



PRIVATE EVENTS AT THE BALTIMORE MUSEUM OF ART

Be among the first to hold your extraordinary affair in the elegant spaces of The Baltimore Museum of Art. Beginning in spring of 2011, the BMA will open select areas of the Museum including Fox Court, Schaefer Court, and the Garden Room for private events. Please familiarize yourself with our unparalleled settings and associated fees prior to contacting BMA staff.



Fox Court



Schaefer Court



Garden Room

Spaces & Fees

Select areas of the Museum are available to rent for wedding receptions, anniversary celebrations, rehearsal dinners, and corporate soirées. The Auditorium is available to rent for various events, including concerts, screenings, presentations, and theatrical performances. The Museum does not host political, religious, or fundraising events.

Corporate Council Members and Curator's Council Members (at the \$2,500 level and above) receive reduced rates. For more information on this and other Members benefits, visit the Members section of artbma.org.

The rental fees (noted below) include the 4-hour use of the contracted site, as well as two hours for setup and one hour to return the Museum to its previous state. Cost for Museum security, housekeeping, and event staff are not included in the rental fee.

Fox & Schaefer Courts

The grand neoclassical room Fox Court features majestic columns and a soaring painted ceiling. Adjacent to Fox Court, Schaefer Court showcases the BMA's magnificent Antioch mosaics and surrounds the Museum's Atrium with elegant floor-to-ceiling windows.

Fox & Schaefer Courts

Capacity: Seated 320, Standing 400

Rate: \$6,000

Fox Court

Capacity: Seated 180, Seated with dance floor 160, Standing 225

Rate: \$4,000

Schaefer Court

Capacity: Seated 180, Standing 250

Rate: \$3,000

Garden Room

The intimate Garden Room features American neo-classical sculpture with a view of the Museum's West gardens.

Capacity: Seated 60, Standing 100

Rate: \$1,800

Hess Boardroom

Hosting a seminar, lecture, or business meeting in the Hess Boardroom provides guests with a professional setting, including a state-of-the-art projector.

Capacity: 30 to 60

Rate: \$500

Note: Weekends only

Auditorium

The Joseph and Rebecca Meyerhoff Auditorium is equipped with film and digital projectors, professional sound and lighting systems, and portable Marley dance floors.

Capacity: 363

Rate: \$1,000-\$1,700* per day

*For information on the Auditorium and additional Auditorium Tech fees, please contact Auditorium & Technical Services Manager Ayako Kataoka at 443-573-1590 or auditorium@artbma.org.

Additional Museum Amenities

The Museum can provide, upon request and pending availability, complements to your event such as:

- Stationed docents (in one and a half hour increments) or a 30-minute docent-led tour (for 30 people maximum). The cost is \$50 per docent.
- Access to permanent collections or special exhibitions. Audio tours can be arranged when available. Fees vary.
- Items from The BMA Shop can be purchased for your guests in advance of the event. Pending staff availability, The BMA Shop can be open during a portion of your event.

Rental Policies

Select areas of the Museum are available to rent for wedding receptions, anniversary celebrations, rehearsal dinners, and corporate soirées. The Auditorium is available to rent for various events, including concerts, screenings, presentations, and theatrical performances. The Museum does not host political, religious, or fundraising events.

Availability

Select areas are available for an event (no longer than four hours) at the times noted below. Setup for the event may begin two hours prior to the event start time and is not reflected in the hours listed.

Wednesday & Thursday	6 p.m. – 10 p.m.
Friday	6 p.m. – 11 p.m.
Saturday	7 p.m. – 11 p.m.
Sunday	7 p.m. – 11 p.m.

Reserving and Confirming a Date

We recommend scheduling your event at least three months in advance of the event date and no more than one year out.

A hold may be placed on an available date for up to two weeks. A hold does not require a deposit and gives you first-right of refusal if the Museum is approached by anyone else wishing to book the facility during the duration of your prospective event.

Once a date has been decided, the Museum will issue a rental agreement. The countersigned agreement with a deposit and insurance certificate will confirm the date.

Deposit & Terms of Payment

A 50 percent deposit of the total estimated cost is required with a signed rental agreement. Following the event, final costs will be calculated based on expenses incurred for event staff, security, and housekeeping. An outstanding balance must be paid within 10 business days of invoice receipt.

