



MYSTIC
ARTS
CENTER

FACILITY RENTAL GUIDE



MAKE YOUR EVENT A MASTERPIECE

Located on the banks of the Mystic River, Mystic Arts Center is in the heart of historic downtown Mystic. Commanding a spectacular waterfront view from its lovely terraces and grounds, the gallery is within easy walking distance to the area's premiere attractions, accommodations, restaurants and churches.

Unique and beautiful, MAC's exhibitions and galleries provide an ideal backdrop for weddings, rehearsal dinners, holiday parties, corporate events, and more.

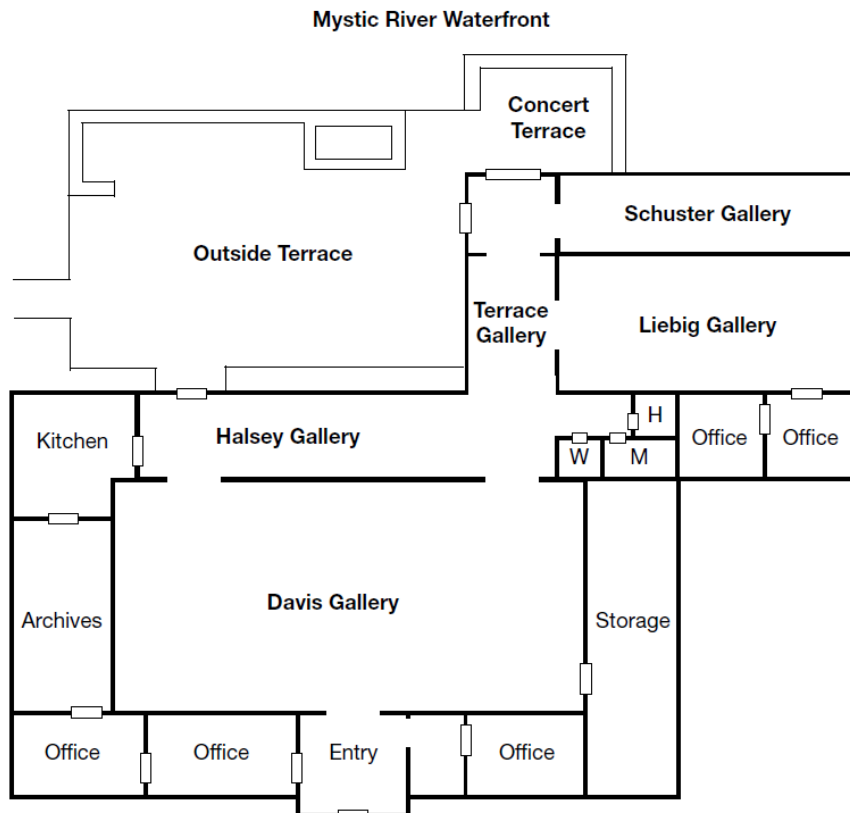
MAC's spacious galleries feature sixteen-foot ceilings, skylights and an adaptable layout for a variety of events and guest capacities. Fully handicap accessible, with a complete kitchen and ample parking, the Mystic Arts Center is the perfect venue for your event.



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9 WATER STREET MYSTIC CT 06355 860.536.7601 WWW.MYSTICARTS.ORG

MAC FLOOR PLAN



VENUE HIGHLIGHTS

- Over 3,000 square feet of sky-lit gallery space
- 2,200 square feet of outdoors terraces will full electrical capabilities for music and catering
- On-site parking, air-conditioning, handicap accessibility and fully equipped kitchen

DIMENSIONS & CAPACITIES

DAVIS GALLERY

1,920 square feet, 30' x 64'

- Banquet Seating with Dancing: 130 guests seated at 5' (60") round tables (8 people per table)
- Banquet Seating: 150 guests seated at 5' (60") round tables
- Reception Style: 240 guests
- Theatre Style Seating: 175 guests

LIEBIG GALLERY

720 square feet, 18' x 40'

- Banquet Seating: 40 guests seated at 5' (60") round tables
- Reception Style: 60 guests
- Theatre Style Seating: 75 guests

HALSEY GALLERY

440 square feet, 10' x 44' (perfect for buffet stations)

TERRACE GALLERY

360 square feet, 12' x 30' (many events place the bar in this location)

SCHUSTER GALLERY

390 square feet, 39' x 10'

OUTSIDE TERRACE

1,900 square feet, 38' x 50'

- Banquet Seating with Dancing: 100 guests seated at 5' (60") round tables (8 people per table)
- Reception Style: 150 guests

CONCERT TERRACE

300 square feet, 15' x 20'



M Y S T I C
A R T S
C E N T E R

RENTAL GUIDELINES

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 facility is satisfactory the deposit will be returned to you within 21 days following your event.

