Special Events AT THE MINT MUSEUM

ARTFUL ENTERTAINING AT ITS FINEST





MINT MUSEUM RANDOLPH 2730 RANDOLPH ROAD 28207

MINT MUSEUM UPTOWN AT LEVINE CENTER FOR THE ARTS 500 SOUTH TRYON STREET 28202

CHARLOTTE, NC | 704.337.2000 | MINTMUSEUM.ORG





COVER IMAGES: Top row: © Rachel Fesko Photography; © Stephen Mullis Bottom row: © Jeff Clare; © 2013 Critsey Rowe Photography

INFORMATION

Thank you for your interest in hosting a special event at The Mint Museum! Whether it's a wedding, a corporate event, or any special occasion, The Mint Museum offers an unparalleled experience unavailable anywhere else in the Charlotte region at its two dynamic locations.

At Mint Museum Uptown, you can enjoy beautiful cityscape views, breathtaking architecture, and stunning works of art. At Mint Museum Randolph, take part in the region's rich history inside a unique cultural treasure surrounded by a serene park setting.

This information packet should answer most of your questions regarding the use and rental of the museum event spaces. For more information or to check availability, please use the following:

VISIT

mintmuseum.org/visit/museum-rental

CALL 704.337.2132

E-MAIL

Tom Martin, Interim Director Special Events tom.martin@mintmuseum.org | 704.337.2108

Christina Houlihan, Special Events Manager christina.houlihan@mintmuseum.org | 704.337.2094

Alex Bazin, Special Events Coordinator alex.bazin@mintmuseum.org | 704.337.2057













MINT MUSEUM RANDOLPH

Mint Museum Randolph, located in what was the original branch of the United States Mint, opened in 1936 in Charlotte's Eastover neighborhood as the first art museum in North Carolina. Today, intimate galleries invite visitors to engage with Art of the Ancient Americas, Ceramics and Decorative Arts, Fashion, European, African, and Asian art, among other collections, along with a Heritage Gallery describing the museum's fascinating history. Resources include a reference library with over 15,000 volumes, a theater featuring lectures and performances, and a Museum Shop.

Non-profit organizations will receive a 25% rental discount with proof of 501(c)(3) status on Sunday—Thursday rentals only.

A NANCY A. AND J. MASON WALLACE ATRIUM

The atrium, featuring natural vegetation and floor-to-ceiling views of the terrace, gardens, park, and sunlit or starry skies, hosts private events after 6 p.m. and during some daytime hours. Rental includes the front terrace, which can be tented, and has a capacity up to 100 for seated dinner or 150 for a reception. Additional space is available for tenting in front of the building.

Sunday-Thursday \$1,700; Friday-Saturday \$2,000

B DELHOM GALLERY

This gallery on the museum's Upper Level is a unique setting for art lovers featuring glass-enclosed showcases of work from the Mint's extensive and renowned Decorative Arts Collection. This space can accommodate 120 for a seated dinner or 140 for a reception. Events in the Delhom Gallery must take place outside of the museum's operating hours.

Sunday-Thursday \$1,200; Friday-Saturday \$1,600

C VAN EVERY AUDITORIUM

The auditorium, located just behind the atrium, is a 170-seat theater with multiple entrances in the round with audio and video features and multiple entrances ideal for lectures, music performances, and film screenings.* The space is equipped with a removable podium with attached microphone, a projector, and a screen.

\$1,000

* The use of museum-provided audio and visual equipment may require an in-house technician at an additional hourly rate. Our preferred stage provider and in-house equipment technician is Scott Brown Media Group. You may inquire about rates and specifications at 704.525.9775.











D IVEY FORUM

This versatile space, on the Lower Level, features Star Gallery works of art by local students (during the school year) and kitchen access. It can accommodate 80 people theater-style, 72 for a seated meal, 36 in classroom style or 30 people board style. It is an ideal venue for smaller seated dinners, corporate meetings, retreats, and seminars.

\$600 (five hours and \$50 each additional hour)

E LOWER LEVEL

The entire Lower Level, including the atrium, auditorium, lvey forum, and Heritage Gallery, which details the museum's history and features beautiful glass-enclosed works of art, can accommodate 250 for a special function.