Indemnify

The Client will indemnify and hold the BMA harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorneys' fees) resulting from or arising in connection with Client's use of the Facilities, provided that the BMA promptly notifies the Client of such claims, damages, expenses, losses, or suits and cooperates fully.

Insurance Requirements

The BMA requires that all clients renting facilities obtain insurance for the day of the event.

The bodily injury liability coverage will be \$1,000,000 each occurrence. The property damage liability will be \$1,000,000 for each occurrence. The Client will supply the Museum with proper evidence that such insurance has been obtained at least seven days prior to the event date. This certificate of insurance must name The Baltimore Museum of Art, its Trustees, and the Mayor and City Council of Baltimore as additionally insured under the policy for the duration of the event.

Security Requirements

The BMA provides trained security staff for each event. Security's priority is the safety of the artwork, the Museum, and its guests. The BMA will assess and outline your event's security needs. An estimate for related fees will be noted in the contract.

Parking

- Events with 100 guests or more are required to have valet services. The BMA will provide you with a list of approved valet providers.
- For groups with fewer than 100 guests, parking vouchers may be purchased for a fee of \$4 per voucher to park in the BMA West Lot and the Johns Hopkins University South Garage. Unused vouchers can be returned for a credit on the final invoice.
- The BMA East Lot is reserved for Gertrude's patrons and cannot be used for BMA rental events.
- All vendors may use the loading docks upon their arrival. Only catering trucks and vendors with larger vehicles may park in the staff parking lot. Other vendors must move their vehicles off-site. Please make sure all vendors are aware of the Museum's parking policy.

Cancellations

A deposit equaling 50 percent of the total estimated fee is required at the time of signing of the contract. This deposit will be refunded, provided cancellation occurs in writing at least 90 days prior to the event. However, if the event is scheduled during a premium month (May - October), the deposit is NOT refundable. If the event is rescheduled, the original deposit may be transferred provided the new event date is within twelve months of the original date.

Gertrude's Restaurant

Gertrude's Restaurant is independently operated on Museum property with public hours independent of the Museum. Rental of Museum spaces does not include a closure of Gertrude's Restaurant. Restaurant guests for regular dining or special events may be present on the property during your event. If you would like to rent Gertrude's for your event, please contact John Gilligan at 410-889-3399 ext.105.

Vendors

The Museum does not provide catering, floral, audio/visual, décor, or entertainment services, but will provide a list of approved vendors who have experience working with the Museum.

- All vendors must be approved by the BMA. A full contact list of approved vendors must be forwarded to the BMA at least one month prior to the contracted event.
- The Museum requires clients, caterers, and all other pertinent service providers to review the event during a walk-through with Museum staff no later than three weeks in advance of the event date. All deliveries must be scheduled in advance with the Special Events Manager.

- On the day of the event, all services and deliveries must be transported to and from the event space and removed by the vendor. All carts must use rubber wheels.
- Vendors have two hours before the event starts to set-up the space, and one hour after the event ends to breakdown their equipment, clean necessary spaces, and remove their property from the Museum grounds. This must be completed by Midnight for events on Fridays, Saturdays, or Sundays, and by 11 p.m. for events on Wednesdays and Thursdays.
- Rented items such as chairs, tables, glassware, and linens may not be delivered before the day of the contracted event and must be picked up before 11 a.m. the morning after the event.

Catering

A list of approved caterers is available upon request. Food and beverages are allowed in Fox Court, Schaefer Court, and the Garden Room, but prohibited in galleries.

Alcohol service provided by an approved caterer must stop 30 minutes prior to the contracted ending time of the event. Red wine is permitted. Glass bottles must be transferred into plastic or glass containers.

Music

There is to be no excessive noise or vibration due to music. All instruments and speaker systems must be approved prior to the event. If requested by Museum staff during the event volume changes must be implemented.