Rental Fee: Price includes facility, grounds rental, one MAC 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.

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 (up to 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 MAC attendant. A final check with MAC attendant at the end of the function is before leaving the building is required.

Caterers & Vendors: All caterers and liquor purveyors must have Certificates of Insurance on file at the Mystic Arts Center. 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. Alcohol may not be served past one-half hour (10:30pm) before the end the event (11:00pm).

Rental Items: The Mystic Arts Center Event Coordinator must approve arrangements for the delivery and pick up of any rental items or event decor. 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.

Facility Amenities:

Tables & Chairs All available MAC 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 storeroom 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 cocktail tables
- 12 square folding card tables

Sound System A central sound system, with six-CD changers and 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.

For more information or to reserve the facility, please contact:

Candice Traskos
Event Coordinator
860.536.7601, x 205
events@mysticarts.org



MAC RECOMMENDED VENDORS

CATERERS

A Thyme to Cook
(860) 887-5932
www.athymetocook.com

Cloud Nine
860.388.9999
www.cloudnynecatering.com

Coastal Gourmet
860.572.1111
www.coastalgourmetct.com

Gourmet Galley
860.415.9589
www.gourmet-galley.com

East Coast Catering
860.437.0253
www.eastcoastcateringct.com

McQuade's Marketplace Catering
860.460.9374
www.mcquadesmarket.com

Ocean Blue Catering
860.572.5955
www.oceanbluecatering.com

RENTALS

Arrow Paper Party Rental
860-442-4575
www.ez2party.com

LIQUOR PURVEYORS

Cask n' Keg
860.536.8708

Gordon's Yellow Front Package Store
860.443.5937

PHOTOGRAPHERS

Tony Spinelli
www.tonyspinelliphotography.com

Anna Sawin
860.608.4872
www.annasawin.com

Joshua Behan Photography
www.joshuabehan.com

Christina Morse Scala
860.536.8400

Maggie Conley
206.852.2102
www.maggieconleyphotography.com

Reina McCuskey
203.981.0842
www.merematt.com

Linked Ring Photography
203.340.2363
www.linkedringphotography.com

Ken Lopardo
401-261-2503
www.kenlopardo.com

FLORISTS

Hana Floral Design
860.572.2929
www.hanafloraldesign.com

Gira
860.857.6059
www.giraeventsandflorals.com

Kentford Farm
860.572.7299
www.kentfordfarm.com

Thames River Greenery
860.443.2656
www.thamesriver.com

DJs

Power Posse Productions
860.572.7322
www.powerposseproductions.com

Atlantic Coast Entertainment
860.448.3548
www.ACEPRODJ.com



BANDS & MUSICIANS

The Cartells
860.572.0338
www.thecartells.com

Eight to the Bar
203.484.4749
www.eighttothebar.com

Rock and Soul Revue
860.536.9625
www.smithsh.wix.com/rockandsoulrevue

Gantkin Chamber Groups
860.673.4770
www.gantkin.tripod.com

Harpist
Faith Leitner
860.572.0170

James Harris (classical guitarist)
860.535.2482
www.JamesHarrisGuitar.com

Electra Ensemble (classical)
860.944.0423
www.electraensemble.org

Scott Gordley Trio
860.460.2848
scottgordley@hotmail.com

Mystic Horns
407.496.2425
www.Mystichorns.com

Highland Bagpiper
860.599.2217
Wstewart347@yahoo.com

OFFICIANTS AND JUSTICES OF PEACE

Marie Tyler Wiley
860-536-8808
www.ctjpmarie.com

Patricia Copp
860.572.8877

Chaz Zezulka
860.536.405
www.chazjp.com

MYSTIC PLACES OF WORSHIP

Union Baptist Church
119 High Street
860.536.9659

St. Patrick's Roman Catholic Church
32 East Main Street
860.536.1800

St. Mark's Episcopal Church
15 Pearl Street
860.572.9549

Mystic Congregational Church
East Main Street
860.536.4259

United Methodist Church
23 Willow Street
860.536.3394

ACCOMMODATION (WALKING DISTANCE)

Whaler's Inn
860-536-1506
www.whalersinnmystic.com

Steamboat Inn
860.536.8300
www.steamboatinnmystic.com

LOCAL HOTELS

Mystic Marriott Hotel and Spa
860.446.2600
www.marriott.com

Mystic Hilton Hotel
860.572.0731
www.hiltonmystic.com

Hyatt Place
860.536.9997
www.hyattplace.com

Taber Motor Inne
860.536.4904
www.taberinne.com

TRANSPORTATION

Joshua's Limousine Service
860.464.0336
www.JoshuasLimousineService.com

The Party Ride
866.275.5466
www.thepartyride.com