Sunday-Thursday \$3,100; Friday-Saturday \$3,400

F EAGLE TERRACE

The historic terrace with views of the Mint's original 1836 façade capped off by the museum's signature golden eagle, can accommodate 225 for outdoor events or ceremonies. The Eagle Terrace is not available as a stand-alone rental.

Sunday-Thursday \$1,000; Friday-Saturday \$1,200

G GALLERIES

The museum's permanent collection and special exhibition galleries can also be opened after hours to allow guests to conduct a private, self-guided tour the museum.

\$200 per hour (additional special exhibition fees may be required for certain galleries)

AA FRONT LAWN

Our stunning and spacious front lawn is available to rent for outdoor functions. The grounds are surrounded by foliage and gardens that are maintained by the Charlotte Garden Club. Renters are able to tent the lawn in order to provide privacy and protection from the elements. This is not a stand-alone rental, so renters must also choose an indoor space to rent for access to the catering kitchen and indoor restrooms.

Sunday-Thursday \$1,000; Friday-Saturday \$1,200

BB HERITAGE GALLERY

This educational gallery that surrounds the Van Every Auditorium tells the illustrious history of the Mint Museum from inception to present day. The space can be rented alone for standing functions, or added on to any lower level space to create an ideal wayfinding path for buffet meals or cocktail events.

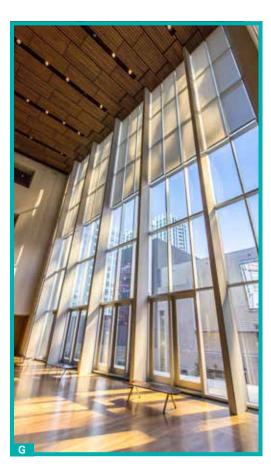
Sunday-Thursday \$400; Friday-Saturday \$500

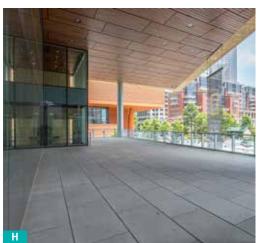


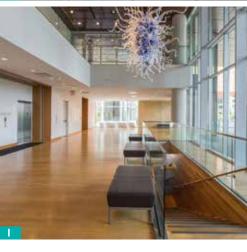












MINT MUSEUM UPTOWN

Mint Museum Uptown houses an internationally-renowned Craft + Design Collection, as well as outstanding collections of American, Modern & Contemporary, and European art. Designed by Machado and Silvetti Associates of Boston, the five-story, 145,000-square-foot facility combines inspiring architecture with groundbreaking exhibitions to provide visitors with memorable educational and cultural experiences. Located in the heart of Charlotte's center city, Mint Museum Uptown is an integral part of Levine Center for the Arts, a cultural campus that includes the Bechtler Museum of Modern Art, the Harvey B. Gantt Center for African-American Arts + Culture, the Knight Theater, and the Duke Energy Center. The museum features a range of visitor amenities, including a 240-seat auditorium, a hands-on family gallery, studios, restaurant, and Museum Shop.

Non-profit organizations will receive a 25% discount with proof of 501(c)(3) status on Sunday– Thursday rentals.

G ROBERT HAYWOOD MORRISON ATRIUM

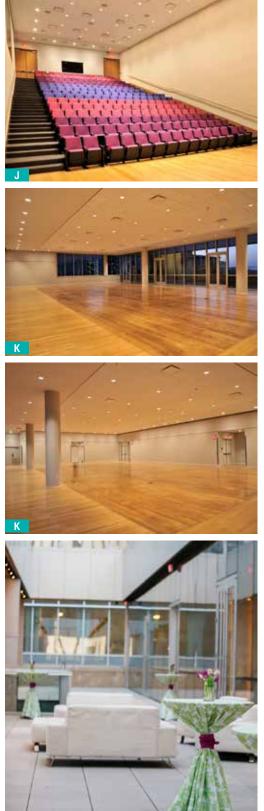
The multi-story atrium is available to host private events after 6 p.m. and during some daytime hours. This grand space features a 60- by 60-foot glass wall overlooking Levine Avenue for the Arts and the Knight Theater. The dramatic interior includes richly stained hardwood floors and a wood slat ceiling. The atrium showcases the fascinating four-story textile work by artist Sheila Hicks, *Mega Footprint Near the Hutch (May I Have This Dance?)*, and a monumental canvas by Sam Francis, *Untitled (Seafirst)*. The 4,000-square-foot event space will accommodate up to 180 people for a seated dinner or 400+ for a standing reception.

