



SPECIAL EVENT RENTALS

INFORMATION GUIDE

MYSTIC
MUSEUM
OF
ART

SPECIAL EVENT RENTALS

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RENTAL GUIDELINES

EVENT TIMING

Functions may run from 5pm to 11pm. The kitchen, galleries and outdoor terrace are available for set-up starting at 3pm. All contracted vendors and/or guests must vacate the premises no later than midnight so that building may be secured by a MMoA attendant.

CATERERS AND VENDORS

All caterers must be selected from our exclusive list. 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 a liquor permit and liability insurance. Alcohol may not be served past one-half hour before the end the event.

MUSIC

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

PARKING

Parking for the event is included in the rental 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.

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. Rental items must be picked up the day after the event with the exception of Saturday events where a Monday pickup is acceptable if approved by MMoA staff.



AMENITIES

FURNITURE

All museum tables and chairs are available for use by the client at no additional charge. The client/vendor is responsible for 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 ft. folding banquet tables (6 ft. x 29¾ in.)

5 35 in. low round tables

12 square folding card tables

SOUND SYSTEM

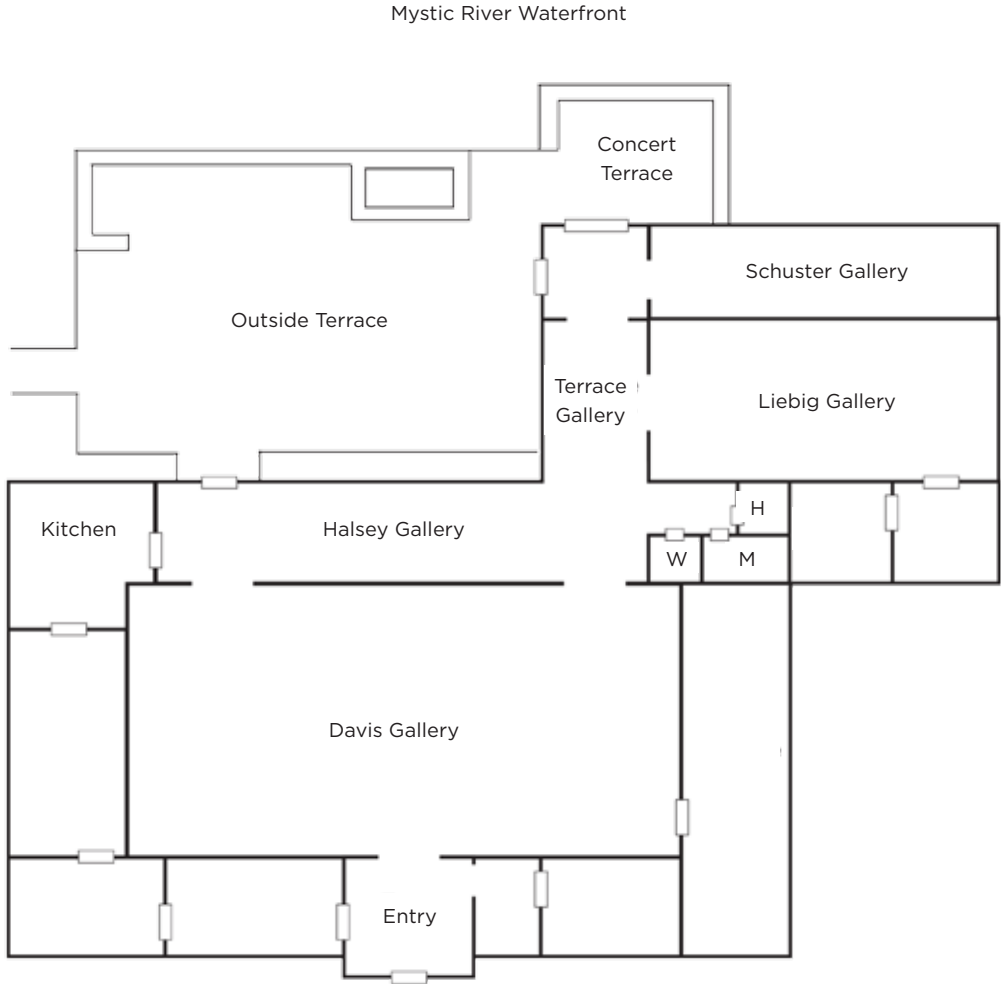
A central sound system with wireless microphone are available for use at no additional fee. Please note the sound system is for inside the building only and is suitable for background music.

