

make your
event
a special moment in
history!
(2 things we know a lot about!)



- Convenient Uptown location
- Complimentary parking
- Access to exhibits
- Built-in dance floors
- Elegant, dramatic staircase
- Variety of approved caterers
- Spaces to accommodate
weddings, corporate meetings, luncheons,
intimate parties, large receptions



Brittany Brathwaite
bbrathwaite@museumofthenewsouth.org
704.333.1887 ext. 259 for more info



events Levine Museum of the New South



WELCOME PAGE

Thank you for your interest in the [Levine Museum of the New South](#)! We would love to host your event here at the Museum!

The following general packet of information for you to review. This brochure includes a list of our spaces and pricing, approved caterers, available equipment, and our alcohol pricing. I hope that you find this information useful.

With each rental you will receive free entry into our award winning exhibits, free use of available tables and chairs, and complimentary parking for you and your guests on the weekends in the Seventh Street Station Parking Deck.

If you would like to take a tour of our facility, I would be happy to show you the space we have to offer. You can also follow us on [Pinterest](#) for pictures. I think you will find that Levine Museum is the perfect venue for your event!

I do hope to work with you in the very near future!

Best,

Brittany

Brittany Brathwaite
Events Manager
Levine Museum of the New South
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RENTAL SPACES & RATES



Levine Museum opened its newly renovated Museum building in October 2001, located in the heart of Charlotte's emerging cultural district. All areas of the Museum serve well as event spaces.

Entire Museum:

This includes the entire first floor (**Lobby, Atrium, and Harris Hall**) and second floor (**Dowd Board Room & pre-function area, the Turner Conference Room with the balcony pre-function area as well as the areas overlooking the Atrium**).

Seating Capacity: 350
Standing Capacity: 600
Rental Hours: 5:30pm - 10:30pm
Rental Cost: \$2,500

Total First Floor:

This includes the Lobby, Atrium and Harris Hall.

Seating Capacity: 245
Standing Capacity: 400
Rental Hours: 5:30pm - 10:30pm
Rental Cost: \$2,000

Sally Dalton Robinson New South Hall (Atrium) and Lobby:

The Lobby, with a wall of glass windows and dramatic staircase, is a fantastic place to begin your event. The Lobby is rented in conjunction with the Atrium. Located in the heart of the Museum, the Atrium is a truly spectacular space. The high ceilings, skylights and wooden dance floor are the perfect accents for receptions and parties.

Seating Capacity: 100 seated - theater
80 seated - 10-5ft. dining tables with 8 chairs per table
*additional tables can be placed in the lobby for more seating
Standing Capacity: 200
Rental Hours: 5:30pm - 10:30pm
Rental Cost: \$1,500



RENTAL SPACES AND RATES



Harris Hall:

This is a flexible, multi-purpose room which can accommodate a variety of functions. It is ideal for lectures, seminars, training sessions and meals. Coupling Harris Hall with the Atrium allows space for dining as well as cocktails and dancing.

Seating Capacity: 200 - theater style
104 - based on 13 5ft dining tables with 8 chairs at each table
Standing Capacity: 200
Rental Cost: \$350 up to three (3) hours; \$75 per hour after the first three (3) hours



Turner:

With half of the room walled with windows, the natural light in Turner is refreshing. This room is ideal for daytime lectures and meetings. Turner is also the perfect location for intimate dining events. The adjacent balcony allows for meal service.

Seating Capacity: 45 - theater style
32 - 4 5ft dining tables with 8 chairs at each table
30 - classroom style
Standing Capacity: 60
Rental Cost: \$125 up to three (3) hours; \$30 per hour after the first three (3) hours

These rooms are for individual rental between the hours of 9 am to 5 pm only!

RENTAL SPACES AND RATES



Dowd:

Spacious executive conference room is ideal for business meetings, seminars, board luncheons, and planning/training sessions. Grand marble executive table and comfortable chairs seat 20. The walls are equipped with tack boards and a hideaway marker board. A large pre-function area adjacent to the room allows for breaks and meal service.

Seating Capacity: 20

Rental Cost: \$125 up to 3 hours; \$30 per hour after first 3 hours

These rooms are for individual rental between the hours of 9 am to 5 pm only!

Please note: Prices are for regular hours of operation (prior to 10:30pm). Renter will be billed a surcharge of \$100 per hour for extending the hours specified within the Rental Agreement. After 10:30pm, the Renter will be billed the following charges for extending events after the regular hours of operation (this includes any portion of the hour listed):

10:30pm - 11:30pm \$100.00

10:30pm - 12:00am \$200.00

No event may extend beyond 12:00am. All vendors (caterers, renters, entertainment, etc.) must leave the building no later than 1 hour after the completion of the event (as stated in Rental Agreement) to avoid additional charges for the Renter.

Security Deposit: *\$500 due at signing of contract. Refundable, if no damage is reported.