Sunday–Thursday \$2,800; + Van Allen Terrace \$3,200 Friday–Saturday \$3,500; + Van Allen Terrace \$4,000

H SALLY AND BILL VAN ALLEN TERRACE ANDCARROLL ENTRYWAY

This sheltered terrace offers open-air views of Charlotte's cityscape, the Mint's grand staircase, and the beautiful architecture of Levine Center for the Arts. Guests start in the Carroll Entryway, home to the Mint's signature *Royal Blue Mint Chandelier* by glass artist Dale Chihuly and other works from the Mint's permanent collection. Can accommodate 250 for a standing reception or 64 for a seated event. These spaces are not available as standalone rentals.

Sunday-Thursday \$600; Friday-Saturday \$700



JAMES B. DUKE AUDITORIUM

The auditorium is located just off the atrium. A 240-seat theater fully equipped with included modern audio and video features,* a mezzanine, and multiple entrances, this space is perfect to host lectures, symposia, music performances, and films. Glass artist Tom Patti's commission *Spectral Boundary* spans two floors as part of the auditorium's inner wall, and the wood, rubber, and steel sculpture vinge.segla adorns the other side.

\$1,500 (five hours and \$50 each additional hour)

K MATTYE AND MARC SILVERMAN GRAND ROOM **L** AND TRUSTEES TERRACE

This Level 5 space boasts stunning views of the uptown cityscape. The Grand Room, a 4,009-square-foot, modern audio- and video-equipped space,* will seat up to 225 people for a formal dinner or hold 400 people for a standing reception. The dramatic semi-covered terrace, approximately 4,000 square feet, provides additional outdoor entertaining space.

Sunday–Thursday \$3,500; Friday–Saturday \$4,200

Image: Constraint of the sector of the se

M BOARDROOM

This space on the mezzanine level features natural light, streetscape views, state-of-the-art technology,* and a dynamic view of the Chihuly chandelier along with other works of art. This multipurpose space can host 24 people board-style, 30 people classroom-style, 80 people theater-style, 80 people cocktail-style, or 64 people seated.

Daytime \$700 (five hours and \$50 each additional hour); Evening and Friday–Sunday: \$1,000 (five hours)

CONFERENCE ROOM

An executive meeting room or lunch space with AV equipment^{*} for up to 10 people, overlooking the streetscape and Halcyon restaurant.

\$350 (five hours and \$50 each additional hour))

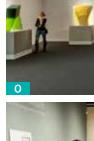
GALLERIES

The museum's permanent collection and special exhibition galleries can also be opened after hours to allow guests to tour the facility privately.

