

Event Rental Guide

The **Elmhurst Art Museum** offers a premier, open-planned, contemporary space for your next event - from weddings, ceremonies and bridal showers to holiday parties, corporate events and meetings.

Downtown vibe without the City hassles. Our Museum is located on the campus of the idyllic Wilder Park in downtown Elmhurst, Illinois. A convenient 18 miles West of downtown Chicago, we are one block from the Metra train station and offer ample free parking for guests.

Award-winning Architecture. Our campus features the iconic mid-century modern McCormick House designed by the pioneer of modernist architecture, Mies van der Rohe.



photo credit: Fox & Ivory photographers+storytellers

artist credit: sistine touch, Bob Esmer

For more details, please email events@elmhurstmuseum.org

ELMHURST ART MUSEUM
ART, EDUCATION & ARCHITECTURE



Facility Rental Fees

Weekend Events (Friday - Saturday - Sunday)

<u>Full Museum Rental</u> (8 hour rental 5pm - 1am) Includes onsite staff, 2 hours of Gallery and McCormick House viewing, use of Skycube Pavilion and photo permit*	\$4,150
<u>Hostetler Gallery Only</u> (6 hour rental 5pm - 11pm) No Gallery or McCormick House access. Includes onsite staff and photo permit*	\$3,450
<u>Carney Gallery</u> (4 hour rental, after 5pm) Ceremonies only. Includes onsite staff and photo permit*	\$1,000
<u>Skycube Pavilion</u> (4 hour rental, after 5pm) Ceremonies only. Includes onsite staff and photo permit*	\$1,000

Weekday Events (Monday - Thursday)

<u>Full Museum Rental</u> (6 hour rental 5pm – 11pm) Includes onsite staff, 2 hours of Gallery and McCormick House viewing, use of Skycube Pavilion and photo permit*	\$2,150
<u>Hostetler Gallery Only</u> (6 hour rental 5pm - 11pm) no Gallery or McCormick House access. Includes onsite staff and photo permit*	\$2,000
<u>Carney Gallery</u> (4 hour rental, after 5pm) Ceremonies only. Includes onsite staff and photo permit*	\$900
<u>Skycube Pavilion</u> (4 hour rental, after 5pm) Ceremonies only. Includes onsite staff and photo permit*	\$900

Additional Rates

Early Closing/Late Open Fee (before 5pm; per hour for event set up as well as early event start time)	\$400
Rehearsal Fee	\$300
Non-Exclusive Catering Fee	\$750

All facility rentals require a \$1,000 damage deposit check 30 days prior to the event *Photography is permitted in all public spaces, however the photographing of certain exhibits and/or flash photography may be restricted and permission will be granted on a case by case basis*

Museum Capacity

Hostetler Gallery with full museum access:

- A. The recommended limit for seated dining is 160 people
- B. The recommended limit for cocktail receptions (minimal seating for guests, high-top tables only) is 200 people
- C. Seated lectures and ceremonies may accommodate 175 people
- D. The recommended limit for a classroom-style lecture with half-tables is 75 people

Skycube Pavilion (Outdoor):

- A. Seated ceremonies may accommodate approximately 150 people

Carney Gallery:

- A. Seated ceremonies may accommodate approximately 65 people

Museum Amenities

Staff: Museum Event Staff onsite for duration of the event

AV/Tech: Information available upon request

Parking: Complimentary parking adjacent to the museum

Facility: Open Floor Plan, Coat Room, ADA Accessible Entrances and Restrooms

Galleries: 2 hours of gallery access included with full museum rental, unless otherwise specified

Furnishings: 4) white square tables with seating for 16, (5) cocktail high top tables

Security: Security professional onsite

ELMHURST ART MUSEUM

ART, EDUCATION & ARCHITECTURE

APPROVED CATERERS

Wooden Paddle

Joelle Beranek | Director of Catering

joelle@woodenpaddle.com

<https://woodenpaddle.com/>

Tasty Catering

Hannah Molovan | Event Designer

Hannah@tastycatering.com

www.tastycatering.com

True Cuisine/Sweet Baby Ray's

Sarah Ridder | Project Manager

sridder@sbrevents.com

www.truecuisine.com

Truffleberry

chefs@truffleberrymarket.com

www.truffleberrymarket.com

Chef by Request

Amanda Ingle | Director of Special Events

aingle@chefbyrequest.com

www.chefbyrequest.com

There is a \$750 fee to work with a caterer not listed on the above list. Please contact events@elmhurstmuseum.org with any questions.

