



Smithsonian
*Donald W. Reynolds Center for
American Art and Portraiture*
National Portrait Gallery

Guidelines for Co-Hosting Special Events
Luce Foundation Center and Great Hall

Capacities

<u>Location</u>	<u>Seated Dinner</u>	<u>Reception</u>
Great Hall	300	366
Luce Center	300	500
Both spaces	600	850

Donation Structure

0 – 100 Guests	\$10,000
100 – 300 Guests	\$12,500
300 – 500 Guests	\$15,000
500 – 800 Guests	\$17,500
800 – 1000 Guests	\$20,000

Event Start Time

All special events that take place in the Luce Foundation Center and the Great Hall must begin after 7:00pm unless an early start fee of \$5,000 per hour is paid.

Load in of Materials

The load in of materials for vendors is allowed between 7:00-11:00 a.m. the day of the event with no additional fee.

Floor Access Time

The floor access time for the Great Hall or Luce Foundation Center is 3:00 p.m. If access is required prior to 3:00 p.m. then the group would be required to pay the early start fee.

The Galleries

The first or second floor museum galleries can be open for guests at an additional fee of \$5,000 per floor, but there are restrictions on which galleries can have food and beverage in them.

Nan Tucker McEvoy Auditorium

The 346 seat auditorium is available for an additional \$5,000 plus the overtime cost for the technicians.

* security, facilities management, and administrative fees are billed to the client after the event