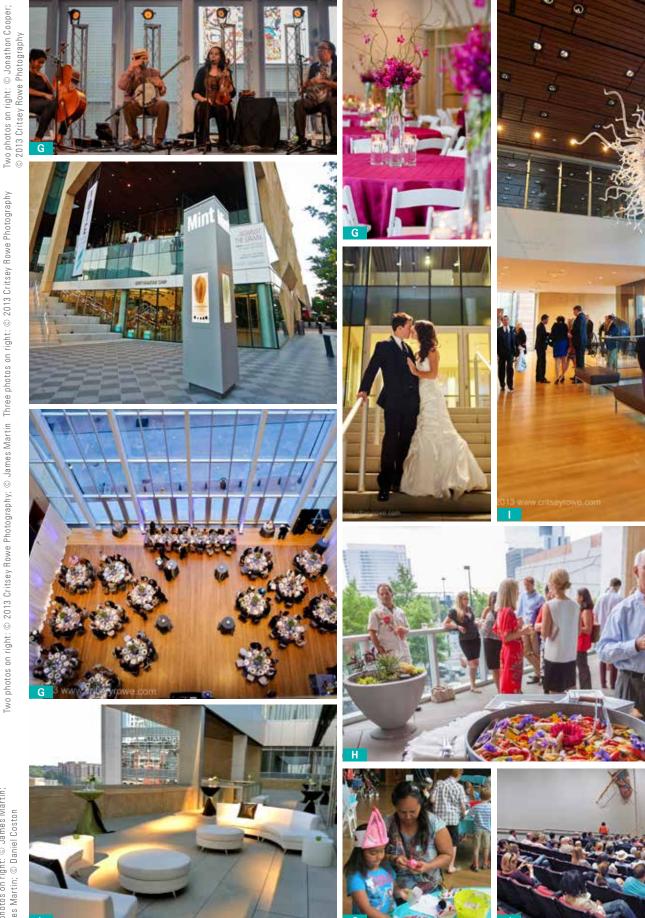
\$200 per hour (additional special exhibition fees may be required for certain galleries)

* The use of museum-provided audio and visual equipment may require an in-house technician at an additional hourly rate. Our preferred stage provider and in-house equipment technician is Scott Brown Media Group. You may inquire about rates and specifications at 704.525.9775.

© Jim McGuire Photography







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Two photos on this row: © James Martin















MARRYMINT WEDDING PACKAGE

EAT, DRINK, AND MarryMint

Friday and Sunday night weddings are chic, unique, and more affordable than Saturday weddings. Enjoy special pricing when you reserve Mint Museum Uptown or Mint Museum Randolph to celebrate your Friday or Sunday evening wedding or rehearsal dinner.

MARRYMINT WEDDING PACKAGE INCLUDES:

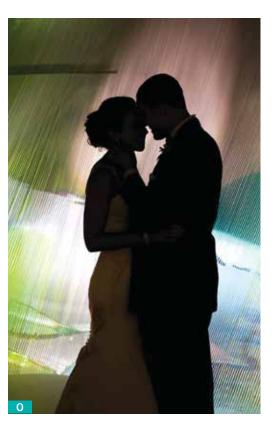
15% off Facility RentalComplimentary Mint ChairsComplimentary Champagne Toast for the Bride & Groom



This row: © 2013 Critsey Rowe Photography; (middle & right) © Rachel Fesko Photography

© Kristin Byrum Photography





WEDDING EXTRAS

Preserve your wedding dress

Utilize the expertise of a museum with one of the country's most extensive Fashion Collections. Our experts can provide a kit with everything you need to ensure your dress can remain preserved for future generations to enjoy. Ask the Special Events staff for details.

Shop OUR REGISTRY

The Museum Shops have an inspiring array of merchandise that's perfect for any occasion and offer wedding registry services, gift recommendations, discounts to individual and corporate museum members, shipping services, free gift wrapping, and all around pleasantry! Learn more at mintmuseum.org/visit/shop or e-mail mmu.retail@mintmuseum.org.

Enjoy BRIDAL BENEFITS

Each bride is permitted to schedule an on-site bridal portrait session (see more details on the Rental Guidelines page). A Filming / Photography application must be filled out a minimum of one month prior to the preferred session date in order to request the ingallery photos. Gallery admission is not guaranteed.



CORPORATE ENTERTAINING

MEET AT THE Mint

The Mint Museum offers unique venues in an inspiring setting to meet all your corporate entertainment needs. From small luncheon meetings to cocktails for 400, Mint Museum Uptown and Mint Museum Randolph are the best venues for your business!

