

**your wedding
is the start of a new
chapter in history**

(2 things we know a lot about!)

.....

Convenient uptown location

Complimentary parking

Access to exhibits

Variety of approved caterers

Spaces to accommodate
ceremonies, rehearsal dinners,
small parties, large receptions

2014 Wedding Wire Couples Choice Awards

.....

Caitlin Hombroek

chombroek@museumofthenewsouth.org

704.333.1887 ext. 229 for more info



weddings

Levine Museum of the New South

WELCOME

Thank you for your interest in the [Levine Museum of the New South](#)! We would love to host your wedding 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 special day!

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

Best,

Brittany

Brittany Brathwaite
Events Manager
Levine Museum of the New South
200 E. 7th Street
Charlotte, N. C. 28202
704.333.1887 ext. 259 | bbrathwaite@museumofthenewsouth.org



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 special wedding 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: \$2,800
\$3,000 (includes Wedding ceremony)

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: \$2,300
\$2,500 (includes Wedding ceremony)

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: 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: \$1,800
\$2,000 (includes Wedding ceremony)



RENTAL SPACES AND RATES



Harris Hall:

This is a flexible, multi-purpose room which can accommodate a variety of functions. 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 Hours: 5:30pm to 10:30pm; when rented in conjunction with the Lobby and Atrium, or entire Museum.

Ceremony Only:

Includes the Atrium and Lobby, excludes the reception.

Seating Capacity: 116/140 (with standing-room on upstairs Balcony)
Rental Hours: 5:30pm to 7:30pm
Rental Costs: \$1,000

Wedding Rehearsal:

Wedding rehearsals are included in your ceremony package. Ceremonies taking place Mondays through Fridays can schedule their rehearsal time for one hour before 4:00pm. Ceremonies taking place on a Saturday or Sunday may schedule their rehearsal time for one hour before 3:00pm Friday or Saturday.

Bride and Groom Preparation:

Two rooms are available for the bridal party's preparation.

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.

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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 *includes setup and use of skirting & stairs	\$100.00 each
1-	Handheld Microphone	\$50.00
1-	Laptop, Projector, and Screen	\$100.00
1-	Digital Screen *located in the Lobby	\$150.00
1-	Theater	\$250.00
1-	Set of curtains *option of ivory sheer or silver satin	\$50.00
1-	Set of upholstered photo boards	\$50.00
2-	White bird cages	\$15.00 each

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 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 a mixture of local and seasonal beers.
- **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
Ariel Hicks
704.947.1670
Arminscatering.com

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
Elizabeth Walczy
704.338.6864
LaTeaDas.com

Mert's Heart & Soul
James Bazzelle
704.342.4222
MertsCharlotte.com

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

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

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@eyedialogue.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

**You are not required to use these suggested vendors.*

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

WEDDING PLANNERS

Heidi Crowder Wedding Design

Heidi Crowder
Heidi@HCWeddingDesign.com.com
704.661.1661
HCWeddingDesign.com

I Do Wedding Consulting

Nancy Mazzucco
nancy@smartandsavvyweddings.com
704.607.3651
Smartandsavvyweddings.com

Style Perfect Wedding & Events

Carla Eustache
Carla@styleperfectevents.com
704.975.9941
Styleperfectevents.com

Planned Perfection Events

Angela Recinella
Angela@plannedperfectionnc.com
704.968.8768
Plannedperfectionnc.com

**You are not required to use these suggested vendors.*

SUGGESTED VENDORS

TRANSPORTATION

Trolleys of the Carolinas

info@sunwaycharters.com
704.348.1200
Sunwaycharters.com

HOTELS

Dunhill

Emily Simula
esimula@shgltd.com
704.340.4026
Dunhillhotel.com

Holiday Inn Charlotte-Center City

Jennifer Ghera
gheraj@gfhotels.com
704.335.5400
HCharlotte.com

SUGGESTED VENDORS

DJs

Split Second Sound & DJ Services

Vinny Esposito
info@splitsecondsound.com
704.907.9507
Splitsecondsound.com

Diamond DJ's

Michael Maul
info@diamonddjs.net
704.503.4944
Diamonddjs.net

Spintastic Sounds

Todd Alexander
todd@spintasticsounds.com
704.562.6899
Spintasticsounds.com

EastCoast Entertainment

704.339.0100 | info@eastcoastentertainment.com
Eastcoastentertainment.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

Crystal Stokes

704.661.1269 | crystal@crystalstokesphotography.com
www.crystalstokesphotography.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 be charged additional \$300 for arriving prior to the time noted on your contract.
- Make sure to watch your noise level as the Museum is still open and other patrons can be disturbed. When decorating the Museum be 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.
- 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.**