



Make your next special event a night to remember by hosting it at the Weisman Art Museum. We invite you to read through our policies and procedures to ensure we are the best fit for your event needs.

## **Rental Areas**

### The Dolly Fiterman Riverview Gallery

With its river views and breathtaking clerestory lighting, this gallery is an ideal spot for a large reception or dinner. It accommodates up to 160 for a dinner and up to 250 for a standing reception. It can be used in combination with the William G. Shepherd Room for larger events.

### The William G. Shepherd Room

This carpeted room holds 120 for lecture-style seating as a flat -floor auditorium. It may be arranged with tables as a meeting space or opened up to become part of the adjacent Riverview Gallery for large dinners and receptions. The capacity of the combined spaces is up to 350 for a standing reception.

### William E. Weisman Seminar Room

An excellent conference space for small groups of 15-20 seated around conference style tables or 30 when arranged theatre style.

## **Ceremony Gallery Areas**

### Woodhouse Gallery

Ceremony space only. Maximum capacity of 130, depending upon setup.

### Davis Gallery

Ceremony space only. Maximum capacity of 175, depending up on setup.

## Planning an Event

The museum staff will help you create the experience you want and guide you through the planning process step by step. Enhance your event with gallery rentals and guided tours, or customize every detail with personalized decorations and audio/visual elements – our events staff is ready to help you build the event of your dreams.

## WAM Rental Policies

Events may be held from 8:00 a.m. to midnight.

WAM reserves the right to review event plans to ensure that they are compatible with our mission and the mission of the university. We welcome the use of our space for meetings, dinners, receptions, weddings, and other special events.

Please note that the following types of rental events are not permitted at WAM: political activities; religious services; public fund-raisers and auctions; product promotions or other commercial events that are open to the public; art exhibits, screenings, and performances not approved or presented by WAM. WAM reserves the right to hold dates for museum-sponsored educational programs and co-sponsored events.

Food and beverages are not allowed outside of the rental spaces. Advanced approval is needed for music; photography; the use of votive candles. Renters must work with the events department to ensure the U of MN guidelines are followed. Signs and decorations are permitted, but may not be affixed to any interior or exterior surface of the museum.



## Food & Beverage

The Weisman Art Museum works exclusively with these approved caterers.

D'Amico Catering.....612.238.4444 \*  
The Deco Catering.....612.623.4477 \*  
Fabulous Catering.....612.789.4244  
Kafé 421 Catering.....612.623.4900  
Surdyk's Catering.....612.331.3938 \*

Bar Service Options  
Complete Beverage Service.....800.550.7750  
Dangerfield's Catering.....952.445.2245  
Hire A Host Service..... 952.426.2004  
With a Twist Bartending..... 303.720.2858

\*These caterers can handle both food and bar service.

The Weisman Art Museum does not have a food & beverage minimum to hold an event in our facility.

The Weisman Art Museum does not hold a liquor license; all liquor service (hosted or cash bar) is required to be served via an approved caterer. To serve alcoholic beverages in the Weisman Art Museum, the Office of Risk Management of the University of Minnesota must approve an Alcohol Use Application. This application must be submitted to the Events Coordinator a minimum of 30 days in advance of the event.

Bar service is required to end one- half hour before the departure time stated on the function contract. Food must be served in conjunction with alcohol service.

Due to liability restrictions and service standards food and beverage provided by the approved caterers are not permitted to leave the property.

Only our approved caterers are allowed access to our onsite kitchen.

To protect the art, no food or beverages are allowed in the main exhibitions galleries.

Red and rosé wines are not permitted in the ceremony or reception spaces. Communion is not allowed in the ceremony spaces.





## Rental Fee

Rental fees are based on the daily usage. Event arrival & departure times, as stated in the event contract are fixed and not subject to negotiations on the day of the event. WAM offers a 15% discount for all non-profits, if you qualify for this please inquire about it with the events staff.

