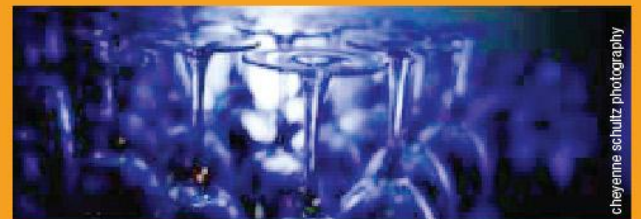




Mint

Special Events Rental Information

Mint Museum UPTOWN
at Levine Center for the Arts
500 S. Tryon Street
Charlotte NC 28202



cheyenne schultz photography

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Thank you for your interest in our special event facilities at the Mint Museum Uptown.

The Mint Museum Uptown houses the internationally-renowned Mint Museum of Craft + Design, as well as outstanding collections of American, contemporary, and European art. Designed by Machado and Silvetti Associates of Boston, the five-story, 145,000-square-foot facility combines inspiring architecture with groundbreaking exhibitions to provide visitors with unparalleled educational and cultural experiences. Located in the heart of Charlotte's burgeoning uptown, the Mint Museum Uptown is an integral part of Levine Center for the Arts, a cultural campus that includes the Bechtler Museum of Modern Art, the Harvey B. Gantt Center for African-American Arts + Culture, the Knight Theater, and the Duke Energy Center, and features a range of visitor amenities, including a 240-seat Auditorium, Family Gallery, studios, Café, and Museum Shop.

If you would like to learn more about the Mint Museum Uptown, please visit our website at mintmuseum.org.

This information packet should answer most of your questions regarding the use of the Museum event spaces. You will find details on rental fees, food and beverage services available, and a list of our approved catering vendors. You will also find the general rental guidelines and expectations for hosting your special event at the Museum.

For more information, contact one of our events managers:

Dean Jordan
Special Events Manager Uptown
dean.jordan@mintmuseum.org 704.337.2057
David Klingel
Director of Special Events
david.klingel@mintmuseum.org 704.337.2006

We would be delighted to host your event at the Mint Museum Uptown.



The multi-story **Robert Haywood Morrison Atrium** is available to host private events after 6 pm. This grand space features a 60- by 60-foot glass wall overlooking First street and the Knight Theatre. The dramatic facade is softened with richly stained hardwood floors and a wood slat ceiling. The 4,000-square-foot event space will accommodate up to 190 people for a seated dinner or 400+ for a standing reception. ***Sunday-Thursday \$2,500; Friday-Saturday \$3,000***



The James B. Duke Auditorium is located just off the Atrium. It is a 240-seat theater fully equipped with modern audio and video features.* With multiple entrances, this space is perfect to host lectures, symposia, performances and films. Glass artist Tom Patti's commission, *Spectral Boundary*, spans two floors as part of the Auditorium's inner wall. ***Monday-Friday 4 hours \$800; Atrium + Auditorium Sunday -Thursday \$3,000; Friday-Saturday \$3,800***



The Mattye and Marc Silverman Grand Room and Trustees Terrace on the 5th floor boasts dynamic views of the uptown cityscape. The Grand Room, a 4,009-square-foot, modern audio- and video-equipped space,* will seat up to 225 people for a formal dinner or 400 people for a standing reception. The dramatic rooftop terrace, approximately 4,000 square feet, can accommodate 500+ people when combined with the Grand Room. ***Sunday-Thursday \$3,000 Friday-Saturday \$3,700***



The Board Room on the mezzanine level features natural light, views of uptown Charlotte, state-of-the-art technology,* and a dynamic view of the chandelier by glass artist Dale Chihuly. This multipurpose space can host 24 people board-style, 24 people classroom-style, 70 people theater-style, 80 people cocktail-style, or 64 people seated. ***Saturday-Sunday 4 hours \$500; \$50 each additional hour/ M-T***

The Conference Room provides a private meeting space or lunch space with AV equipment* for up to 10 people. ***Monday-Friday, 4 hours \$250***

The Museum's **Exhibition Galleries** can also be opened after hours to allow guests to tour the facility privately. ***\$800 All galleries.***

Non-profit organizations will receive a 25% discount with proof of 501(c)(3) status.

*The use of special event audio and visual equipment may require an in-house technician at an additional hourly rate.

Rental Guidelines

The Mint Museum, a private non-profit institution, receives wide-ranging support from the community for the education and enjoyment of the public. Its buildings and collections are unique and their protection is the responsibility of the Museum staff. The use of the Museum's facilities is made available to certain groups under specific conditions outlined below for the purpose of making the Museum and its programs more widely known to the public. The fees charged are to reimburse the institution for its overhead expenses and to cover the wear and tear of its facilities.