CORPORATE POSSIBILITIES:

Off-site Retreats Lectures and Performances Breakfast Meetings Client Cocktail Parties Awards Luncheons Holiday Dinner Parties

CORPORATE CLIENTS ENJOY:

Complimentary use of our audiovisual equipment and wireless network^{*}

Convenient underground parking in the Duke Energy Center uptown and complimentary parking at Randolph Road

Reduced gallery admission and docent tours

Complimentary use of the Mint's tables

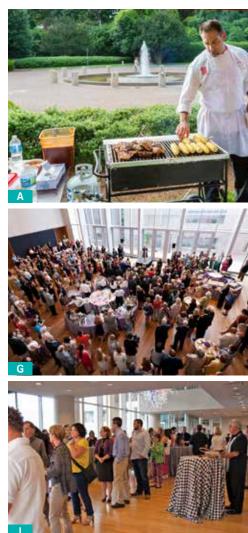
Opportunities for multiple event discounts

Gift recommendations and corporate member discounts in the Museum Shop

Ask about our Corporate Leadership Circle benefits!

* The use of museum-provided audio and visual equipment may require an in-house technician at an additional hourly rate. Our preferred stage provider and in-house equipment technician is Scott Brown Media Group. You may inquire about rates and specifications at 704.525.9775.





RENTAL GUIDELINES

The Mint Museum, a private non-profit institution, receives wideranging support from the community for the education and enjoyment of the public. Its buildings and collections are unique and their protection is the responsibility of the museum staff. The use of the museum's facilities is made available to certain groups under specific conditions outlined below for the purpose of making the museum and its programs more widely known and available to the public. The fees charged are to reimburse the institution for its overhead expenses and to cover the wear and tear on its facilities.

Photography permissions: Those who book events that include the presence of professional photographers may conduct unlimited photography during those events in the museum's public event spaces. Photography in galleries during privately booked events must be approved by the museum's Registration Department to ensure copyright rules involving images of works of art are followed. (No flash may be used and no photography is permitted where "No Photography" signs are on display). Any professional photography on museum premises conducted outside the time frame of a paid event must also receive Registration approval and may be subject to separate location fees. Onsite photography for news media or nonprofit use must be approved by the Public Relations Director.

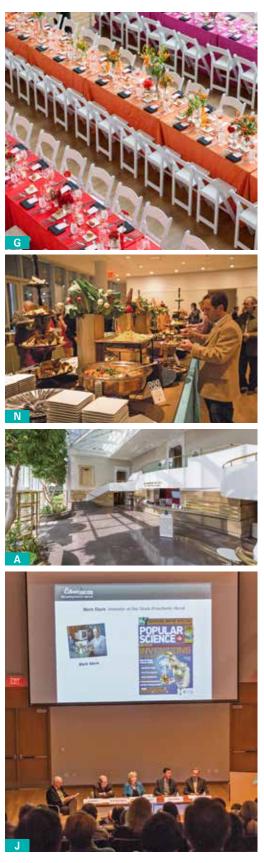
Set-up and breakdown for the event, including decorations and scheduling of deliveries, must be approved in advance with the Special Events office. The Mint is not responsible for any items left on the premises. Items are not allowed outside on terraces overnight.

Exhibitions cannot be rearranged, added, and/or removed, and may change throughout the year.

The Special Events Team does not perform the duties of a professional event planner or wedding director. The Special Events Team is present to assist in the functions' logistics, protect the museums' facility and collections, and act as a liaison between renter's vendors and museum staff.

Publicity must be approved by the museum. If you plan to distribute a news release about your event, it must be reviewed by the museum's Public Relations and Publications Director prior to dissemination. Any onsite media coverage must be monitored by a member of The Mint Museum staff. Use of The Mint Museum logo is not permitted except by special arrangement with the museum. The renter is not to promote their event as a museum-sponsored event. All invitation reception locations must read: Mint Museum Uptown at Levine Center for the Arts, or Mint Museum Randolph.

Photo © James Martin



Non-profit organizations must provide a copy of their 501(c)(3) status in order to receive the discounted rental rate. Discounts available Sunday–Thursday only.

Entertainment, including any applicable licenses for live or recorded music, is the sole responsibility of the renter. Music at Mint Museum Uptown must conclude by 10 p.m. on weekdays and 11 p.m. on weekends. Music at Mint Museum Randolph must conclude by 10 p.m.

Tables are included in the rental. White padded chairs may be rented for \$2 each. Tablecloths and other décor items are not provided by the museum.

