

DENVER ART MUSEUM

RENTAL GUIDELINES

Ticketing and Gallery Access

If an event is held during Museum hours, event guests may visit the galleries at the group admission rate.

The Museum is pleased to open any of its galleries for after-hours events. There is an additional fee of \$650 per floor in the North and Hamilton Buildings for regular exhibitions. Temporary, ticketed exhibitions have unique security requirements and per person ticket charges. Please inquire with the Events Department for pricing of temporary exhibitions. A minimum of two weeks notice is required to open any galleries for after-hours events.

No food or drink is allowed in any of the galleries.

Caterers

The Denver Art Museum is proud to offer a list of approved, licensed caterers. Please see the attached list for details and contact information. Note: for any event with a cash bar, it is required that some food be served.

Beer, Wine & Liquor

All wine, beer and liquor must be purchased through the Museum. (See attached price list.) All orders must be placed through the Events Department at least two weeks prior to the event. Special orders may be accommodated. All special orders must be paid in full regardless of consumption. Alcohol may not be donated.

Bartenders and bar service for a *host* bar are provided by the client's caterer including all glasses, condiments, mixers and non-alcoholic beverages. Bartenders and bar service for a *cash* bar are provided through the Museum at a rate of \$18 per hour, per bartender with a four-hour minimum. A \$150 guarantee per bar is required for cash bars. The bar must be either a cash bar or a host bar for the ENTIRE event - it cannot change in the middle. Please note that for any event with a cash bar, it is required that some food be served.

Decorations, Flowers and Entertainment

All decorations, flowers and entertainment must be pre-approved through the Events Department. Decorations may not be attached to, or suspended from, any surface in the Museum. No glitter, confetti, streamers, birdseed, rice or loose flower petals may be used in the Museum. Additional specific guidelines for flowers are available, please ask the Events Department for the *Event Guidelines for Florals and Floral Displays*.

- Candles and votives are allowed in the Museum and must be covered under the caterer's Denver Fire Department fire permit.
- Balloons are allowed in the North Building of the Museum only. Balloons must be tied to a weighted string. Balloons cannot be inflated in the Museum and must be taken out immediately after the event. Balloons are not permitted in the Hamilton Building.
- Ice sculptures are only allowed on the Hamilton Atrium first floor with pre-approval from the Events Department
- Chocolate fountains and fog machines are **not** allowed under any circumstance

Chairs, Tables, and other Rental Needs

The Museum owns 16 8-foot rectangle tables, 8 6-foot rectangle tables, 25 5-foot round tables, 10 3-foot cabaret tables (adjustable height), 4 3x3 tables, 6 4x4 tables, 125 black/silver stack/cushion chairs, and 7 easels that the client may use at no fee. The Museum does not own any linens. The client must rent or bring in all linens, additional supplies and equipment. It is the responsibility of the client's caterer to set up and breakdown any equipment borrowed from the Museum and all rentals. If the Museum staff is required for set up of any equipment, the necessary fees will be charged to the client. **Under no circumstances may any artwork be moved or rearranged at any time.**

Audiovisual

The Museum has basic AV equipment that may be used at a minimal fee. (See attached price list.) The client may also bring in an outside AV company if the Museum's equipment and staff cannot meet the needs of the event. All requests for the use of Museum AV equipment must be made a minimum of two weeks in advance of the event. If a Museum AV operator is required, the Museum's AV Department may be scheduled at a rate of \$30 per hour, per operator with a four-hour minimum. (Rate may vary depending on event complexity). All events held in the Sharp Auditorium with AV typically require one or two Museum AV operators.

Parking

Parking is available for event guests through Central Parking in the Cultural Complex Parking Garage across from the Hamilton Building. For specific garage parking arrangements or questions, contact Hal Jennings at Central Parking (HJennings@parking.com or 303-640-1096). Garage parking vouchers are available through Central Parking.

A valet company may be contracted directly by the client. The valet company will be required to provide the Events Department with a certificate of liability insurance, and all valet drivers must present a valid drivers license. The Events Department must be informed of any plans for valet at least two weeks prior to the event.

Coat/Bag Check

There is a specified coat check area with lockers in both the North and Hamilton Buildings. It is the responsibility of the client to arrange with the caterer to staff the coat check area if coat check is desired for an event. Portable coat racks and hangers are available at no charge.

Hours of Events

Events held during the evening may not begin until 5:30pm and must be completed and guests out of the Museum by no later than 11pm. The Museum must be cleared and cleaned by the caterer by midnight. All food and beverage service and entertainment must cease no later than 30 minutes prior to the end of the event. Daytime events must take place during regular Museum hours. If additional time is needed for set up or tear down during daytime events, a fee will be assessed. It is the client's responsibility to make sure that the event is completed and clean up procedures begin in a timely manner. Normal Museum hours are Tuesday through Thursday, 10am-5pm; Friday, 10am-10pm; Saturday, 10am-5pm; Sunday, noon-5pm. The Museum is closed on Mondays but is available for private events.

Deliveries

All deliveries, i.e. rentals, florals, etc., must be prescheduled with the Museum's Events Department a minimum of two weeks prior to the event date. All deliveries pertaining to an event must occur on the day of the event. If a delivery is required earlier than the day of the event, please discuss the circumstances with the Events Department. All equipment and supplies arranged through the client must be picked up immediately following the event. The Museum does not have adequate facilities to store these items and will not be responsible for them.

All Events Over 300 Guests

For groups larger than 300, the City requires representatives from the Denver Fire Department and the Denver Police Department. There is a charge of \$50 per hour, per officer with a four-hour minimum.

If event includes more than 300 guests, a floor plan must be submitted to Events Department at least 3 weeks prior to event date for approval by the Denver Fire Department (Events Department has blank floor plan PDFs for your use.)

Payments and Contracts

The total rental fee is due two weeks after the contract is signed unless otherwise specified. Failure to make payment cancels the reservation. No refunds will be permitted. After the event, the Events Department will invoice the client for any additional fees due.

Possible Additional Charges

Security and maintenance for all event spaces is included in the rental fee. If the event causes the Museum to add additional hours for security or maintenance personnel, the client will be responsible for these charges at a rate of \$32 per hour, per employee with a four-hour minimum. For groups larger than 300, the City requires representatives from the Denver Fire Department and the Denver Police Department. There is a charge of \$50 per hour, per officer with a four-hour minimum.

The Museum is a not-for-profit educational corporation of the State of Colorado and reserves the right to refuse the use of its spaces for any event or activity that the Museum believes will negatively impact the Museum's mission or reputation. The Museum prohibits the use of its space for any illegal activities or those that are deemed inappropriate for the Museum. The decision to allow use of Museum facilities for particular events or programs rests with the Museum administration. The Museum reserves the right to inspect all private events.

The Museum is a smoke-free facility. Smoking is permitted only in designated outside areas.

The Museum assumes no responsibility for loss of, or damages to, articles brought into the Museum.

For further information, please contact:

Peter Tom, Events Sales Manager – 720-865-5171 or ptom@denverartmuseum.org

Mary K Dillon, Events Manager – 720-865-5030 or mdillon@denverartmuseum.org

Seren Waldman, Events Coordinator – 720-865-5060 or swaldman@denverartmuseum.org