Traditional Event Rental	Event Space	Sunday - Thursday *6 hour block	Friday & Saturday *6 hour block	Additional Hours
	Dolly Fiterman Riverview Gallery	\$1,475.00	\$2,000.00	\$221.25
	William G Shepherd Auditorium	\$1,055.00	\$1,420.00	\$158.25
	Weisman Family Seminar Room	\$530.00	\$720.00	\$79.50
	Combined	\$2,210.00	\$2,750.00	\$331.50

University of Minnesota Departments and Student Groups Event Rental	Event Space	Sunday - Thursday *6 hour block	Friday & Saturday *6 hour block	Additional Hours
	Dolly Fiterman Riverview Gallery	\$650.00	\$900.00	\$97.50
	William G Shepherd Auditorium	\$425.00	\$590.00	\$63.75
	Weisman Family Seminar Room	\$110.00	\$160.00	\$16.50
	Combined	\$900.00	\$1,160.00	\$135.00

## Additional Required Fees

### Staffing Expense

Estimated at \$36.00 or \$46.00 per hours based on event plan and staffing required to execute your event. Final expense will be based on actual staffing totaled after your event.

### Insurance

All non-university events will incur a \$150.00 charge for insurance. This certificate of insurance for general liability of one million dollars, stating the Regents of the University of Minnesota as additional insured, will be purchased on your behalf by the Events Departments and the expense will be charged back to you. The expense will be reflected on your final invoice.

The Events Department will provide you an estimated breakdown of your costs at time of booking based on the plans at that time.

## Items available for use (included in the rental fee)

- 200 Chairs (100 Black / 50 Grey / 50 White)
- 11 – 6ft x 30in banquet tables
- 7 – 8ft x 30in banquet tables
- 9 – 30 inch adjustable cocktail table/café tables
- 20 – 60 inch round dinner tables
  - \*WAM does not provide linens for the tables listed above.
- 6 – Rolling Coat Racks
- Dance Floor – 18' x 21' – only available for setup in the Shepherd Room
- Low Stage – 24' wide x 8' deep - 4" high – ramp available if needed
- High Stage – 24' wide x 8' deep or 16' wide x 12' deep - 16" high – 1 set of stairs
  - \*client will need to rent stage skirting to finish off the stage, WAM does not supply it.
  - \* varied configuration options
- Podium with mic - 30 ¾" wide x 17" deep x 43 ¾" tall
- Audio system to accommodate up to 4 wireless mics & 4 wired mics
- Projection capabilities in the Shepherd Room / limited locations available in the Riverview Gallery
- 15 – Easels