***Evening events only!**

EQUIPMENT ITEMS INCLUDED IN RENTAL

The Museum will make available the following equipment to User at no additional charge (provided it is not otherwise in use):



Use of the Museum's tables and chairs:

- 4 round - 4ft tables - seats 6 people
- 20 round - 5ft tables - seats 8 people
- 10 banquet - 6ft tables
- 20 round 36' cocktail tables
- 200 Black vinyl/metal chairs

Access to the Museum's award-winning exhibitions.

Two hours of complimentary parking for guests parked before 5pm.

Full complimentary parking for guests after 5pm and on weekends at the Seventh Street Station parking deck (subject to change).

On-site coordinator.

Building security officer.

Maintenance team to set up and break down tables.

EQUIPMENT LIST FOR RENTAL

The Museum will make available the following equipment to Renter for the license fee listed below (provided it is not otherwise in use):

2-	6ft x 8ft Platform Stages	\$100.00 each
	*includes setup and use of skirting & stairs	
1-	Handheld Microphone	\$50.00
4-	Panel mics	\$150.00
1-	Laptop, Projector, and Screen	\$100.00
1-	Digital Screen	\$150.00
	*located in the Lobby	
1-	Theater	\$250.00
1-	Set of curtains	\$50.00
	*option of ivory sheer or silver satin	
1-	Set of upholstered photo boards	\$50.00

All equipment rental requests must be made in writing to the Events Manager at least two (2) weeks prior to the event.



ALCOHOLIC BEVERAGE INFORMATION

Any alcoholic beverage served at the Levine Museum of the New South must be purchased through the Museum. These per person prices are based on in-stock brands and are subject to change without notice. **Please note: We do not offer a 'by consumption' bar.**

Open Bar - Renter is charged a per person price

Open Beer & Wine	House	Premium
Two Hours	\$12.00	\$14.00
Three Hours	\$14.00	\$16.00
Four Hours	\$16.00	\$18.00

Open Full Bar

Two Hours	\$15.00	\$17.00
Three Hours	\$18.00	\$20.00
Four Hours	\$21.00	\$23.00

Cash Bar - Your guests are charged per drink

Per Glass/Drink/Bottle	House	Premium
Beer	\$4.00	\$5.00
Wine	\$5.00	\$6.00
Liquor	\$6.00	\$6.00



- **House Brands:** White & Red wine (brands change seasonally). Michelob Ultra, Bud Light, Miller Lite
- **Premium Brands:** White & Red wine (brands change seasonally). Above beers plus Amstel Light and Heineken.
- **Liquor Offerings:** Absolut Vodka, Tanqueray Gin, Jack Daniels Whisky, Dewars Scotch and Bacardi Rum. These do not change between house and premium.
- Bar set-up (sodas, mixers, glasses) and bartender must be provided by your caterer.
- A signature on the contract serves as a waiver of responsibility for Levine Museum of the New South at any event where alcoholic beverages are served.
- If alcohol is served, food must also be served.
- Wine and beer are subject to change without notice due to availability and vintage changes.

Approved Caterers

Armin's Catering

Erica Pickrell
704.947.1670

Best Impressions

Adam Smith
704.333.9779
BestImpressionCaterers.com

Delectables by Holly

Holly McLelland
704.342.4800
DelectablesbyHolly.com

La-tea-da's Catering & Events

Jessica Petrini
704.338.6864
LaTeaDas.com

Mert's Heart & Soul

James Bazzelle
704.342.4222
MertsCharlotte.com

SMS Catering Services

Robert Freeman
704.536.1500
SMSCatering.com

Occasions Catering

Melissa Swanson
704.333.1060
OccasionsCater.com

Plate Perfect Catering

Taryn George
704.343.0155
PlatePerfect.com

Something Classic

Kristina Dauksys
704.377.4202 ext. 10
SomethingClassic.com

Queen City Catering

Shannon Cudmore
704.305.7778
QCCatering.com



Please Note: Renters must use at least one (1) of the above caterers. Outside caterers are not allowed.

SUGGESTED VENDORS

DÉCOR/ LIGHTING

Extravaganza

Katy Manson

704.343.9200 | Katy@extravaganzaevents.com

Extravaganzaevents.com

Sterling By Design

Helen Apple

704.525.9233 | Helen@sterlingbydesign.com

Sterlingbydesign.com

Eye Dialogue

Alex Miano

704.7465539 | alex@eyediologue.com

Hall & Webb Event Design

Sara Hall

919.946.4581 | Sara@hallandwebb.com

Elizabeth Webb

704.840.7274 | Elizabeth@hallandwebb.com

Hallandwebb.com

Carolyn Shepard Design Group

Carolyn Shepard

704.523.5237 | info@carolynshepard.com

Carolynshepard.com

Todd Murphy Events

Todd Murphy

704.333.3583 | todd@toddmurphyevents.com

Toddmurphyevents.com

SUGGESTED VENDORS

CAKE

Cheesecake, Etc.

