedule the walkthrough at a time when key planners and facilitators can attend, either in person or virtually, to ensure alignment and clarity across all stakeholders.

Virtual walkthroughs are a convenient way to familiarize yourself with the space and finalize event plans, ensuring a smooth and well-prepared event day.

## **Emergency Procedures**

Ensuring the safety of all event participants is a top priority. Emergency procedures are in place to respond effectively to unforeseen situations.

- Emergency evacuation maps will be provided to all event organizers upon booking.
  - A designated emergency contact will be available during all events to address any concerns.
  - Event organizers must share emergency protocols with all event organizers prior to the event.
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## **-Event Services and Policies-**

### **Event Staff**

Once an event is confirmed, a Doris Duke Foundation event manager will be assigned as your primary point of contact throughout the planning process.

The foundation will coordinate facilities, audiovisual, catering, registration staff, security, and janitorial staff for your event. Please note that no outside staffing is permitted without prior consent from the Doris Duke Foundation.

### **Audiovisual**

Wi-Fi is available throughout the building, which is fully equipped to support most event production needs and AV requirements for meetings.

Doris Duke Foundation AV staff provides set-up and on-call support during regular event hours at no cost. For services outside of regular event hours, a minimal fee will apply.

If dedicated technical support or additional equipment is requested or deemed necessary by the foundation, additional fees will apply.

### **Catering and Dining Options**

The Doris Duke Foundation offers a range of dining options to accommodate any meeting or event:

- **Duke Farms:** All meals are prepared on-site by our Executive Chef, featuring farm-to-table menus tailored for each meal period.
- **Doris Duke Center and Shangri La:** We partner with preferred high-end food and beverage caterers who provide high-quality, sustainable meals designed to meet your event needs.

Outside food and beverages are not permitted without the prior consent of Doris Duke Foundation. Florals, linens, and specialty furniture rentals can be arranged through your assigned venue operations contact and coordinated with the



appropriate dining team. The area identified for your catering setup will be determined by your room assignment and the operations needs of the center.

**Doris Duke Center in New York:** Small convenings may not meet catering minimum requirements. Groups of seven or less are permitted to order app-based food delivery. App-based food delivery is not permitted entry via the passenger elevators through the building lobby and must be collected from the building lobby.

Events with 20 attendees or more are required to include a server to the catering order for table maintenance and cleanup assistance. Larger events will require multiple servers / bussers based on the recommendations of the catering vendor.

**Shangri La:** Depending on type of event and specific spaces booked/utilized, maximum number of attendees on-site and headcount for catering may vary.

### **Alcohol Service**

Alcohol service is available after 5:00 PM, subject to the availability of permits and licenses:

- **Duke Farms:** Alcohol service is provided on-site by our Executive Chef, bartender and catering team, with a focus on pairing beverages with farm-to-table meals.
- **Doris Duke Center and Shangri La:** Alcohol service is provided through our preferred high-end caterers, ensuring high-quality and sustainable options. All alcoholic beverages will be provided by licensed caterers and managed by the Foundation.

Please note that any alcohol service requires the purchase of a catering permit with specific approval for the consumption of alcohol. These permits take 6-8 weeks to obtain. Your Doris Duke Foundation event coordinator will work with you to secure all necessary permits if needed.



Orders of alcoholic beverages may be subject to cancellation if the required permits or licenses cannot be obtained.

### **Responsible Alcohol Consumption and Conduct**

The Doris Duke Foundation is committed to maintaining a safe, respectful, and professional environment during all events. To ensure this, the following guidelines must be observed:

#### **Responsible Alcohol Consumption**

- Alcohol may only be served after 5:00 PM and in compliance with all applicable permits and licenses.
- Event organizers are responsible for promoting responsible alcohol consumption among attendees.
- Service staff reserve the right to refuse alcohol service to any attendee who appears intoxicated or is acting inappropriately.