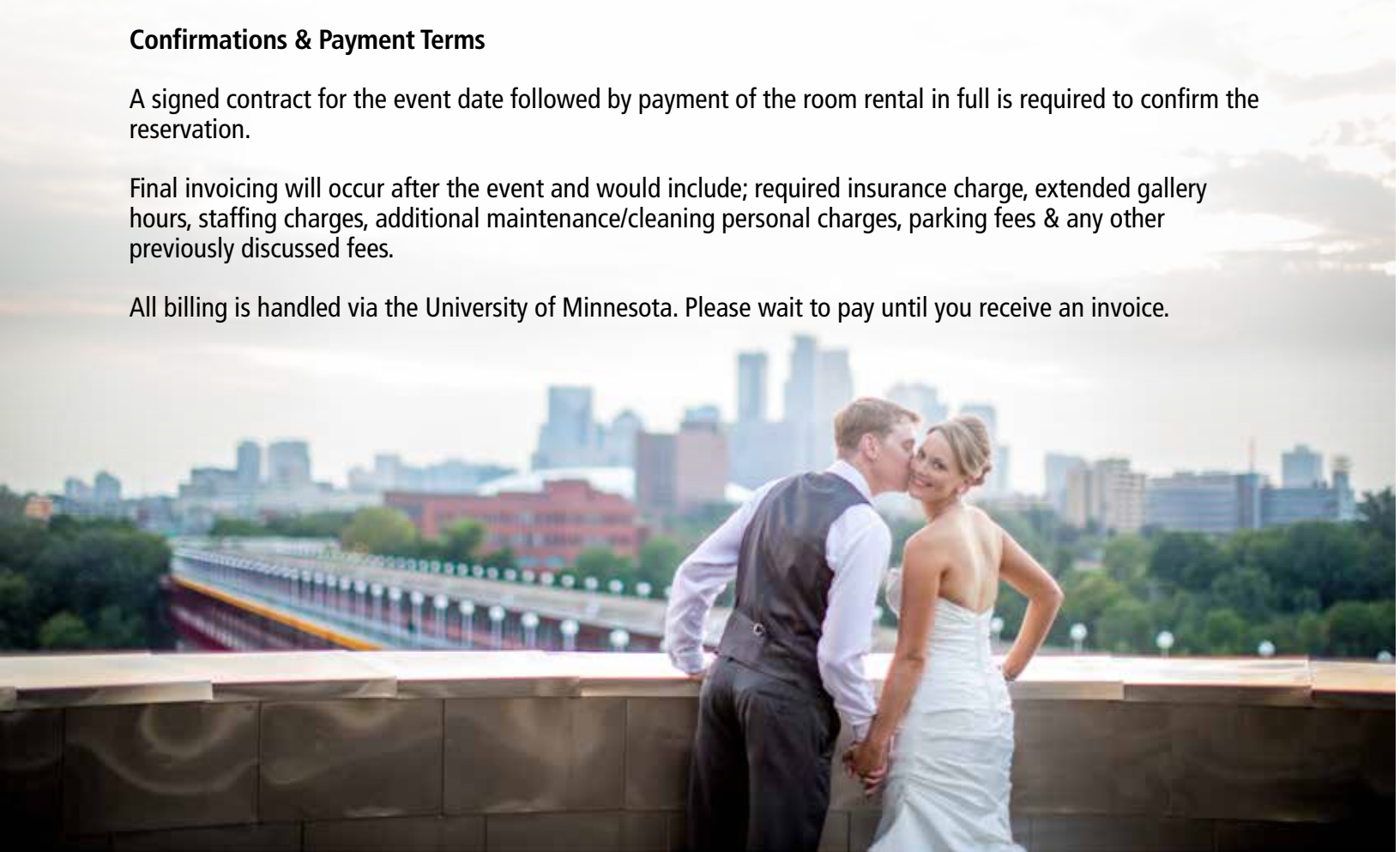
Rental fees do not include: any food or beverages, extended gallery hours, required insurance, parking, additional maintenance/cleaning fees or security charges.

## Confirmations & Payment Terms

A signed contract for the event date followed by payment of the room rental in full is required to confirm the reservation.

Final invoicing will occur after the event and would include; required insurance charge, extended gallery hours, staffing charges, additional maintenance/cleaning personal charges, parking fees & any other previously discussed fees.

All billing is handled via the University of Minnesota. Please wait to pay until you receive an invoice.



## **Deliveries/Rentals**

A complete list of vendors with contact information must be provided to the Events Coordinator no later than four-weeks prior to the event. The Events Coordinator will work directly with vendors to schedule arrival times for all vendors/deliveries.

The Weisman Art Museum reserves the right to refuse any delivery or set-up that does not arrive at the designated time on the event contract.

All rental items are to be delivered the day of the event and picked-up immediately following the event. We do not allow for overnight/over the weekend storage of rental items.

## **Audio/Video & Technical Needs**

The rental spaces can be equipped with standard audio/video equipment including; podium with mic, portable two speaker system with 6 wireless mic/4 wired mic capabilities.

Projection connection is available in the Shepherd Room. We advise against projection setups in the Dolly Fiterman Riverview Gallery, due to the large amount of natural light.

## **Signs & Decorations**

The Weisman Art Museum reserves the right to preapprove all signage, decorations, and décor, including plant and floral arrangements.

We do not allow confetti/glitter, water beads / jelly balls, rice, birdseed, balloons (helium or latex), open flames or live animals during events.

Ice Sculptures are only permitted with pre-approval of the Events Coordinator.

Artwork is not moveable. Artwork cannot be removed from the event spaces or main exhibition galleries. Some artwork must be stanchioned during events.