Décor

All decorations must be approved prior to installation and must adhere to the following guidelines:

- Decorations are limited to the contracted event area. They may not be placed outside of the building or within the Museum galleries, must be freestanding, cannot be affixed to any element of the building, and must remain 18 inches away from any art object.
- The Client is expressly prohibited from moving, relocating, reconfiguring or otherwise handling any artwork or any exhibit. The client further agrees to inform its guests, photographers, caterers and entertainers of the foregoing prohibition.
- Affixing décor to facility elements (walls, columns, etc.) is prohibited. With approval, gaffers tape may be used on the floor.
- The following decorations are strictly prohibited within the facility: balloons, water displays, ice sculptures, smoke and fog machines, tinsel, confetti, bubbles, glitter, hay, stickers, silly string, and potpourri.

- Open flames are not permitted. However, tea light candles contained in glass holders are allowed in Fox Court, Schaefer Court, and the Garden Room.
- Cut flowers are permitted after inspection by trained BMA staff. Potted plants are not permitted. Arrangements may not be transported through the galleries. If you would like your guests to take floral arrangements home, they must be transported to the exit by the Facilities Department.

The Museum has the right to disallow any decorations deemed to be inappropriate for the facilities, a safety hazard, or an impediment to Museum security at any time.

Photography

Photography for personal use is welcome—provided it does not endanger works of art—in Fox Court, Schaefer Court, the Garden Room, Hess, and outside the Museum. The Museum’s artworks may not be used as “background” for photographs.