#### **Disorderly Conduct**

- Disorderly, disruptive, or unsafe behavior, including but not limited to harassment, excessive intoxication, or damage to property, will not be tolerated.
- Event staff or security may ask individuals exhibiting inappropriate behavior to leave the premises immediately.
- The foundation reserves the right to end an event early if attendee behavior poses a risk to safety, security, or the integrity of the event.

By adhering to these guidelines, all attendees can enjoy a safe and respectful event.

#### **Security**

Each Doris Duke Foundation Center has an in-house security team on-site.

For larger meetings or events, additional security personnel or equipment may be required by the event host or deemed necessary by the foundation. In such cases, additional fees will apply.



### **Coat and Luggage Rooms**

Coat and luggage rooms are available at each of our centers.

Arrangements for a staffed coat and luggage check can be made through your Doris Duke Foundation venue operations contact for an additional fee.

### **Lost and Found**

All items found after an event will be kept for up to two weeks. Please note that the foundation is not responsible for any lost, stolen, or damaged items during an event.

### **Furniture Setup**

Furniture, including tables, chairs, flipcharts, and stages, is included in your event reservation and will be arranged in the event spaces by the Doris Duke Foundation facilities team. Event organizers can discuss preferred arrangements with their assigned Doris Duke Foundation event manager.

Once the furniture has been set, only a member of the facilities team may move or rearrange it.

If additional furniture is needed beyond what the foundation provides, rentals can be arranged through your Doris Duke Foundation event manager.

**Shangri La:** Client must finalize event setup briefing to Shangri La no later than 4 weeks from event so that we can propose furniture setup and additional requirements (i.e. tent if needed).

### **Event Materials and Décor Guidelines**

All proposed decor must be approved by your assigned Doris Duke Foundation event manager at least 14 days in advance.

The following items are not permitted:

- Permanent markers, tape, push-pins, helium balloons, fog, dry ice, bubble machines, or any floating items.
- Tossing of petals, glitter, or confetti.
- Unprotected candles, open flames, or live flames.





**Arts and Crafts:** Any activities involving items such as glue, paint, or glitter must also be approved by your event manager

**Wall Decorations:** Any materials to be hung on the walls must be approved in advance and may only be attached using materials that must be pre-approved by your event manager.

The following are prohibited:

- Attaching items to screens, exterior-facing windows, muraled walls, or artwork.
- Penetrating or attaching items to walls, ceilings, floors, planters, or permanent fixtures using fasteners of any kind.

**Hanging Materials:**

- Hanging materials cannot be written on.
- No items may be hung from the ceiling.

**Hanging Materials at Doris Duke Center in New York:**

- All use and placement of host organization collateral (signage, step and repeat, pop-up banners etc) must be approved in advance by the DDF event manager. Approval of placement may be impacted by the operations needs of the space or events calendar.
- Doris Duke Center requires the use of provided coasters and other table surface protection items as directed by your event manager.
- It is prohibited to affix any items to the walls, windows, and doors of the Doris Duke Center. This includes post-it notes and adhesive flip chart papers. Please inform your event manager and third-party facilitators / presenters of this policy in advance of programming your event. Violation of this policy will result in the request to immediately remove the items from the walls, and may impact use of the space in the future.

**Event -Related Package Deliveries**

The foundation will accept event-related packages no earlier than two business days prior to the event date. All packages must be clearly labeled with the following information:



- Event name or event number
- Event date
- Name of the foundation venue operations contact

Arrangements for post-event package pick-up can be coordinated with the venue operations team. The event organizer is responsible for packaging the items and covering all delivery fees.

Please note that the foundation is not responsible for any lost, stolen, or damaged items.

**Shangri La:** Due to Shangri La's location in Hawaii and the use of a PO Box for shipping, advance coordination with the Shangri La team is essential. Event organizers must confirm shipping logistics well in advance to avoid delays or complications.

