Mystic Museum of Art

SPECIAL EVENT RENTALS

WEDDINGS . CORPORATE EVENTS . FUNDRAISERS

9 WATER STREET MYSTIC CONNECTICUT 06355 T:860.536.7601 MYSTICMUSEUMOFART.ORG

GALLERY SPACES

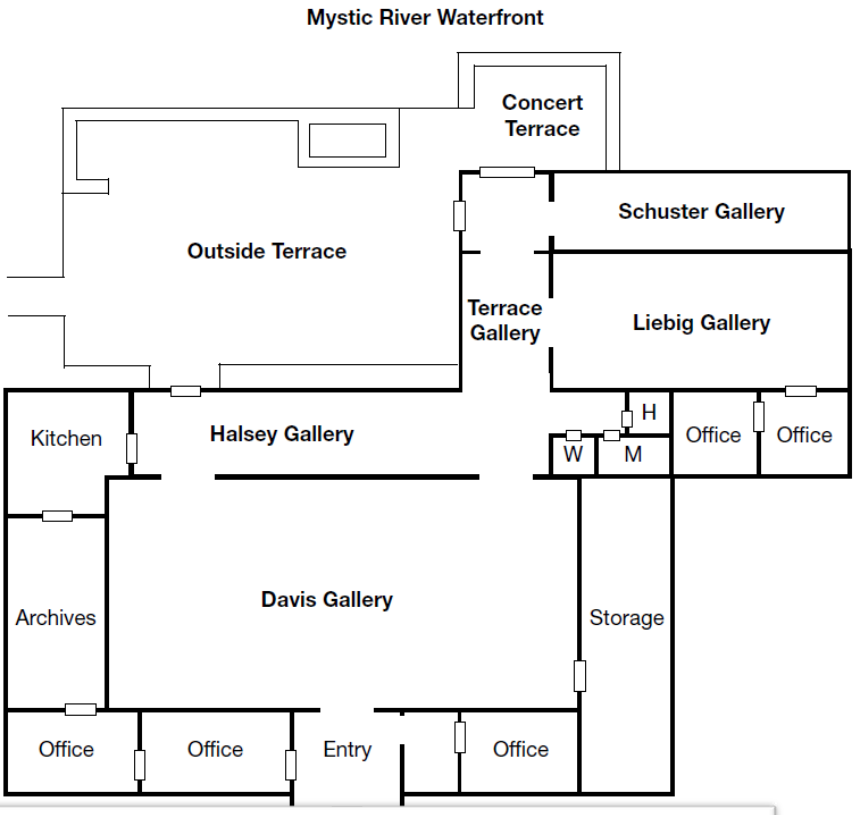
DAVIS GALLERY
1,920 square feet, 30' x 64'
BANQUET: 130
THEATRE: 175
RECEPTION: 240

LIEBIG GALLERY
720 square feet, 18' x 40'
BANQUET: 40
THEATRE: 60
RECEPTION: 75

HALSEY GALLERY
440 square feet, 10' x 44'

TERRACE GALLERY
360 square feet, 12' x 30'

SCHUSTER GALLERY
390 square feet, 39' x 10'



