**\*Herbert F. Johnson Museum of Art Special Event Rental Spaces**

**Sixth Floor: Lynch Conference Room**

Crowning this beautiful structure is the Lynch Conference Room with a commanding view of Cayuga Lake; available for breakfasts, brunches, luncheons, presentations, ceremonies, receptions, and dinners.

* 5th Floor Asian Galleries and 360 views conveniently located
* A/V: speakers, power point presentations, internet access, microphones
* A/V and room diagrams set-up by museum staff
* Includes: restrooms, coat closet, registration table, incredible view, elevator
* Sit-down meal – maximum 65; Standing reception – maximum 120; Meetings /Lectures/Presentations – maximum 80
* Total space: 45 x 30 feet

**Second Floor: Mallin Sculpture Court** (subject to change)

With temperatures above 60 degrees the Museum’s second floor Mallin Sculpture Court is available for breakfasts, brunches, luncheons, presentations, ceremonies, receptions, and dinners; an outdoor space overlooking Ithaca and Cayuga Lake and crowned by the light installation *Cosmos*.

* Located outside with incredible views
* Galleries conveniently located
* A/V: speakers, power point presentations, internet access, microphones
* A/V and room diagrams set-up by museum staff
* Restrooms available 4 flights down (via elevator or stairway)
* Sit-down meal – maximum 65; Standing reception – maximum 120; Lectures/Presentations – maximum 80
* Total space: 63 x 29 feet

**Appel Lobby**

The Appel Lobby’s two-story ceilings and glass surround offers a lovely view and outdoor feel with its dramatic open effect and is perfectly located for larger breakfasts, brunches, luncheons, presentations, ceremonies, receptions, and dinners; etc. adding elegance to any event.

* Located at the museum’s 1973 main lobby
* Galleries conveniently located
* A/V: speakers, power point presentations, internet access, microphones
* A/V and room diagrams set-up by museum staff
* Restrooms available 2 flights down (via elevator or stairway)
* Sit-down meal – maximum 90, Standing reception – maximum 180, Auditorium seating – maximum 150

**Hirsch Wing includes Gussman Lobby, Hirsch Lecture Lobby and Lecture Room**

Entering into the Gussman Lobby; a balcony overlooking the Japanese garden, a magnificent space for breakfasts, brunches, luncheons, presentations, ceremonies, receptions, and dinners; extending your event by cascading down the stairway onto the lower level into the Hirsch Lecture Lobby, gives the opportunity to walk out to the garden. The Lecture Room, conveniently located adjacent to the Lecture Lobby is often times added to Hirsch Wing Events as well whether it be for dinners, meetings, student dance parties etc.

* These spaces are connected to Floor 2L in the main building.
* Restrooms are conveniently located
* A/V: speakers, power point presentations, internet access, microphones
* A/V and room diagrams set-up by museum staff
* Gussman Lobby: Sit-down meal – maximum 40; Standing reception – maximum 50
* Hirsch Lecture Lobby: Sit-down meal – maximum 40; Standing reception – maximum 55
* Lecture Room: – Sit-down meal - maximum 90; Standing reception – maximum 150

It would be our pleasure to assist you with your special event; we ask that you and your guests be mindful of museum respect, high security and safety regulations so we can work together to provide the best for our visitors, artwork and your special day.

-Do not touch the paintings, sculptures or any other pieces on display as these are fragile and may be permanently damaged by the gentlest touch. We thank you in advance for the help in preserving our collection.

-Due to university policies and the museum training of the Cornell Catering Staff, you will contact them at 607.255.5555 for your catering needs.

-Event status of a contract is confirmed upon signature at which time most details are also concluded. There is a 100% cancellation fee if you cancel your event within 24hrs of your event date, 60% within 7 days of your event date, 40% within 14 days of your event date.

-Thank you for considering the Johnson Museum of Art