### **Liability Disclaimer**

The foundation is not responsible for any lost, stolen, or damaged items during shipping, storage, or handling. Event organizers are encouraged to take precautions to ensure package security and track deliveries.

### **Sustainability Commitment**

The foundation is committed to reducing waste through recycling and minimizing the use of single-use or disposable items.

Event hosts and attendees are encouraged to:

- Follow recycling signage throughout the building.
- Remove any unused materials brought into the building.

Meals will prioritize the use of reusable or compostable dishware and include snack and drink options that align with our commitment to sustainability wherever possible.



## **Printing**

Print services are unavailable on site. Event organizers are asked to handle printing of all event materials prior to their event day, and are encouraged to limit the distribution of single-use handouts.

## **Parking**

- **Shangri La:**
  - Guests must use group transportation arranged by the Foundation from a designated nearby parking lot, with location details provided at least three (3) business days before the event. Only pre-approved individuals may arrive separately, and passenger pick-up or drop-off in the surrounding neighborhood is prohibited.
  - On-site parking at Shangri La is limited and requires prior coordination with the Foundation's events team. Vehicle information, including make, model, color, license plate, and approximate arrival/departure times, must be submitted at least three (3) business days before the event.
- **Duke Farms:** On-site parking is available. Please coordinate with your center operations contact to arrange the necessary security details for providing on-site parking for your event.
- **Doris Duke Center:** On-site parking is not available. Uber, Lyft, or car service is the preferred form of transportation for this location.

### **Nearby Transit:**

- E /M trains at 53<sup>rd</sup> / 5<sup>th</sup>, Madison Ave exit
- 6 train at 51<sup>st</sup> St / Lexington Ave
- B/D/F/M trains at 47<sup>th</sup> / 50<sup>th</sup> St Rockefeller Center
- Metro North, LIRR at Grand Central Station (42<sup>nd</sup> St and Lexington Ave)

**Nearby Parking Garages:**

- Sweets Parking 24/7 at 437 Madison Ave (on 49<sup>th</sup> St, near Madison Ave.) ~ 1 minute walk
- New York Parking at 527 Madison Ave (at 54<sup>th</sup> St.) ~ 5-minute walk

**Noise and Amplification**

To maintain a respectful and harmonious environment for all guests and surrounding communities, the following guidelines must be observed at all Doris Duke Centers:

**Amplified Sound Restrictions**

- Doris Duke Foundation event team members are responsible for monitoring sound levels to ensure compliance throughout the event.
- All amplified music must conclude by 9:00 PM without exception.

**Noise Consideration**

- Event activities, including non-amplified sound, must be considerate of the centers' surroundings and neighboring communities. Every effort should be made to minimize disruption.

**Sound Check Requirements**

- A designated sound check must be conducted prior to the event to confirm compliance with decibel limits. Event staff may assist in verifying sound levels.

**Enforcement**

- Event staff or security will intervene if noise levels exceed permitted limits. Non-compliance may result in an immediate reduction of sound or suspension of the event.

By adhering to these guidelines, all Doris Duke Centers can continue to serve as welcoming and respectful spaces for visitors and their surrounding communities.



### **Additional Services and Vendors**

If additional services are needed—or required by the Doris Duke Foundation—for your event, the foundation can provide a list of recommended vendors to meet your specific needs.

Please note that all outside vendors must be approved by the foundation and may be required to provide a certificate of insurance prior to the event. Unapproved outside vendors will not be permitted on Doris Duke Foundation property.