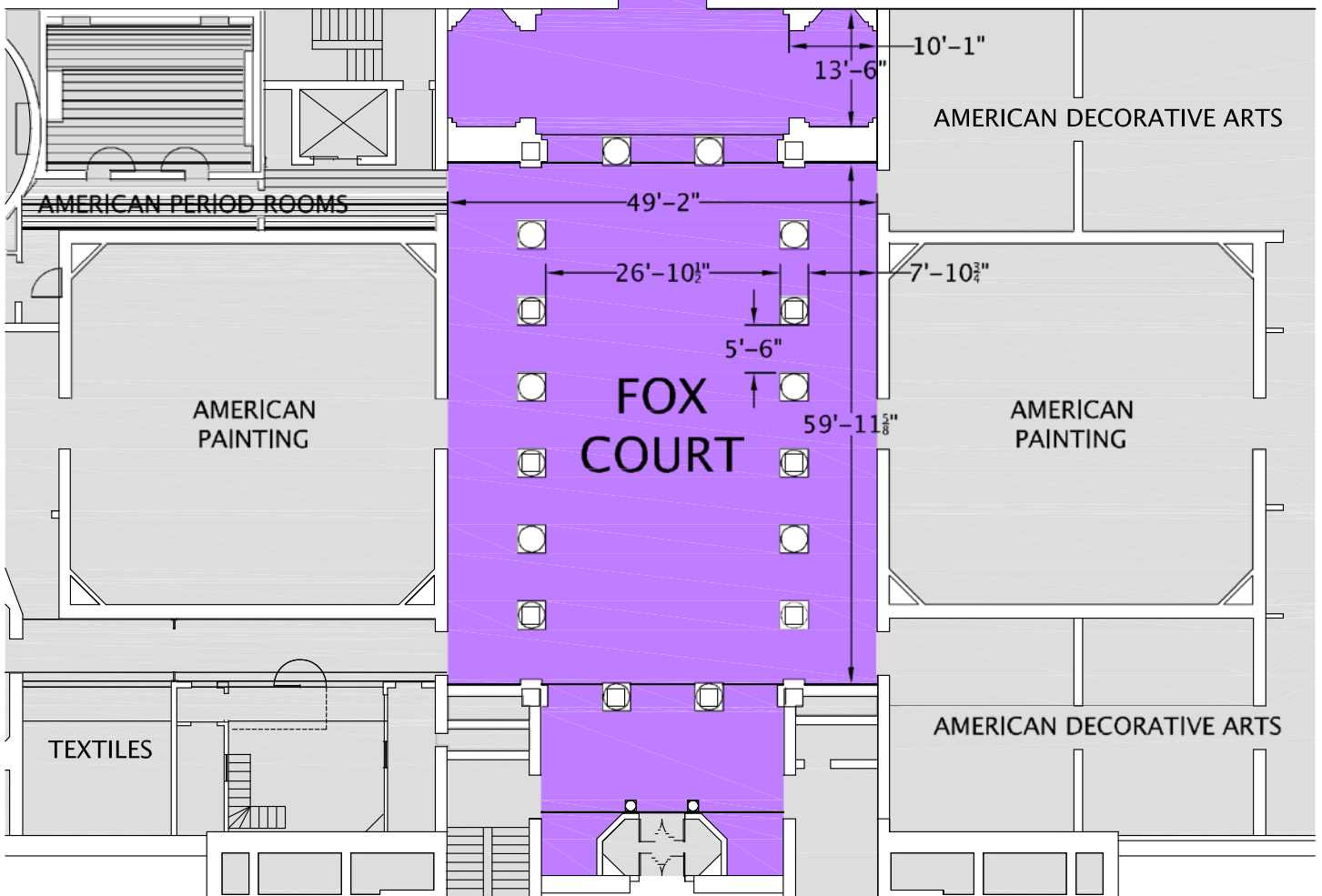
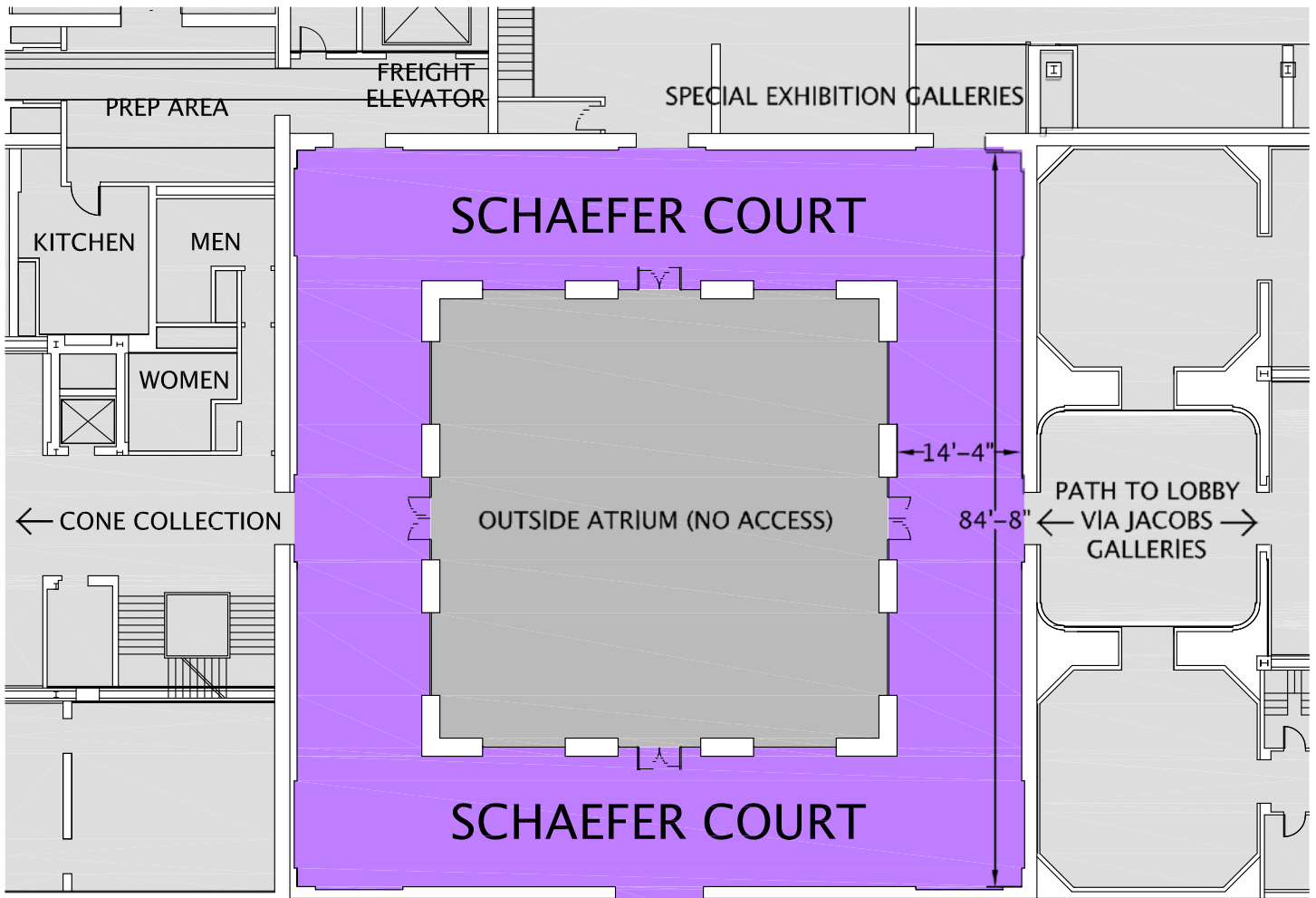
Contacts

To host a private event at the Museum, please contact Special Events Manager Kerry Grossmiller at 443-573-1809 or kgrossmiller@artbma.org.