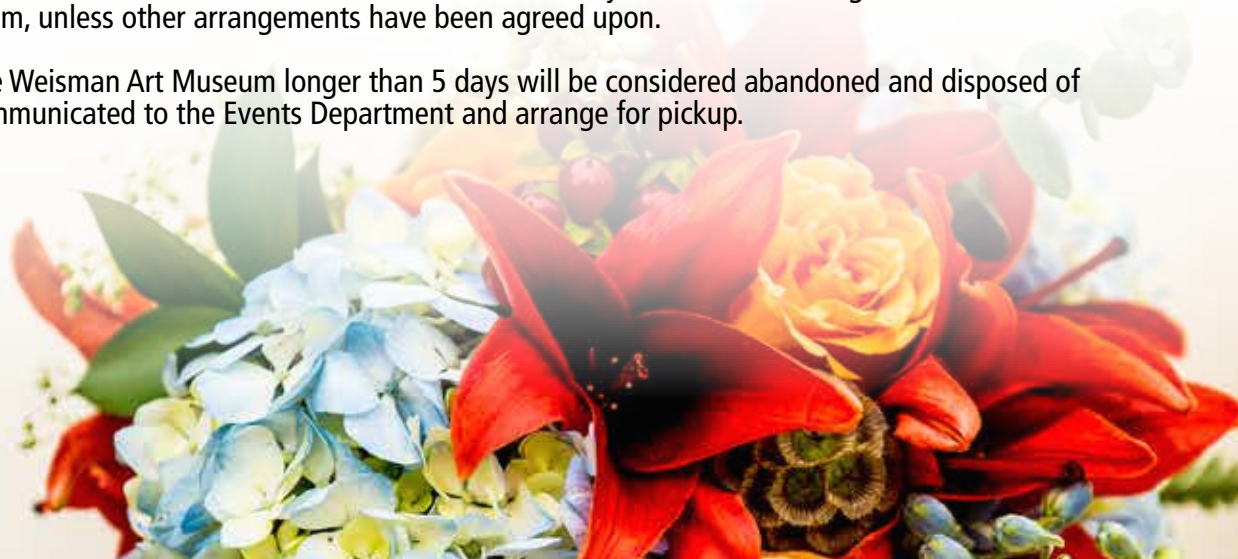
Nothing may be affixed to any interior or exterior surface of the Weisman Art Museum.

Candles in glass containers or votive are allowed only in the Dolly Fiterman Riverview Gallery and Shepherd Room.

Fresh flower petals are not permitted to be tossed during wedding ceremony & receptions.

At the end of the event, the client must remove all decorations and any other articles brought into the Weisman Art Museum, unless other arrangements have been agreed upon.

Any items left at the Weisman Art Museum longer than 5 days will be considered abandoned and disposed of unless you have communicated to the Events Department and arrange for pickup.



## Parking

Parking for events is available with fees in the parking structure attached to the museum. For more information about Weisman Art Museum parking garage please visit [z.umn.edu/WAMparking](http://z.umn.edu/WAMparking).

Parking fees can be paid by the client for guests to the event; the fees will be charged back to client on the final invoice. Vouchers are \$10.00 each.

## Galleries & Tours

Main museum galleries can be opened after hours in combination with rental of the event spaces for guests to enjoy our collection. Main museum galleries may be kept open as late as 9:00 p.m. The fee is \$45.00 per hour.

Consider arranging a privately guided tour of the galleries for your guests, led by a trained Weisman Art Museum Tour Guide. The events coordinator can help you coordinate these tours.

## Damage/Excessive Cleaning Fee

The client is responsible for any and all damages that occur as a result of the event, including damage to the building, fixtures, equipment and personal property and excessive cleaning. The Weisman Art Museum will bill the client for the repair/replacement charges/excessive cleaning after the event; minimum of \$350.00.

## Guns

The Weisman Art Museum bans guns from the premises.

## Smoking

The University of Minnesota is a smoke free campus. Smoking is not allowed on either of the terraces at the Weisman Art Museum or on the surrounding grounds

**We look forward to hosting your event at WAM. Please contact our events team at [wamevent@umn.edu](mailto:wamevent@umn.edu) for more information, or to schedule a tour of the rental spaces. Thank you!**