PROJECTOR

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



GALLERY SPACES



DAVIS GALLERY
 1,920 sq. ft., 30 x 64 ft.
 Banquet: 130 dinner and dancing
 Theatre: 175
 Reception: 240

LIEBIG GALLERY
 720 sq. ft., 18 x 40 ft.
 Banquet: 40
 Theatre: 60
 Reception: 75

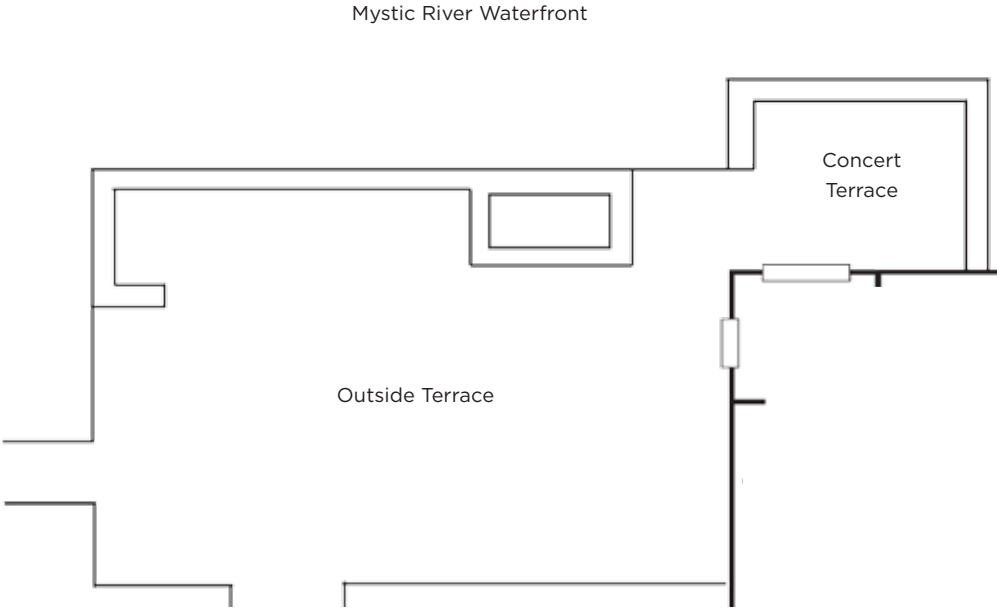
HALSEY GALLERY
 440 sq. ft., 10 x 44 ft.

TERRACE GALLERY
 360 sq.ft., 12 x 30 ft.

SCHUSTER GALLERY
 390 sq. ft., 39 x 10 ft.



OUTDOOR SPACES



OUTSIDE TERRACE (tented May - October)
1,900 sq. ft., 38 x 50 ft.
Banquet: 70 guests

CONCERT TERRACE
300 sq. ft., 15 x 20 ft.

WATERFRONT LAWN
Wedding ceremonies are held on the front lawn. In the event of rain or inclement weather, the ceremony can be moved into the Liebig gallery or the tented outdoor terrace.



RENTAL COSTS

RENTAL FEE

Price includes museum and 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.

RENTAL RATES

Please inquire with Special Event Manager for rental rates.

DEPOSIT

A deposit 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.

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.



TERRACE RENTAL

Our outside terrace is available to rent Sundays – Fridays from May to mid-October. Events may run for 3 hours and may start as early as 11am and end as late as 10pm.

RENTAL FEE

Please inquire with Special Event Manager for rental rates. Price includes outside patios & grounds rental, one year 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.

DEPOSIT

A deposit 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.

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.



EXCLUSIVE CATERERS

EXCLUSIVE CATERERS

The caterers were carefully selected for their commitment to client satisfaction and delicious cuisine. All corporate and private rentals must select a caterer from this list.

A THYME TO COOK

North Stonington, Connecticut

860.887.5932

inquiries@athymetocook.com

www.athymetocook.com

COASTAL GOURMET

Mystic, Connecticut

860.572.1111

events@coastalgourmetct.com

www.coastalgourmetct.com

GOURMET GALLEY

Stonington, Connecticut

860.415.9589

anna@gourmet-galley.com

www.gourmet-galley.com

IVY'S SIMPLY HOMEMADE

Waterford, Connecticut

860.449.2022

eventcatering.ivys@gmail.com

www.ivyssimplyhomemade.com



CONTACT

MORE INFORMATION

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