



MISSISSIPPI MUSEUM *of* ART

# FACILITY RENTAL

RESERVATION POLICIES

**SHELLEY YATES**

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## BOOK YOUR EVENT:

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# RESERVATION POLICIES

A singularly exceptional venue set in the heart of downtown Jackson, the Mississippi Museum of Art is devoted to the art and the rich cultural history of the state of Mississippi. The Museum, its galleries, and The Art Garden provide a spectacular backdrop for a myriad of event categories. Furthermore, hosting your event at the Museum contributes to the realization of our mission: To engage Mississippians with visual art!

## Corporate Events

Year after year, corporate partners turn to us to host formal seated dinners, cocktail receptions, holiday parties, breakfasts, and luncheons. We also offer corporate team building and appreciation experiences such as after-hours private tours with our curators paired with dinner and drinks. We also offer hands-on art creation activities with The Museum School staff, team building games, employee family appreciation movie nights, and more.

## Social Events

With spectacular indoor and outdoor spaces available, as well as an award-winning culinary events team, the Museum offers thoughtful and elegant event design for any social event, large or small. These spaces include two gardens, a large grand hall and lobby, a café, two (2) classrooms, and private meeting spaces nestled in a beautiful, state-of-the-art contemporary building.

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## Cancellations

Deposits are not refundable. All cancellations must be received in writing and acknowledged by the events office. Cancellations via email are not valid, unless acknowledged via email by same. If deposits are not made within the required time frame, the event date may be released.

## Staffing

Each event requires specific staffing to meet the Museum's standard of service. The Museum will determine the number of staff required for the event, based on the final guaranteed number of guests. Typically, we schedule one (1) server per every 25 guests for a buffet. Plated servers will require more staffing. We charge \$150 for each staff member for a four (4)-hour event. There will be an additional charge of \$25 per hour for each additional hour per staff member.

## Force Majeure

Neither the Museum, nor its agents or vendors, shall be liable for failing to provide the basic facilities and services in the event of emergencies, catastrophes, interruption of public utilities, or otherwise, whatever the cause. If an Act of God prevents the event from taking place as scheduled, the Museum will reschedule the event when the facility is available without penalty. However, payment will be required for food prepared and resources expended for beverages and labor for the original date. Clients are encouraged to investigate the purchase of event insurance coverage, which affords protection against inclement weather, personal illness, or cancellation.

## Security

A basic contingency of Museum security is required for all events and is included in the basic rental fee. Depending on the guest count, however, additional Museum security staff may need to be added. Based on guest count, one (1) or more uniformed city or county law enforcement officer is required any time alcohol is served. This cost is itemized in the BEO.

It is our goal to share our free and open to the public collections with you during your event. Some exhibitions require extra security for loaned pieces. When this is the case you will be charged a \$60 fee for security in the galleries. You do not have to have the galleries open during your event. If you choose not to pay for gallery security the galleries will be marked closed.

**NO WEAPONS ARE ALLOWED ON MUSEUM PROPERTY, AT ANY TIME.**

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## Parking

Public parking is available along Lamar Street and in the small lot at the corner of Lamar and Court streets. Additionally, approximately 75 spaces are available in our back lot at the corner of Court and West streets. Valet parking and covered parking at nearby office buildings may be coordinated with the assistance of our events team.

## General Event Guidelines

A member of the Museum staff must always be present during events held anywhere on the premises, and any member of the staff will be allowed to enter any part of the facility at any time.

Nothing may be “added” to The Art Garden fountains or The Walker Garden fountain. Nothing, including water or ice, may be dumped onto the grass, flowers, or shrubs.

Dancing is permitted only on the hardscape areas of The Art Garden or on a rented dance floor. Dance floors may be placed in pre-approved areas with prior approval from the Museum. Athletic games or recreational equipment are not allowed on Museum property. Only service animals are allowed inside the Museum. All other pets or animals are restricted to the Museum’s outdoor spaces.

## Conduct

**FOOD AND BEVERAGES ARE NOT ALLOWED IN THE GALLERIES, AT ANY TIME.** The client assumes all responsibility for themselves, their guests, and their contractors or vendors for any damages to Museum property, including during setup and breakdown. The Museum has the right to protect the art and facilities by any means necessary and may remove any person or hazard the Museum staff feels is necessary to preserve the safety of the galleries and the art, as well as the safety and well-being of its staff.

## Contractors & Vendors

The Museum works with many local contractors and vendors and can provide a preferred list of those who are familiar with our facilities and policies. Most contractors and vendors will be required to provide a certificate of insurance and comply with all Museum policies. All items and trash (including flowers) must be removed from the Museum’s property by the event contact person or their representative at the conclusion of your event. You will be charged \$500 per day until all event decor, equipment, supplies, and trash is removed.

The Museum does not provide a dumpster after the event. It is the client’s responsibility to inform independent contractors, vendors, and guests of event policies. Any outside contractor or vendor who does not meet Museum standards may be replaced by the Museum at a cost to the client. The Museum reserves the right to disallow any contractor or vendor at any time.