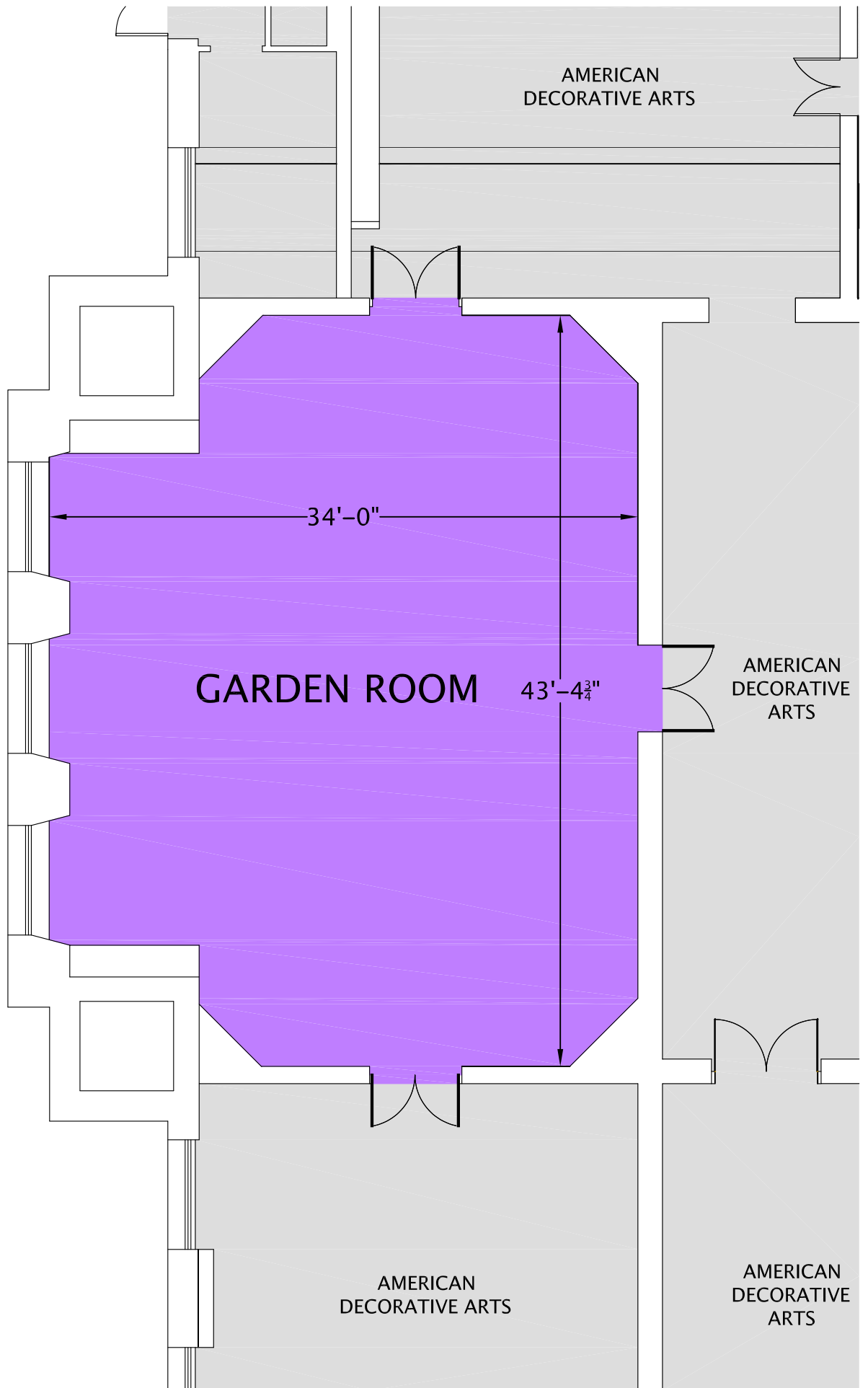
For information about hosting an event at The Joseph and Rebecca Meyerhoff Auditorium, please contact Auditorium & Technical Services Manager Ayako Kataoka at 443-573-1590 or auditorium@artbma.org.