Set-up and breakdown for the event, including decorations and scheduling of deliveries, must be approved in advance with the Special Events office.

The Mint is not responsible for any items left on the premises. Exhibitions cannot be rearranged and/or removed and may change throughout the year.

The Special Events Manager does not perform the duties of a professional event planner or wedding director. Rather, the Special Events Manager is present to handle logistical issues, protect the Museum facility and collections, and act as a liaison between renter's vendors and Museum staff.

Non-profit organizations must provide a copy of their 501(c)(3) status in order to receive the discounted rental rate.

Publicity must be approved by the Museum. Use of The Mint Museum logo is not permitted. The renter is not to promote their event as a Museum-sponsored event. All Invitation reception location must read: The Mint Museum Uptown at the Levine Center for the Arts.

Entertainment, including any applicable licenses for live or recorded music, is the sole responsibility of the renter. Music on the Trustees Terrace must conclude by 10:00 pm on weekdays and 11:00 pm on weekends.

Tablecloths and décor are not provided by the Museum as part of the rental.

Acts of God that cause any failure of performance shall not be the responsibility of either party, and in such case the Mint will make every effort to reschedule the event. If the event cannot be rescheduled, the Mint will refund the rental amount minus the non-refundable deposit.

Photography is allowed in the permanent collection galleries, with the exception of objects marked "no photography." NO flash may be used in any case.

Candles: Votives, tea lights and any other candles with glass covered sides are permitted. Taper candles are not allowed.

Smoking is not permitted inside the Museum or on the terraces.

Helium balloons are NOT allowed in the Museum. Also, no loose glitter, birdseed, bubbles, or sparklers are allowed in the Museum.

Fundraising events that include live or silent auctions shall not involve the sale of fine art or alcohol.

Event Parking in the Duke Energy Center is \$5.00 with Museum validation. Parking Coupons may be purchased for guests upon exit of the garage.

Due to alcohol licensing, casino-style or other gaming activities are not allowed.

Tables are included in the rental. White padded chairs can be rented for \$2 each.



**The Mint Museum of Art Inc.
Rental Contract:**

The Renter: _____ agrees to rent the Mint Museum

Uptown facilities in accordance with the specifications and conditions below.

Event Date: _____ Time: _____

Rooms/Areas: _____

Fee: \$ _____ Deposit: \$ _____

The renter agrees to:

1. Exercise care in the use of The Mint Museum’s building and return The Mint Museum’s facility to the same condition as received prior to the event.
2. Reimburse The Mint Museum for any breakage, damage or loss of property caused by the Renter or guests which may occur during the event and reimburse The Mint Museum for contracted cleaning should more than routine upkeep be required.
3. Make a non-refundable, non-transferable deposit (50% of the rental rate or \$150, whichever is greater) in the amount shown above. Pay balance of rental fee 14 days prior to scheduled event. Certified checks are required when booking an event less than 14 days in advance. ***The rental fee less the deposit is refundable only if cancellation of event occurs more than 14 days prior to date of scheduled event. If the event is canceled by The Mint Museum for any reason other than an Act of God, a full refund of all deposits on file will be made to the Renter at the time of cancellation.***
4. Purchase alcoholic beverages solely from the Mint Museum of Art, Inc. Renters must provide an accurate number of attendees five days before the event. The Museum may recount during the event and adjust the charge accordingly.
5. Make payment for alcohol, chairs and security overtime as applicable, or pay for any other miscellaneous charges no later than the day of the event.
6. Not use the premises for any purpose that violates state or federal law, or violate or allow any person to violate any state or federal law.
7. Follow all conditions and stipulations set forth in the space rental guidelines in the information package.

The Mint Museum agrees to:

1. Provide the use of the rooms or areas listed above and The Mint Museum’s liquor permit.
2. Provide security personnel for the event within the hours of 7 am - 11 pm Monday through Friday, 9 am – 6 pm Saturday, and 11 am – 6 pm Sunday. **The Museum will provide security at an additional overtime rate of \$50 per hour beyond these established hours.**

Renter’s signature

For the Mint Museum Uptown

Date

Print name, email and billing address:

Phone _____

Date

Please sign and return to:

Mint Museum of Art

Attn: Special Events

2730 Randolph Road

Charlotte, NC 28207

Mint Museum of Art, Inc.