### **Venue Access and Use of Space**

#### ***Shangri La: Access and Guidelines***

- **Restricted Access Areas:** For your safety, access is limited to specific areas, including the kitchen, service court restrooms, and designated food service areas on the Upper Lawn and Playhouse. Certain areas of the museum are off-limits during events to ensure the preservation of the collection and the safety of all guests. These restricted spaces will be clearly marked and communicated by the events team. Please avoid roaming unescorted through Shangri La.
- **Food and Beverage Guidelines:**
  - Food and beverages are allowed only in the Playhouse, the exterior dining room lanai, and the lawn area. No food or beverages are permitted within the museum.
  - All catering and logistics will be managed by the Foundation to ensure a seamless experience.
  - For safety and property preservation, food and drinks must be transported through designated pathways and served in approved areas only.
- **Set-Up and Breakdown:**
  - Furnishings or objects at Shangri La may not be touched, moved, or altered without explicit permission from the Foundation's events team.
  - Event equipment and furnishings must be brought in using designated pathways and staged in preapproved areas.



- No spikes, tents, or any other penetration of the grounds are permitted without prior written approval and oversight by the Foundation.
- All breakdown and cleanup activities must be completed by **10:00 PM**, including the departure of all guests, support staff, and contractors.

### ***Doris Duke Center (New York, NY): Access and Scheduled Use of Space***

- **Arrival and Departure:**

- Event host/organizer arrival times must be scheduled in advance. If running late, you must notify your assigned DDF event contact promptly.
- Access to the space before the scheduled reservation time is not permitted, and no staff support or accommodations will be provided prior to this time.

- **Space Use:**

- Space use is restricted to the rooms assigned for your event. Attendees needing a space for personal use (e.g., phone calls) must check in with DDF staff to identify an available location.
- All participants and organizers must depart promptly at the end of the event reservation. The Doris Duke Center cannot accommodate requests for early arrivals or extended stays for personal business purposes.

- **Coat Check and Storage:**

- Coat check and small luggage storage are provided for the duration of the event only.

- **Loading Dock and Freight Elevator:**

- All vendors must enter through the service entrance at **22 E 50th Street**, unless otherwise directed by the DDF events team.
- Arrival times for vendors must be scheduled in advance with dock security by the Foundation's event operations team. Transportation to the 10th floor will be facilitated via the freight elevator.
- A **certificate of insurance** is required for vendor entry and must be submitted at least **two weeks prior** to the scheduled use. Vendors not meeting minimum insurance requirements as set by the landlord may



not be approved for access. Avoid contracting with non-preferred vendors until the insurance approval process is complete.

### **Duke Farms: Access and Guidelines**

- **Restricted Access Areas:** Guests are limited to the specific areas included in their event reservation. Access to other parts of Duke Farms is prohibited during events to maintain the integrity of the property and ensure guest safety. Event organizers should work with the venue operations team to identify approved areas.
- **Event Logistics:**
  - Catering, equipment, and setup must be confined to preapproved event spaces.
  - Guests are expected to respect environmental conservation areas and avoid any interference with the property's natural features.
- **Set-Up and Breakdown:**
  - All equipment and materials must be delivered and set up in designated pathways and areas only.
  - Any unauthorized movement of furniture or items is strictly prohibited.
  - All breakdown and cleanup activities must be completed by the agreed-upon event end time.

### **Spillover Room Use Requirements**

In the event a guest list exceeds the number of seats available within an accessible configuration, a spillover room must be utilized, and guests must be informed in advance of its prospective use by email.

- A spillover room will be identified and reserved as soon as the potential need arises.
- Streaming and AV technology must be planned and tested in advance for a high-quality attendee experience in both the primary and spillover rooms.



## **-Event Requirements-**

### **Event Promotional/Marketing Materials**

All promotional materials for the event—including invitations, advertisements, press releases, and literature—must receive written approval from the foundation prior to distribution.

The foundation may not be identified as a sponsor of any non-Doris Duke Foundation-hosted events, and the foundation logo may not be used for any non-Doris Duke Foundation events.

### **Event Attendee Lists**

Event attendee lists must be submitted to your event manager at least two business days prior to the event for distribution to our on-site security teams.

For private or invite-only events, photo IDs are required from attendees. Any day-of event attendee changes must be submitted in writing to your foundation event manager.