Reference Materials

- **Floor Plans**
 - Fox & Schaefer Court
 - Garden Room
 - Museum Galleries
- **Maps**
 - Event Parking Map
- **Directions to the BMA**



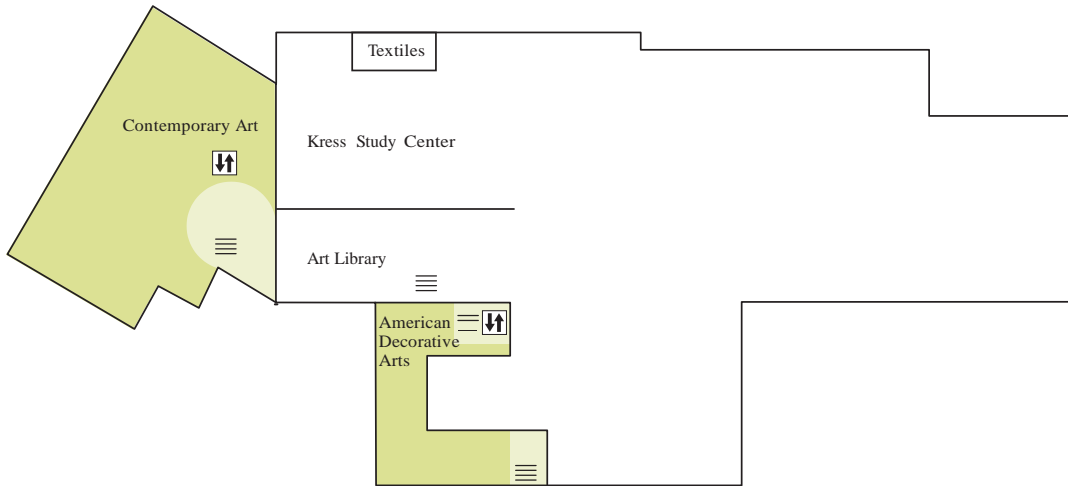
THE BALTIMORE MUSEUM OF ART



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Welcome to The Baltimore Museum of Art