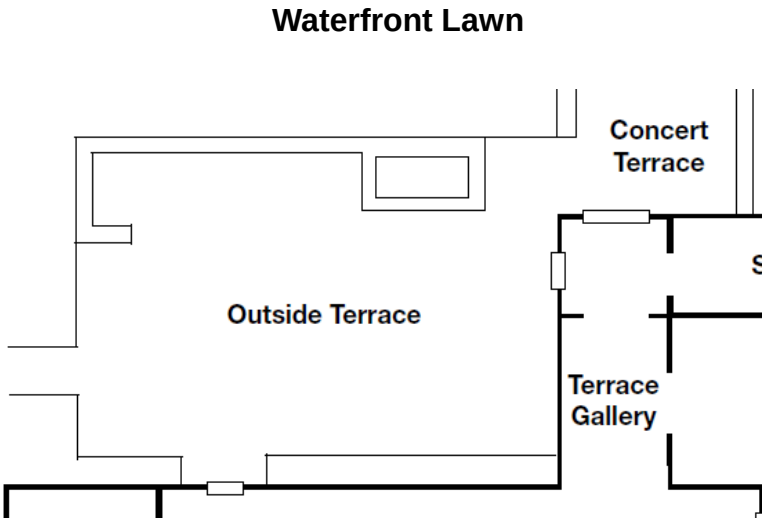
GALLERY SPACES

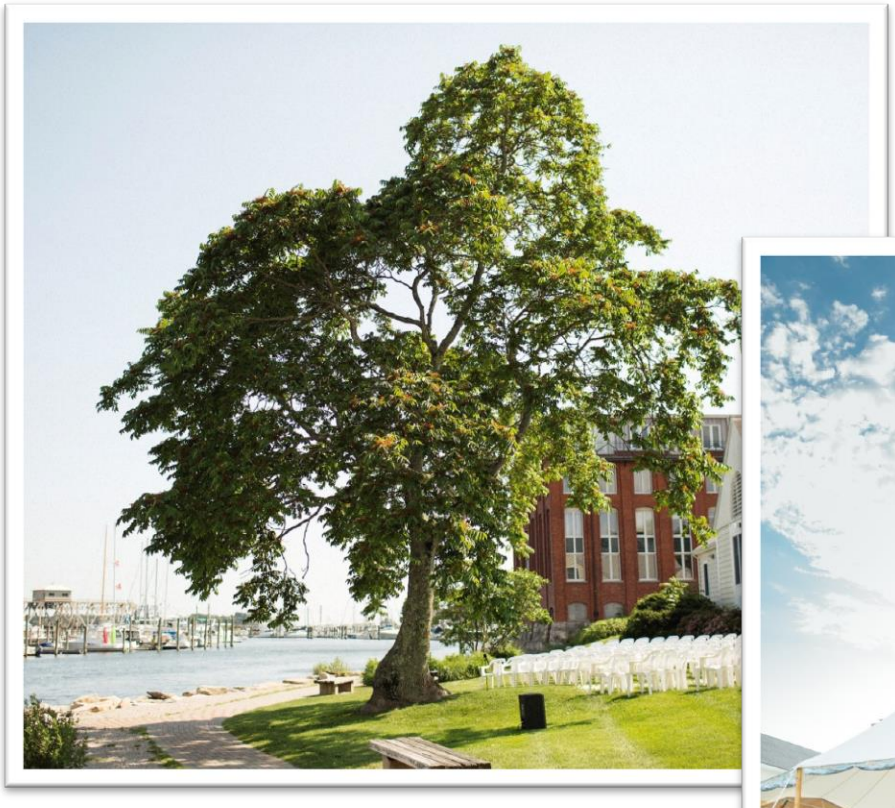
OUTDOOR SPACES

OUTSIDE TERRACE (tented April-Oct)
1,900 square feet, 38' x 50'
BANQUET: 100 guests

CONCERT TERRACE
300 square feet, 15' x 20'

WATERFRONT LAWN
Wedding ceremonies are included in the event rental and are held on the front lawn. In the event of rain or inclement weather, the ceremony can be moved under the tented outdoor terrace.





DAY OF EVENT GUIDELINES

Parking: Parking for the event is included in the normal rental fee. The non-profit rate does not include parking but may be purchased for an additional fee. The upper parking lot next to the studio will be reserved for guests of the event (45 spaces). The remaining spaces in the lot are first come first serve. Please encourage your guests to carpool where possible as parking is limited.

Event Timing: Functions may run from 5 p.m. to 11 p.m. The kitchen, galleries and outdoor terrace are available for set-up starting at 3 p.m. All contracted vendors and/or guests must vacate the premises no later than midnight so that building may be secured by a MMoA attendant. A final check with MMoA attendant at the end of the function is before leaving the building is required.

Caterers & Vendors: MMoA partners with three local caterers for events. All caterers must be selected from our exclusive list. Our modern kitchen is available for use by caterers. Photographers, florists and musicians are welcome at the responsibility of the renter.