Please note: Helium balloons, loose glitter, birdseed, bubbles, or sparklers are not allowed on the museum campus, including the front stairs. Cleaning fees will apply if any of these items are brought on premises.

Acts of God that cause any failure of performance shall not be the responsibility of either party, and in such case the Mint will make every effort to reschedule the event. If the event cannot be rescheduled, the Mint will refund the rental amount minus the non-refundable deposit.

Candles: Votives, tea lights, and any other candles with glass covered sides of minimum 1-inch coverage are permitted.

Smoking is not permitted on the museum campus.

Fundraising events that include live or silent auctions must be approved in advance by the Special Events Team. Auctions are not guaranteed to be approved.

Event parking in the Duke Energy Center off west Stonewall is \$5 with museum validation. The Renter may host parking for guests by purchasing parking coupons in advance from the Special Events Team.

Due to alcohol licensing requirements, casino-style or other gaming activities are not allowed.

Gallery admissions are offered at discounted rates to renters for their guests' enjoyment and to enhance their museum experience.

Membership has its benefits. We look forward to hosting social events at the museum but ask that you join our museum family. This will provide you with free unlimited admission to museum exhibitions and many special events for a full year, as well as Museum Shop discounts and other benefits. If you are not a museum member, please complete the membership application and return to the address listed.





ALCOHOLIC BEVERAGE PRICING

The Mint carries all ABC permits and is the exclusive supplier of alcoholic beverages for all events. Any alcoholic beverages served at The Mint Museum must be purchased through the museum. Prices are based on in-stock brands and are subject to change without notification.

HOSTED BAR RECEPTIONS

OPEN FULL BAR

OPEN WINE & BEER BAR

House Brand / Premium Brand

\$14 / \$15 per person	\$11 / \$13 per person	1 Hour
\$21 / \$24 per person	\$15 / \$17 per person	2 Hours
\$24 / \$27 per person	\$20 / \$22 per person	3 Hours
\$27 / \$30 per person	\$22 / \$24 per person	4 Hours

Per Person Pricing includes all guests over the age of 21.

Bar Pricing does not include the set-up charges (sodas, mixers, glassware) and bartending charges. These items are provided in a quote from the caterer. Prices do not include applicable sales tax of 8.25%.

CONSUMPTION BAR, CASH BAR, & SEATED DINNER RECEPTIONS

PER DRINK BAR House Brand / Premium Brand

\$7 / \$8 per drink	Liquor
\$6 / \$7 per drink	Wine
\$5 / \$6 per drink	Beer
\$28 / \$32 per bottle	Consumption Wine
\$2 per drink	Soft Drinks & Bottled Water

Cash Bar Pricing includes liquor, wine, beer, soda, bottled water, mixers, disposable cups, and applicable sales tax. Drink prices do not include cashier, glassware, or bartending charges. We recommend one bartender for every 100 guests. Charges are \$20 per cashier per hour and \$25 per bartender per hour.

Please note: Sparking wine selections start at \$25 per bottle; specific brands are available by request. All special orders must be paid in full, regardless of consumption. All bar service will be provided uninterrupted, without a suspension period.

HOUSE BRANDS include Dewar's Scotch, Jim Beam Bourbon, Tanqueray Gin, SKYY Vodka, Bacardi and Captain Morgan's Rum, Canadian Club Whiskey, California Chardonnay and Cabernet Sauvignon wines, and Domestic beers.

PREMIUM BRANDS include Chivas Regal Scotch, Jack Daniel's Bourbon, Crown Royal Whiskey, Bombay Sapphire Gin, Ketel One Vodka, Captain Morgan's Rum, California Chardonnay, Sauvignon Blanc, Cabernet Sauvignon, and Red Blend wines, Domestic and Imported beers. the art of celebration



excellence. entertainment. environment.

simple. sensible. sustainable.