CLIENT FACILITY RENTAL REGULATIONS

Elmhurst Art Museum welcomes the opportunity to advance public recognition and awareness of the visual arts, as well as Museum programs and exhibitions by making our facilities available for special events. Events must not conflict with the mission of the Museum. The Museum retains the right to cancel any event if, in the Museum's judgment, the event could endanger the Museum's collections, be inconsistent with its mission, or conflict with other Museum commitments or policies. Due to the fragile nature of the Museum's collections and exhibitions, the Museum reserves the right to regulate rentals and use of facilities.

Museum Exhibition Schedule

Elmhurst Art Museum's exhibition schedule is subject to change without notice.

Event Preparations

All rental events are to occur outside of regular Museum hours after 5:00pm, unless special arrangements have been made. The client, its agents and guests must vacate the Museum no later than 1:00 am. If vendors arrive prior to the agreed upon set up time listed in contract a portion of the security fee will be withheld. There is a \$250 per hour fee for set up prior to Museum close.

Clean Up

Event clean up must begin 1.5 hours prior to the end of rental period and all food and beverage service must end 30 minutes prior to the event end time specified in the client's contract with EAM. (i.e. rental period is 5:00pm to 1:00am – food and beverage service will end at 11:00pm. and clean-up will begin at 11:30pm.

The approved caterer and/or rental company may bring equipment into non-public areas of the Museum at a time approved by EAM staff.

Event Decorations

Decorations shall be limited to tables and floors and in no manner shall be affixed to walls or ceilings. All floral and plant arrangements must be clean and pest-free. All décor must be flameproof. All physical arrangements are subject to approval by EAM staff. Fog and smoke machines, silly string, bubbles, projectiles, metallic or paper confetti, loose helium balloons, and air horns are not permitted inside the Museum. No open flames of any kind (including candles, lit or unlit) are allowed inside the Museum or patio. Dancing in Hostetler Gallery is permitted only with the use of a rented, portable dance floor.

ELMHURST ART MUSEUM

ART, EDUCATION & ARCHITECTURE

Vendors

Clients are responsible for providing all vendors with Elmhurst Art Museum Vendor Information. Clients are required to provide a complete list of their event vendors to Elmhurst Art Museum 30 days prior to the event. Any questions should be directed to events@elmhurstartmuseum.org. Load in and delivery of all vendors must be arranged with museum event staff.

- A. Photographers** – Direct photographs of artwork are not permitted. Elmhurst Art Museum retains the right of image usage for all images of the facility and events. Load in and Set up must be made according to the arranged contract time.
- B. Florist** – All floral and plant arrangements must be clean and pest-free. Delivery of all floral arrangements must be made according to the arranged contract time.
- C. Musicians and DJ's** – Electricity is available in all Museum areas and no alterations or modifications to the standard electrical configuration may be made. Musicians and DJ's Load in and Set up must be made according to the arranged contract time. The DJ/Band should end music promptly at midnight.

Smoking & Alcoholic Beverages:

Elmhurst Art Museum requires that all clients, guests, and catering staff abide by the Illinois statute for not smoking/vaping within fifteen feet of any entrance to the Museum. Violation will result in a \$250 fine charged back to the client.

Caterers must provide evidence of satisfactory dram shop insurance, naming both Elmhurst Art Museum and the Elmhurst Park District as additional insured, when alcohol beverages are being served. Only a licensed bartender, approved by the caterer, may serve alcohol beverages. All drinks, including beer, must be served in a glass. Straight shots of alcohol are not permitted at any time during the event. All leftover alcoholic beverages must be removed from the Museum premises immediately following the event. Additionally, to the extent possible, catering staff will use its best efforts to ensure that no one is permitted to leave the EAM building with any alcoholic beverages because of legal requirements specified by the Elmhurst Park District.