Gail Buff

704.509.2020 | Cheesecakeetc.biz

Wow Factor Cakes

704.654.0598 | thewowfactorcakes@gmail.com

Charlotteweddingcakes.com

Got What It Cakes

Mandie Miller

704.519.8747 | mandie@gotwhatitcakes.com

Gotwhatitcakes.com

FLOWERS

The Place for Flowers

704.521.6111 | placeflw@bellsouth.net

Placeforflowers.com

Lilly Greenthumbs

Karen Greenoe

704.845.5459 | flowers@lillygreenthumbs.com

Lillygreenthumbs.com

The Blossom Shop

704.376.3526 | ted@blossomshopflorist.com

Blossomshopflorist.com

Elizabeth House Flowers

Cecil Shearin

704.342.3919 | elizabethflowers@bellsouth.net

Elizabethhouseflowers.com

Artistry Florals

704.892.9010 | Artistryflorals.com

SUGGESTED VENDORS

DJS

Split Second Sound & DJ Services

Vinny Esposito
704.907.9507 | info@splitsecondsound.com
Splitsecondsound.com

Diamond DJ's

Michael Maul
704.503.4944 | info@diamonddjs.net
Diamonddjs.net

Spintastic Sounds

Todd Alexander
704.562.6899 | todd@spintasticsounds.com
Spintasticsounds.com

EastCoast Entertainment

704.339.0100 | info@eastcoastentertainment.com
Eastcoastentertainment.com

TRANSPORTATION

Trolleys of the Carolinas

704.348.1200 | info@sunwaycharters.com
Sunwaycharters.com

HOTELS

Dunhill

Lori Williamson
704.319.6176 | LAWilliamson@shglt.com
Dunhillhotel.com

Holiday Inn Charlotte-Center City

Rachel McAdoo
704.335.5400 | McAdooR@gfhotels.com
HCharlotte.com

SUGGESTED VENDORS

PHOTOGRAPHY

Smitten + Hooked

Lucy Randall
704.408.2943 | info@smittenandhooked.com
Smittenandhooked.com

ShutterBooth

Art Zelenak
888.780.8837 | art@shutterbooth.com
Shutterbooth.com

Old South Studios

Julie Staley
704.287.7923 | Julie@oldsouthstudios.com
Oldsouthstudios.com

LunahZon

704.658.5747 | jeremy@lunahzon.com
Lunahzon.com

Lauren Cardwell

704.502.4782 | lauren@laurencardwellphotography.com
Laurencardwellphotography.com

VIDEOGRAPHER

Carolina Video Production

Rick Kaplan
704.661.0320 | carolinavideoproductions@yahoo.com
Carolinavideoproductions.com

Carlisle Videography

Drew Carlisle
864.735.0840 | info@carlislevideography.com
Carlislevideography.com

RULES FOR EVENT RENTAL

Museum:

- No entry into areas not specifically covered by the License Agreement, other than downstairs entry, lobby and restrooms.
- Other than nonprofit organization's sponsored fundraisers, groups intending to use the Museum for the purpose of making a profit will not be permitted to rent the Facilities. A group may charge its members/attendants to cover expenses only. No ticket sales are allowed at the door.
- No animals in the Facilities except assistance animals.
- If fire alarm sounds, or at the request of the Event Coordinator, security officer or other Museum representative, evaluate the Facilities immediately.
- No smoking in the Facilities, including restrooms and stairwells.

Events:

- Make sure to adhere to your specified time for set-up, which has been decided upon and is noted in your contract. Please note that if you come before your specified set-up time, you will not be allowed to set up your equipment until your given time.
- Make sure to watch your noise level by all personnel as the Museum is still open and other patrons can be disturbed. When decorating the Museum make sure to save the lobby area for last.
- Make sure to check in with the front desk personnel when first entering the Museum. State the name of your event and where you will be setting up.
- In the absence of an on-site Event Coordinator on the day of your event, take all instructions from personnel located at the front desk. Respect their concerns and wishes accordingly.
- Dancing to be held on the dance floor in the Atrium only.

Exhibits:

- No food or beverage in the exhibit spaces.
- No photographing or videotaping in the exhibits without prior written approval of the Events Manager.
- No altering of any Museum exhibits.

Decorations:

- All candles or incendiary devices must be in a holder that is higher than the flame. Nothing larger than a tea light candle is allowed on cocktail tables.
- No candles on the reception desk.
- Confetti is not allowed on the premises.
- No helium balloons are allowed within the Facility unless they are secured to an arrangement.
- Plants and flowers must be free of insects. Please check any plants prior to entering the Museum.
- No ice sculptures or water fountains of any kind permitted on premises.

***Please be sure to read your contract in full for penalties and the Museum's cancellation policy.**