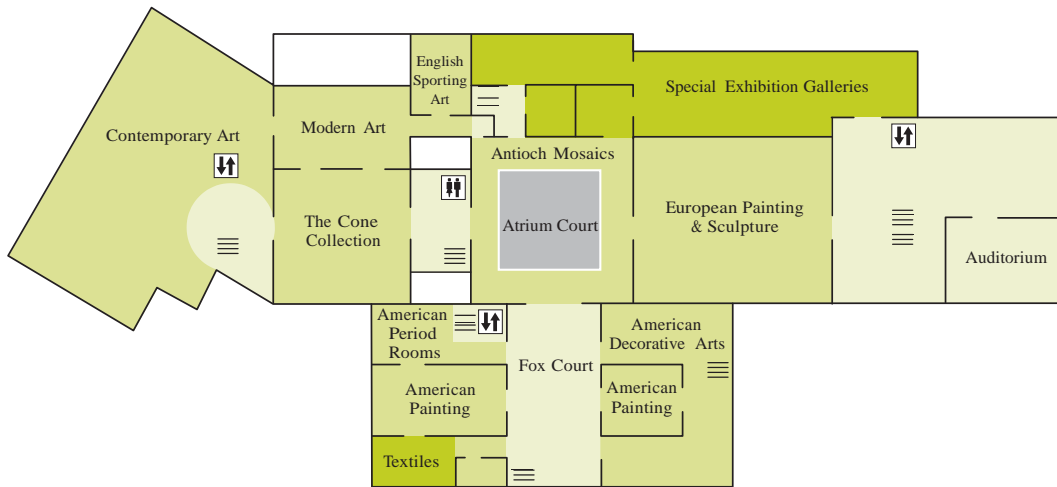
3RD FLOOR



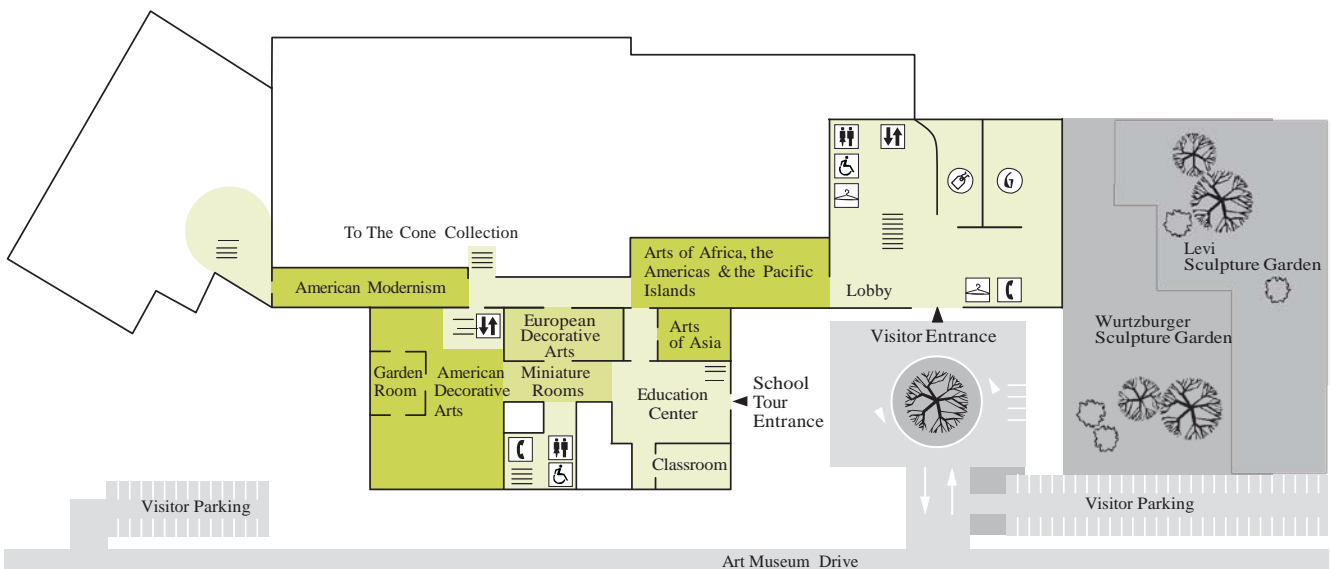
KEY

- Wheelchair Accessible
- Elevator
- Stairs
- Restrooms
- Coat Check
- Telephones
- Collection Galleries
- Special Exhibition Galleries
- Sculpture Gardens
- Public Area

