



MISSISSIPPI MUSEUM *of* ART

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# FACILITY RENTAL

## RESERVATION POLICIES



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# MISSISSIPPI MUSEUM OF ART

## RESERVATION POLICIES

Congratulations on your decision to reserve a space at the Mississippi Museum of Art! By choosing to have your event at an art museum you have opened the possibilities of cultural engagement unlike any other venue. We intend to make your event everything you imagined, and then some. Having your event at the Museum also helps us realize our mission: To engage Mississippians with the visual arts. Thank you!

Because this is an art museum, in addition to customary policies regarding facility rentals, there are specific policies we must ask all clients and guests to agree to for the protection of the art as well as the safety of all attendees. Please review following policies associated with having an event at the Museum

### Banquet Event Order, or BEO

Once you place your deposit we will generate a Banquet Event Order, commonly referred to as the “BEO.” The BEO is a document that outlines the details of your event and serves as a guideline for the Museum to execute and communicate logistics to all necessary departments.

### Fees

The Museum charges 9% sales tax and a service charge of 20%. The service charge is applied to food, beverage, and equipment services. It is not applied to labor or venue reservation fees. The service charge is simply the fee for all operational expenses associated with a catered event at the Museum. Prices and fees are subject to change.

### Guarantees on Number of Guests

Food and beverage charges are based on the client’s anticipated number of guests. Final guest counts are due no later than one week before the date of the event. If the final guest count is not received, we will use the number of guests used in the initial BEO. We will make every effort to accommodate any last-minute increases in the guest count, however, additional food may need to be sourced to maintain standards of service.

### Payment Schedule

A credit card number will be kept on file until all payments are satisfied. The remaining balance is due no later than three (3) days prior to the event, however, you are welcome to make payment at any time prior to that. Deposits are non-refundable.

Open bar invoices will be processed on the credit card on file at the end of the event. Any additional invoices will be billed to the client within ten (10) business days of event date and are due and

payable upon receipt. Sums due and not paid within thirty (30) days shall accrue late payment charges of one and half percent (1.5%).

### 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.

### 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.

### Insurance

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.

### 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.

Also based on guest count, one (or more) uniformed city or county law enforcement officer is required any time alcohol is served. This cost is itemized in the BEO.

**No weapons are allowed on Museum property at any time by clients or guests.**

### Parking

Public parking is available on Lamar Street and in the small lot at the corner of Lamar and Court streets. Additionally, around 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 also 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. Service animals are allowed on Museum property. No other pets or animals are allowed on Museum property.

## Conduct

Food and drink 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 wellbeing 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 trash (including flowers) must be removed from the Museum’s property by the event contact person or their representative. 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.

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 will charge a fee for cake service of \$35.00. The Museum does not provide refrigeration space at any time and is not responsible for cakes brought in by clients.

## Furniture

Museum tables, chairs, benches, and other furniture are not to be moved unless pre-approved by the events office. 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 will only be moved under the supervision of the events office.

Tables, chairs, and umbrellas located outside are for The Palette Café and are not part of any facility rental agreement, unless listed on the approved 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 office. Tent installation and removal must also be coordinated with the events office.

## Audiovisual & IT

The Museum can make available its audio-visual equipment in both the Trustmark Grand Hall and the Yates Community Room for an additional fee. 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 audiovisual 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 can be provided.

## Band / DJ

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

## 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 office. 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 floral decorations must be live. Artificial flora is not permitted in 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.

# 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 office.

## 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 office to assist all guests with their specific events.

## The Palette Café and The Museum Store

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

## 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.

For questions please contact the events department: 601.960.1515 or email [syates@msmuseumart.org](mailto:syates@msmuseumart.org) or [lcrockett@msmuseumart.org](mailto:lcrockett@msmuseumart.org)

More information may be found in these accompanying guides:

[MMA Events and Facilities Guide](#) • [MMA Food & Beverage Selections](#)