a something classic experience



DEAN & DELUCA

CATERING









southern charm 6 modern twists

CATERERS

EXCLUSIVE CATERER FOR EVENTS AT MINT MUSEUM UPTOWN

Something Classic + Daisy Catering 704.377.4202

FEATURED CATERERS FOR EVENTS AT MINT MUSEUM RANDOLPH

Best Impressions Caterers 704.333.9779

Creative Catering 704.373.2900

Dean & Deluca Catering 704.643.1664

Delectables by Holly 704.342.4800

Eloquent Creations 704.200.6883

Flipside Catering 980.201.1880

La*tea*das 704.338.6864

One Catering Charlotte (Harpers/Mimosa Grille/Upstream) 704.370.0107

Porcupine Provisions 704.376.4010

Queen City Catering Company 704.305.7778

Something Classic + Daisy Catering 704.377.4202

Sonoma Catering (Aria & Queen City Smoke) 704.331.0078

All caterers are approved by the Special Events department, have a current license, and provide museum qualifying insurance. All clients must select a caterer from this list for full-service events.





CATERING COMPANY



JOIN THE MINT NOW!

NEW MEMBER

MEMBERSHIP BENEFITS

Unlimited, free general and special exhibition admission

to both Mint locations (Uptown & Randolph) Invitations to members-only exhibition previews and special events 10% discount on admission for member guests 25 % discount on programs, classes, and summer camps* Subscription to inspired magazine 10% discount in the Museum Shops on purchases over \$10 10% discount at Halcyon and Something Classic Café locations Reciprocal privileges at designated Southeastern Museums** Membership eligibility in the Mint's affiliate groups

MEMBERSHIP LEVELS INCLUDING TAX***

One student or adult

STUDENT \$25.73 (\$25 tax-deductible) **TEACHER \$45.73** (\$45 tax-deductible) **INDIVIDUAL \$60.73** (\$60 tax-deductible)

Two adults DUAL \$81.45 (\$60 tax-deductible)

Two adults and children or grandchildren under 18

OUT OF TOWNER \$52.18 (\$50 tax-deductible) For members who live 200+ miles outside of Charlotte

FAMILY \$193.63 (\$50 tax-deductible) \$80 (80th anniversary special) Two complimentary guest passes

SUSTAINER \$253.63 (\$200 tax-deductible)

Four complimentary guest passes Reciprocal privileges at designated North American museums *

BENEFACTOR \$503.63 (\$420 tax-deductible)

Unlimited admission for up to four guests per visit (when accompanied by a Benefactor member) Two one-time parking passes for use at Mint Museum Uptown Two free or discounted tickets to a VIP museum event

JOIN

VISIT either museum's Guest Services Desk
ONLINE at mintmuseum.org
CALL 704.337.2112
E-MAIL membership@mintmuseum.org
MAIL this application to: Mint Museum Uptown,
500 South Tryon Street, Charlotte, NC 28202 Attn: Membership
Donors making annual contributions of \$1,200 or more are invited to join The Mint Museum Crown Society.

*Some exclusions may apply ** See mintmuseum.org for details *** NC state sales tax applicable to memberships as of January 2014

MEMBER INFORMATIC) N
Name 1	
Name 2	
E-mail	
Address	
City, State, Zip	
Phone	
Birth Date (month/day)	
MEMBER INTERESTS:	
Adult Programs & Classes	
Affiliate, Docent, & Volunteer	••
Children & Family Activities / C	Classes
Collections & Exhibitions	
Social Events	
PAYMENT INFORMATI	ON
MEMBERSHIP LEVELS INCL	UDING TAX:
🗇 Student \$25.73	💋 Out of Towner \$52.18
Teacher \$45.73	Family \$193.63 \$80
🛛 Individual \$60.73	Sustainer \$253.63
Dual \$81.45	Benefactor \$503.63
SENIOR (65+) DISCOUNTS IN	
🛛 Individual \$45.73 🗍 Dual	
\$10 DISCOUNT (all levels):	loin or renew for two years
Membership dues: \$	
Affiliate dues (if applicable): \$	
Donation to the Annual Fund: \$	
Total amount enclosed: \$	(Please note tax above
💋 Check made payable to The M	int Museum
Charge my: 🛛 Visa 🛛 Maste	rCard 🛛 Discover 🖓 AmEx
Credit card number:	
Expiration date:	CSC:

Double your donation with our Matching Gift Program:

I will contact my company to match my gift. Company name: _



@mintmuseum





