

Weisman Art Museum

Frequently Asked Questions

How far in advance can I reserve a room at the Weisman?

It is never too early to choose a date for your event, especially if you are looking for a date in the summer or fall. You can check space availability by calling our Events Coordinator at 612-625-9683, or by e-mail at wamevent@umn.edu

When is the museum available for rental?

Events may start as early as 8 a.m. and must end by 12 a.m. (set-up and clean-up may start earlier and end later).

Do you require a deposit?

A temporary reservation may be placed for up to two weeks with no financial obligation. A \$100 non-refundable security deposit is required to confirm a reservation.

Full payment of room rental charges and membership (if applicable) are due 30 days before the event. All other charges (staffing, galleries, AV, etc...) are due 30 days after the event.

Can I hold my wedding ceremony at the Weisman Art Museum?

Yes. Wedding ceremonies and/or receptions may be held at the Weisman Art Museum.

Do I have to be a member of the museum to rent the space?

Anyone may rent the Weisman Art Museum for a special event. Individuals and corporations must be or become members at the Patron Level (\$1000) or above. This rule does not apply to University departments, official student organizations, and non-profit organizations. Museum spaces cannot be used for events that are primarily commercial, political, or religious.

What other costs are associated with renting the space?

- A Patron Level membership in the amount of \$1000.00 is required to rent space for a private or corporate event. This tax-deductible contribution gives the benefit of membership for one year and helps support museum programs. Anyone may become a member.
- An on-site manager must be scheduled to provide building oversight and security during weekend and evening (after 5 p.m.) events. The charge for an on-site manager is \$25.00 per hour.
- Set-up and clean-up will be billed at the rate of \$50.00 per hour.

- Museum guards must be scheduled to provide gallery security during after-hour events when the exhibition galleries are open. The number of guards needed depends on the number of guests. The charge for museum guards is \$20.00 per guard, per hour.
- Guided tours may be arranged at the rate of \$25.00 per tour of 15-20 people.
- There is a fee if you choose to purchase liability insurance through the University. The cost is dependent on the number of guests and whether alcohol is being served. Please speak with the Event Coordinator about these forms.
- Rental charges may apply for the use of some audio and visual equipment. Please check equipment worksheet.

Could the Weisman galleries be available for my event?

Yes. Your guests are welcome to view the galleries. If your event happens before or after museum hours, we can arrange to keep the galleries open for a fee. The charge for museum guards is \$20/hour per guard. The number of guards will depend on the number of guests. Due to the changing exhibition schedule, please consult the Event Coordinator about what galleries will be available during your event.

What is your cancellation policy?

Reservations canceled less than 1 month before the event will be charged the membership fee (if applicable) and the room rental fee.

Can I bring in my own caterer/food?

No. The Weisman Art Museum has a list of eight caterers approved for special event functions. These caterers were selected based on their consistently high levels of quality and service.

Can I serve alcohol?

Yes. To serve alcoholic beverages, an application must be approved by the University President's office. This application must be submitted to the events coordinator **15 business days** before the event along with a lease agreement and certificate of insurance for a general liability of one million dollars, stating the Regents of the University of Minnesota as additional insured (a one time Insurance may also be purchased through the University of Minnesota Office of Risk Management). These forms are provided by the Event Coordinator.

No alcoholic beverages may be **sold** at any event held in the museum. Red wine and kegs are prohibited.

Are we responsible for any damage caused during our event?

Any damage to the building will result in the cost of repair and/or replacement thereof being billed to the Lessee. Any damage to the premises by Lessee, their guests or contractors (band, caterers, photographers, etc.) will be charged to the Lessee.

Where can my guests park? Do they have to pay for parking?

The Weisman Art Museum sits atop a 120-stall parking garage. Guests are responsible for all parking fees. Passes for guests may be arranged through event coordinator. The following general rates apply to each vehicle using the parking ramp:

General parking rates:

Hours	Rate
0-1	\$2.75
1-2	\$5.50
2-3	\$7.00
3-4	\$8.00
4-5	\$9.00
5-6	\$10.00
6-7	\$11.00
7-8	\$12.00

Parking will not exceed \$12.00 per day

Can I have a band or DJ?

Yes. A band and/or a DJ are allowed in any of the rental rooms. WAM reserves the right to determine appropriate volume for music. Dancing and/or dance floor are only permitted in the William G. Shepherd Room.

Can we decorate the rooms for our event?

All decorations must be discussed with the Events Coordinator.

The Weisman Art Museum does not permit the affixing to walls, floors or ceilings of the premises with nails, staples, tape or any other substance that will damage the surface or compromise the integrity of the building.

Votive and/or hurricane candles are allowed in the rental areas. Fire is prohibited in the main galleries.

Balloons and confetti are not allowed inside the museum.

Is smoking allowed in the museum?

Smoking is only permitted in outdoor spaces, 25 feet from entrance doors. Smoking is prohibited on any museum terrace.

Are there any outdoor spaces available for guests?

Yes. Two terraces and the area in front of the main entrance of the museum are available for guests. These areas are included in the room rental price.

Do I need any special authorization to photograph/video my event?

Renters must gain prior approval from the event coordinator for photography and/or video.

How early in the day can deliveries come? And when should it leave the museum?

All items should be brought in and picked up on the day of the event. The Weisman Art Museum is not responsible for items left overnight, or for lost or stolen items. The Events Coordinator will designate the appropriate time for deliveries and pick-ups. The museum loading dock is located at 333 East River Road.