Alcohol: Cash bars and kegs are prohibited; guests may not supply their own alcohol. Liquor Purveyors must have an off-site liquor permit and liability insurance. Alcohol may not be served past one-half hour (10:30pm) before the end the event (11:00pm).

Music: All indoor music must end at10:45pm. All outdoor music must end at 10:00pm and must be kept at or below 86 decibels for the duration of the event in order to comply with town noise ordinances.

Rental Items: Rental Items can arrive no earlier than (1) day prior to day of event unless approved by MMoA. All rental items must be moved to the outdoor terrace at the end of the function. No rental items may be left inside the building after the building has been secured. Rental items must be picked up the day after the event with the exception of Saturday events where a Monday pickup is acceptable.

Museum Amenities:

Furniture: All museum tables and chairs are available for use by the client at no additional charge. The client/vendor is responsible for be setting up and returning all items to the storage room at the end of the function as they were found, with chairs stacked on dollies. Stock includes:

130 white plastic arm chairs
10 6' folding banquet tables (6' x 29 ¾")
5 35" (2.5') low round tables
12 square folding card tables

Sound System A central sound system with wireless microphone are available for use at no additional fee.

Projector A projector is available for use at no additional fee. Davis Gallery offers a pull down projection screen.

RENTAL PRICING

January - March	*Call for rates*	
April	Saturday	$2,550*
	Friday & Sunday	$2,250*
	Monday-Thursday	$1,850*
May - October	Saturday	$5,050*
	Friday & Sunday	$4,550*
	Monday-Thursday	$3,050*
November - December	*Call for rates*	

**Prices quoted are valid through December 2016 and are contingent upon exhibition and education schedules.*

Non-Profit & Corporate Rentals: Please inquire with special event staff for non-profit and corporate rental rates.

Deposit: A deposit of $1,000 ($500 for non-profits) and a signed contract are required to reserve the date. The deposit is independent of the rental fee and is non-refundable should you cancel your event. If cleanup of the museum is satisfactory the deposit will be returned to you within 21 days following your event.

Rental Fee: Price includes museum & grounds rental, one MMoA family membership, and security personnel for the night of the function. The rental fee is payable no later 60 than days prior to the event.

Insurance: The Client shall provide proof of liability insurance, a minimum of 30 days prior to the event, in the amount of $1,000,000.00/ $2,000,000.00 for period of use. Insurance be obtained through homeowner's/company insurance, or through www.WedSafe.com.

15 WATER STREET GALLERY

REHEARSAL DINNERS . CORPORATE EVENTS

GALLERY SPACE
775 Square Feet, 26' x 40'
60 person capacity

HIGHLIGHTS

- Five 5' round tables
- 50 white padded folding garden chairs
- Handicap accessible
- Parking for guests
- 5 hour rental period from 9am -11pm
- Street front gallery in downtown historic Mystic
- Small kitchen available for food prep
- Space for cook tent in nearby parking lot

15 WATER STREET GALLERY RENTAL RATES

		FEE	DEPOSIT
January-April	Friday-Sunday	$1,250	
	Monday - Thursday	$900	
May	Friday & Saturday	$1,500	
	Sunday - Thursday	$1,000	
June-September	**Friday & Saturday**	**$2,000**	$500
	Sunday - Thursday	**$1,500**	
October	Friday & Saturday	$1,500	
	Sunday - Thursday	$1,000	
November-December	Friday-Sunday	$1,250	
	Monday - Thursday	$900	

EXCLUSIVE CATERERS

The below caterer's were selected for their commitment to client satisfaction and delicious cuisine. These are our exclusive caterers for all galleries including 15 Water Street gallery.

A Thyme to Cook — North Stonington, CT
(860) 887-5932
www.athymetocook.com

Coastal Gourmet — Mystic, CT
(860) 572.1111
www.coastalgourmetct.com

Ivy's Simply Homemade — Waterford, CT
(860) 442-8646
www.ivyssimplyhomeMMoAde.com

For more information contact :
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MysticArts.org

*Photos are courtesy of Amy Mello Photography, A Creative Focus Photography, & Joshua Behan Photography