2ND FLOOR

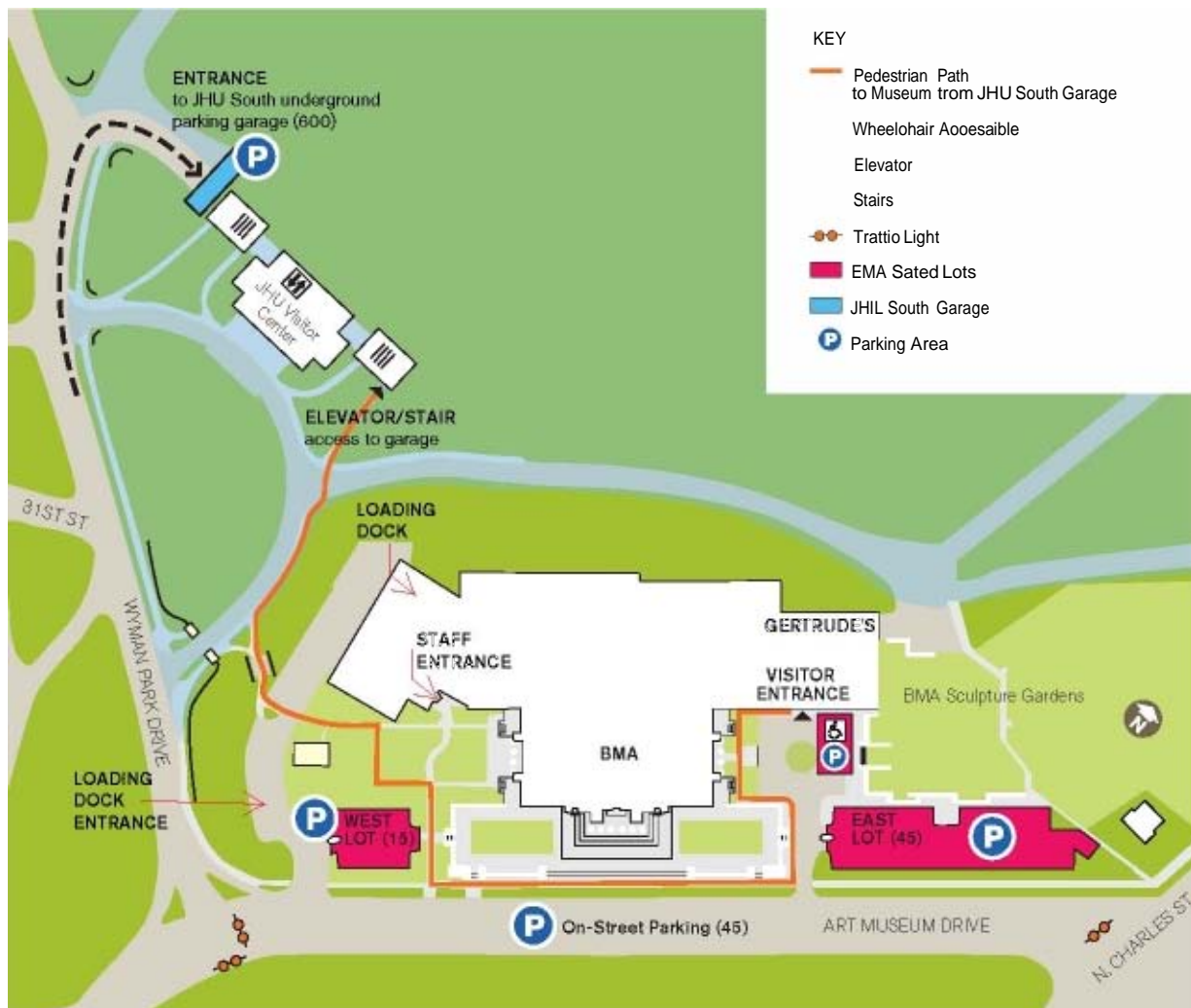


1ST FLOOR





Event Parking at The Baltimore Museum of Art



MUSEUM DIRECTIONS

The BMA is located on Art Museum Drive at North Charles and 31st Streets (Wyman Park), and is three miles north of Baltimore's Inner Harbor.

From the North:

Take I-695 West (toward Towson), then take exit #23 to I-83 South (Jones Falls Expressway). Follow I-83 several miles to 28th Street eastbound exit. Follow 28th Street to the fourth traffic light, and turn left onto North Howard Street. Go one block on Howard Street, crossing 29th Street, and bear right at the fork onto Art Museum Drive.

From the South: Take Baltimore-Washington Expressway (I-295) or I-95 North to I-395 to Martin Luther King, Jr. Boulevard. Follow MLK Boulevard for approximately one mile, staying in the center lane to avoid being forced into right or left turns. As MLK Boulevard ends, make a left turn onto North Howard Street. After passing 29th Street, bear right at the fork onto Art Museum Drive.

From the East: Take I-95 or Route 40 to the Baltimore Beltway towards Towson (I-695 West). Take 695 to exit #23 to I-83 South (Jones Falls Expressway). Follow I-83 several miles to 28th Street eastbound exit. Follow 28th Street to the fourth traffic light, and turn left onto North Howard Street. Go one block on Howard Street, crossing 29th Street, and bear right at the fork onto Art Museum Drive.

From the West: Take I-70 or Route 40 to the Baltimore Beltway toward Towson (I-695 East). Take 695 to exit #23 to I-83 South (Jones Falls Expressway). Follow I-83 several miles to 28th Street eastbound exit. Follow 28th Street to the fourth traffic light, and turn left onto North Howard Street. Go one block on Howard Street, crossing 29th Street, and bear right at the fork onto Art Museum Drive.