Damages

The client is responsible for any damages to the Museum's premises, contents, or persons caused by the client, their guests or agents. Damages will be noted by EAM staff and costs charged back to the client. The client must agree to pay EAM for any such damage or loss. It is the responsibility of the caterer to document any damages before the event and report such damages to the Museum security or staff. For your own protection, EAM suggests a pre-set walk-through. Elmhurst Art Museum asks that our Clients be aware of the Museum's artwork, furniture, and fixtures and treat them with care and respect. No food or drink service is permitted in the gallery space.

Damage Deposit

A refundable damage deposit check in the amount of \$1,000 is required for rental of the Museum and the exhibition galleries, and must be paid along with the final payment balance 30 days prior to your event. The damage deposit will be refunded to the client upon completion of a thorough facility walk-through by EAM staff and confirmation that there is no damage to the facility. In case of any damage, an appropriate portion of the damage deposit will be withheld. Elmhurst Art Museum reserves the right to recover any actual damage to the works exhibited in excess of the damage deposit [see Liability].

Force Majeure

Elmhurst Art Museum is not liable for failure to perform these obligations if such failure is a result of fire, flood, earthquake, storm, hurricane, or other natural disaster, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

ELMHURST ART MUSEUM

ART, EDUCATION & ARCHITECTURE

Indemnification

The Client agrees to defend and indemnify EAM, its agents, employees, representatives, officers, and directors against and hold EAM harmless from any and all liability, loss, damage, cost, expense (including attorneys' fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and or occupation of the Museum Facilities (including, but not limited to, any set-up, installation, break-down, removal, cleaning, or maintenance) by the Client or guests, agents, or representatives assisting on the event. EAM shall give prompt notice to the Client of any such action brought against EAM and the Client shall defend EAM against any such action using counsel acceptable to EAM, and Client, in good faith using its best efforts, shall immediately and promptly defend, settle, investigate, cooperate and take any other reasonable action which EAM determines the Client should take. Nothing herein shall be deemed to require the Client to indemnify EAM, its agents, officers, directors, or employees, from any loss or damage, which is due to the sole gross negligence or willful misconduct of EAM, its agents, employees, representatives, officers, or directors. The Client may elect to purchase general liability insurance in an amount equal to at least \$1,000,000 per occurrence. Additionally, the Client agrees to name Elmhurst Art Museum as additional named insured (at no expense to the Museum) under such policy of general liability insurance and to provide evidence of such coverage to the Museum representative.

Payment Policies

A hold on the event date will be placed for up to two weeks from the date of hold while the client consults with the approved caterers. The Hold Fee is \$250. This fee will go towards the payment due once the event is booked. If an event is not booked, the hold fee is forfeit.

To book a date and/or any Elmhurst Art Museum facilities, the Museum requires a signed contract with a 50% deposit at the time of the contract signing.

Final Payment is due 30 days before your event. *Please note: a 3.5% credit card processing fee will apply, unless payment is made by check. A separate check will also be required in the amount of \$1,000 as a damage deposit and will be held until an inspection is completed after the event. Please see above.

Cancellation

Upon booking a date and signing a contract, all paid rental fees are non-refundable if the client chooses to cancel the rental contract.

If the agreement is to be made by a party or meeting planner or other agent, no agreement for use shall be made until a representative of the actual client has met with an appropriate representative of the Museum.

The undersigned hereby acknowledges and agrees that the foregoing Client Facility Rental Regulations has been read in full, the information supplied to EAM is true and accurate, that the application will comply with the terms herein and that any false statement contained herein or any failure to comply with said terms and regulations is grounds for revocation of any rental granted hereunder.

ELMHURST ART MUSEUM

ART, EDUCATION & ARCHITECTURE

PLEASE COMPLETE AND RETURN THE FORM BELOW TO HOLD YOUR DATE.

Client: _____

Address: _____

Phone: _____ E-mail: _____

Event Date: _____ Time: _____

Type of Event: _____ Number of Guests: _____

Representative (if different from above): _____

Authorized Signature: _____ Date: _____

Elmhurst Art Museum Authorized Signature: _____

Payment of \$250 paid via: _____