Anyone not included on the submitted list will be required to check in with foundation security staff upon arrival. The foundation reserves the right to limit the number of walk-ins for safety and security reasons.

### **Event Invitations and Pre-Event Correspondence**

Each Doris Duke Foundation Center will manage the distribution of invitations and the coordination of RSVPs prior to your event.

To ensure a seamless process, your invite list must be submitted to your event operations contact, who will coordinate the following:

- Save-the-date notifications
- Invitations





- Event reminders
- “Know Before You Go” communications

If you wish to manage your own RSVP process, please contact your event manager during the event review process to request exception approval.

### **Registration/Check-in**

A dedicated registration area will be set up for all meetings or events. Doris Duke Foundation centers will provide registration staff to check in all attendees. For events with more than 30 attendees, the event organizer may be asked to provide additional registration staff support.

Any special instructions must be communicated to Doris Duke Foundation event staff at least 24 hours prior to the event. All speakers, special guests, and VIPs must be identified and shared with event staff before the day of the event.

All attendees are required to present a photo ID at registration.

### **Attendee Security Badges**

In select scenarios, the foundation will provide printed security badges for registered event attendees. If this additional level of security is required, attendees must wear their security badges at all times to ensure access to the designated event spaces.

### **Press and Media Policy**

The foundation must be notified of any press presence at any of our event locations. Event organizers are required to obtain the foundation’s prior written approval for any media coverage of the event.



### **Recording and Photography**

Video recording, audio recording, and photography within your reserved event space are permitted with prior approval from your Doris Duke Foundation event manager.

Vendors providing these services may be required to submit a certificate of insurance. Please note that recording or photographing outside of your dedicated event space is not permitted.

### **Photo/Media Release Acknowledgment**

All event attendees must adhere to the Doris Duke Foundation's Photo/Media Release policy. By participating in any event hosted at a Doris Duke Foundation Center, attendees grant the foundation permission to capture and use their image, likeness, video, audio, and name for promotional, advertising, or other purposes, as outlined in the foundation's Photo/Media Consent and Release Form. This policy ensures consistent application of media use standards across all events.

### **Intellectual Property Rights**

Event hosts are responsible for ensuring that they have obtained all necessary rights to use any content, multimedia, or other intellectual property associated with their event.

### **Event Sponsors**

Event sponsors may be recognized in programs or other materials; however, advertisements promoting products or services, as well as the distribution of sponsored food or beverages, are prohibited.



### **Participation by Government Officials or Political Candidates**

The foundation is prohibited from making certain payments to, or conferring specific benefits on, U.S. government officials or political candidates. Additionally, attendance by government officials or candidates may raise electioneering or lobbying concerns.

If your event involves participation by government officials or political candidates, please disclose this information on the event application form or notify the foundation separately. This will allow any potential legal issues to be reviewed and addressed appropriately.

### **Respect and Conduct Policy**

The foundation maintains a zero-tolerance policy for discrimination, harassment, or retaliation. All events must be managed in accordance with the foundation's policies, including the Speech Doctrine and workplace standards.

Foundation staff at each center have the final authority in determining acceptable attendee conduct and behavior during events. This includes the enforcement of the foundation's Speech Doctrine and other policies to ensure a safe and respectful environment for all participants.

Any incidents of inappropriate behavior, speech, or actions that violate these policies will be addressed immediately. The foundation reserves the right to remove any individual from its property who is found to be in violation of these policies.

Attendees are encouraged to report any concerns through the complaint procedure outlined in the foundation's policies or via the Whistleblower Policy.

### **Conflicts of Interest Policy**

If an Event is sponsored by organizations affiliated with the Foundation's trustees, officers or employees, there is a special approval process to ensure potential conflicts of interest are managed appropriately. Please disclose any such affiliations on your event application form. For more information, or if you have any questions or concerns regarding potential conflicts of interest, please contact your event manager.