Alcoholic Beverage Information

The Museum carries all ABC permits and is the exclusive supplier of alcoholic beverages for all events. Any alcoholic beverages served at The Mint Museum must be purchased through the Museum. These prices are based on in-stock brands and are subject to change without notification.

Hosted Bar Receptions

Open Full Bar:	House Brands	Premium Brands
1 Hour	\$ 12.00 per person	\$ 15.00 per person
2 Hours	\$ 15.00 per person	\$ 18.00 per person
3 Hours	\$ 18.00 per person	\$ 21.00 per person
4 Hours	\$ 21.00 per person	\$ 24.00 per person

Open Wine & Beer:	House Brands	Premium Brands
1 Hour	\$ 11.00 per person	\$ 13.00 per person
2 Hours	\$ 13.00 per person	\$ 15.00 per person
3 Hours	\$ 15.00 per person	\$ 17.00 per person
4 Hours	\$ 17.00 per person	\$ 19.00 per person

- **Bar pricing** does not include the set-up charges (sodas, mixers, glassware) and bartending charges. These items are provided in a quote by the caterer. Prices do not include applicable sales tax (9.25%).

Consumption Bar, Cash Bar, and Seated Dinner Receptions (3 hour minimum)

Per Drink Bar:	House Brands	Premium Brands
Liquor	\$ 7.00 per drink	\$ 8.00 per drink
Wine	\$ 6.00 per drink	\$ 7.00 per drink
Beer	\$ 3.00 per drink	\$ 4.00 per drink
Soft Drinks/Bottled Water	\$ 1.00 per drink	
Consumption Wine	\$20.00 per bottle	\$ 27.00 per bottle

- **Cash bar** pricing includes liquor, wine, beer, soft drinks, mixers, disposable cups and applicable sales tax.
- **There is a \$500 minimum of sales for a full cash bar.**
- Drink prices do not include cashier, glassware or bartending charges. We recommend one bartender for every one hundred guests. Charges are \$20.00 per cashier per hour and \$25.00 per bartender per hour (3 hour minimum).
- House corkage fee is \$15.00 per bottle of wine brought into facility for consumption.
- Champagne selections start at \$20 a bottle. Specific brands are available by request.
- All special orders must be paid in full, regardless of consumption.

House Brands include Dewar's, Jim Beam, Gordon's Gin, Smirnoff Vodka, Bacardi Rum, Southern Comfort, Canadian Club, some Chardonnay and Cabernet Sauvignon wines, and some domestic beers.

Premium Brands include Chivas Regal Scotch, Jack Daniel's Bourbon, Crown Royal, Tanqueray Gin, Vox Vodka, Bacardi Rum, Southern Comfort, Crown Royal, some Chardonnay, White Blend, Cabernet and Pinot Noir wines, some domestic beers, and imported beers.

MINT MUSEUM UPTOWN
 IN HOUSE CATERER
 Exclusive caterer for the
 Atrium and Mezzanine
 Level event spaces.
 *A Featured Caterer for the
 5TH Floor Grand Room.

the art of celebration



704.377.4202

Jill Marcus

excellence. entertaining. environment.

MINT FEATURED CATERERS



704.338.6864
 Kelly Matthews

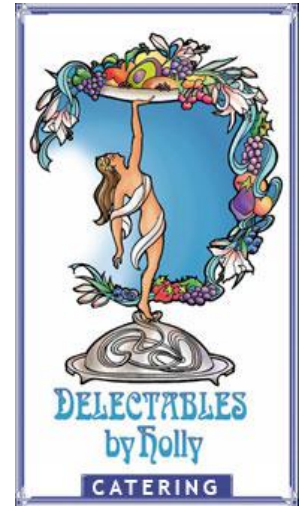


704.333.9779
 Justin King



NE CATERING
 CHARLOTTE

704.817.6955
 Melodie McAbee



704.342.4800
 Holly McLelland

MINT APPROVED CATERERS



704.377.7976



704.947.1670



704.376.4010

DEAN & DELUCA

704.643.1664



704.531.9440



704.373.2900



by Mama Ricotta's, Cantina 1511 & Big Daddy's Burger Bar

704.343.0155

**Click On the Logo
 To View Caterer's Website**

Featured & Approved Caterers are:
 patrons of the Mint Museum who are
 selected yearly based on :

Artistic and Innovative Presentation

*

Ongoing Professional Development

*

References

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Quality & Customer Service

- If you wish to use a caterer not listed, an additional \$500 fee will apply.
- All caterers must be approved by the Special Events Department, have a current Catering license and Museum qualifying insurance.