

WEISMAN ART MUSEUM RENTAL GUIDELINES



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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 a view of the river and breathtaking clerestory lighting, this gallery is an ideal spot for a large reception or dinner.

The Riverview Gallery accommodates up to 160 for dinner and up to 250 for a standing reception. This space 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.

Tables can be arranged for use as a meeting space or **walls can be opened to the adjacent Riverview Gallery for large dinners and receptions.**

The **capacity of the combined spaces is up to 350** for a standing reception.

PLANNING AN EVENT

The Weisman Art Museum event 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.

We request one month notice for most events, with paperwork completed three weeks prior, for staffing purposes.



Celisia Stanton Photography

CEREMONY GALLERY AREAS

WOODHOUSE GALLERY

Ceremony space only. **Maximum capacity of 100,** depending upon setup.

DAVIS GALLERY

Ceremony space only. **Maximum capacity of 160,** depending up on setup.

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RENTAL POLICIES

- Events may be held from **8:00 a.m. to midnight**, daily, **except Wednesdays**.
- The Weisman Art Museum reserves the right to review event plans to ensure that they are compatible with our mission and the mission of the University of Minnesota.
- 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 fundraisers and auctions; product promotions or other commercial events that are open to the public; and, art exhibits, screenings, or performances not approved or presented by the Weisman Art Museum.
- The Weisman Art Museum 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, and the use of votive candles.**
- Renters must work with the WAM Events Department to ensure that the University of Minnesota guidelines are followed. Signs and decorations are permitted but may not be affixed to any interior or exterior surface of the museum.
- Wedding ceremonies hosted in the main museum galleries may only take place outside normal museum hours. **Setup may not begin before 5PM.**



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FOOD & BEVERAGE

The Weisman Art Museum works exclusively with these approved caterers:

Food

D'Amico Catering	612.238.4444
The Deco Catering	612.623.4477
Kafé 421 Catering	612.623.4900
Surdyk's Catering	612.331.3938

Bar Service

Complete Beverage Service	800.550.7750
Dangerfield's Catering	952.445.2245
Hire A Host Service	952.426.2004
With a Twist Bartending	612.655.2369

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

An eight percent venue fee will be applied to the catering's final billing. Off-list caterers are permitted; however, they will be subject to an application review and a \$1,000 service fee. **We ask that caterers arrive an hour and a half before the event start time.**

Clients selecting drop-off catering are responsible for food and beverage set up. **Event staff are not responsible for handling, serving or cleaning up food and beverage.**

Only our **approved caterers** are allowed access to our on-site kitchen.

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

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 30 minutes 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.



Communion is not allowed in the ceremony spaces.

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RENTAL FEES & INSURANCE

Rental fees are based on daily usage. Event arrival and departure times, as stated in the event contract, are fixed and not subject to negotiation. **WAM offers a 10% discount for all non-profits**, if you qualify for this please inquire with the events staff.

All non-university events require insurance through the University: a general liability certificate of insurance for one million dollars, stating the Regents of the University of Minnesota as additional insured, is included in your rental fee.

Rental fees do not include food or beverages, extended gallery hours, parking, additional maintenance/cleaning fees, or security.

ADDITIONAL REQUIRED FEES

All events are subject to a setup/clean up fee and will be based on the needs of the event. An estimate will be provided at the time of booking. **Elaborate events, requiring more than two hours of staffed setup, will be charged extra.**

ITEMS AVAILABLE FOR USE (INCLUDED IN RENTAL FEE)

- 180 Chairs [100-Black / 50-Grey / 30-White]
- 11 – 6ft x 30in banquet tables
- 7 – 8ft x 30in banquet tables
- 9 – 30in adjustable cocktail table/café tables
- 20 – 60in round dinner tables

WAM does not provide linens for the tables listed above, all tables must be linen covered during the event.

- 6 Rolling Coat Racks
- Dance Floor – 18ft x 21ft
only available for setup in the Shepherd Room
- Stage with stairs – 24ft W x 8ft D x 16in H
or 16ft W x 12ft D, varied configuration options
- Podium with mic
30 3/4in W x 17in D x 43 3/4in H
- Audio system to accommodate up to four wireless mics & four wired mics
- Projection capabilities in the Shepherd Room and Riverview Gallery
- 15 – Easels
- A Petrof Grand Piano is available for use with an additional tuning fee.



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STANDARD HOURLY RATES

EVENT SPACE	SUNDAY - THURSDAY	FRIDAY & SATURDAY
Dolly Fiterman Riverview Gallery	\$445	\$550
William G Shepherd Auditorium	\$360	\$435
Combined	\$600	\$700

UMN DEPARTMENTAL & STUDENT GROUPS HOURLY RATES

EVENT SPACE	SUNDAY - THURSDAY	FRIDAY & SATURDAY
Dolly Fiterman Riverview Gallery	\$305	\$315
William G Shepherd Auditorium	\$260	\$270
Combined	\$390	\$400

Discounts offered to Non-Profit Entities that qualify, please request a quote with inquiry.

UNIVERSITY OF MINNESOTA EVENTS

WAM offers discounted rental rates for University of Minnesota Events: a university event is defined as a University of Minnesota entity hosting a University-sponsored event that supports the mission of the institution.

A member of the University Department is our contact who coordinates the event details, signs the contract and pays the invoice.

A corporate or private event coordinated by a University of Minnesota alumnus, donor or employee is charged the non-University rate.



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PAYMENT TERMS

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

Final invoicing will occur after the event and includes: staffing charges, additional maintenance/cleaning charges, parking fees, and 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 setup 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/VISUAL & TECHNICAL NEEDS

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

Projection is available in the Shepherd Room and Riverview Gallery.

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.



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

Artwork is not movable. 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 a glass container or votive are allowed only in the 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 museum longer than five days will be disposed of unless you have communicated to the Events Department and arrange for pickup.

PARKING

The Weisman Art Museum parking garage is managed by the University of Minnesota.

For more information about fees and access to parking please visit <https://pts.umn.edu/>.

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.

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. for an hourly fee.**

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, e-cigarette, and vaporizer free campus. **Smoking, e-cigarettes, and vaporizers are not allowed on either of the terraces at the Weisman Art Museum or on the surrounding grounds.** If guests in your party violate this policy, the rental client will be charged a \$500 fee.

WE LOOK FORWARD TO
HOSTING YOUR EVENT AT WAM!

Please contact our events team at
wamevent@umn.edu
for more information, or to schedule.