All on-site or delivery arrangements must be scheduled and pre-approved with the events department in advance. This includes pick-up and removal of all decorations such as flowers, plants, rental tents, dance floors, lighting, etc. The client will provide the events office with the names and contact numbers for all contractors and vendors prior to any setup or deliveries.

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In accordance with the Mississippi State Department of Health, the Mississippi Museum of Art does not permit outside food or beverages on its premises. All food and beverages served or consumed on the premises must be sourced, prepared, served and by the Museum's food service. Custom cakes made by licensed bakeries are allowed. The Museum charges a fee for cake service of \$150. The Museum does not provide refrigeration space at any time and is not responsible for cakes brought in by clients.

## Furniture & Rental Equipment

The Museum has a limited number of service ware, chairs, tables, and seating that you are welcome to use for your event. Occasionally, due to high guest counts, we may have to supplement our inventory to accommodate your event. While planning your menu, our staff will notify you if supplementing inventory is required. You will be charged for any additional rentals that are needed.

Museum tables, chairs, benches, and other furniture are not to be moved unless pre-approved by the events department. The Museum's indoor furniture is not to be moved outdoors. Some items inside the Museum are permanent fixtures and will not be moved for any event. The integrated podiums in the Trustmark Grand Hall and the Yates Community Room may only be moved under the supervision of the events department.

Tables, chairs, and umbrellas located outside are for Museum café and are not part of any facility rental agreement, unless listed on the approved event floorplan. These outdoor items are available for rent. Due to weather conditions, outdoor spaces may require tenting. The cost of renting and erecting tents is the responsibility of the client. Tents, and the location of tents on Museum property, must be pre-approved in writing by the events department. Tent installation and removal must also be coordinated with the events department.

## Audiovisual (AV) & IT

Use of audiovisual (AV) equipment, in both the Trustmark Grand Hall and the Yates Community Room, is available for an additional fee of \$250. Clients must provide their own computer or other devices. A robust Wi-Fi signal is available in most public areas of the building at no additional cost.

The Museum can accommodate some AV services in The Art Garden and has limited equipment for rent such as amplifiers, speakers, and microphones; however, the Museum cannot guarantee technical assistance will be available for any given event. Clients are urged to contract their own technicians who are familiar with the Museum's equipment. In some cases, additional insurance or deposits may be required. A list of Museum-authorized technicians available at \$125 per hour is available.

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## Band / DJ

The Museum allows clients to book bands, DJs, and other performers for events. All entertainment must be pre-approved by the events department.

## Photography

The Museum has a formal filming and photography policy in place; however, fees are waived for any client with an active facility rental agreement in place. Clients must follow all other elements of the policy, if applicable. Guests may take pictures freely in most parts of the Museum; however, certain restrictions may apply. A copy of the Museum's filming and photography policy is available upon request.

## Floral & Other Decorations

All decorations brought into the Museum or The Art Garden must be pre-approved in writing by the events department. Linens are available for rent from the Museum. Prices are based on tablescape and layout design.

**The following items are not allowed in the Museum or The Art Garden: glitter, decorative shredded paper, excelsior, confetti, rice, and birdseed. Bubbles are not allowed inside the Museum.** All live flowers or plants delivered on behalf of the client must be removed from Museum property immediately after the event. **Ferns are not allowed inside the Museum. All plants and greenery must be treated to prevent the introduction of pests before being brought inside the Museum.** The Museum staff has the right to remove any plant brought into the Museum or onto the Museum's property if pests are present. The fee for violating this policy starts at a mandatory \$500 and is subject to increase depending on circumstances.

## Leftover policy

In accordance with the Mississippi Department of Health's official requirements that food remaining within temperature danger zones for extended amounts of time may not be released to you or your guests, the Museum will not send any food items home with guests, in any form. **THERE ARE NO EXCEPTIONS.**

We enforce this policy to minimize the risk of food borne illness due to improper handling or storage of leftover food items. We appreciate your cooperation. For all offsite catered events, acceptance of the order by the customer releases the Museum and its catering service from all claims and liability of food borne illness anytime following the point and time of delivery. The Museum's catering service recommends that you never re-serve any food item that has not been completely used during the time it was intended. Removing food that has been served to your guests from the Museum is a violation of the Museum's Leftover Policy and will result in a fine of \$500 per item, per person caught leaving with the item(s).

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# MISCELLANEOUS

## Wedding Rehearsals

Rehearsals for weddings are permitted for one (1) hour, but the rehearsal time must not interfere with other scheduled events. Rehearsals must be scheduled in advance with the events department.

## Event Times

The Museum and The Art Garden are public spaces and multi-function facilities. Therefore, there may be more than one event booked at a time. Private party signage will be placed at the discretion of the events department to assist all guests locate their specific events.

## The Museum Café and The Museum Store

The Museum has a functioning café and retail store for its visitors during regular hours. These two entities will remain open during their posted hours. The Museum Store may be “draped” with prior coordination with the events department.

## Restrooms

Restrooms are available inside the Museum for all guests. For very large events, additional portable facilities may be required at a cost to the client.

## Smoking

The Museum is a smoke-free facility as mandated by State law.

More information may be found in the following sections:

[Event & Facilities Guide](#) • [Beverage Selections](#)