

MUSEUM VENUES AND CAPACITIES

The Spiral Lobby, Colonnade, Theater, and Art Lounge are available for private events. The Galleries are available subject to curatorial calendar with a minimum of one gallery available for exclusive viewing. The seated dinner capacity is 220, and reception capacity is 550. The Theater capacity is 145 seated theater-style and 90 cabaret-style. The Art Lounge can accommodate 75 for a seated dinner and 100 for a reception.

MUSEUM AVAILABILITY FOR PRIVATE EVENTS

Event Hosts may hold private special events in any of the approved locations subject to availability. Venue reservation planning must take into account event set up, material storage and deliveries, and break down.

The Museum facilities are available for private functions outside Museum public hours. The Theater may be available for private functions during public hours, depending on programming schedule.

Day	Public Hours
Monday	11:00 am- 5:00 pm
Tuesday	CLOSED
Wednesday	11:00 am- 9:00 pm
Thursday	11:00 am- 5:00 pm
Friday	11:00 am- 10:00 pm
Saturday	11:00 am- 6:00 pm
Sunday	11:00 am- 6:00 pm

INDIVIDUAL / CORPORATE MEMBERS

Event Hosts at the \$5,000, \$10,000, \$25,000 and \$50,000 membership levels are permitted to use the approved special event facilities at the Rubin Museum of Art in accordance with the Museum policy guidelines. For more information on membership, please visit www.rubinmuseum.org/support

NOT-FOR-PROFIT ORGANIZATION

Private use of the Museum for not-for-profit events requires a \$5,000-\$10,000 Museum fee based on the organization's operating budget. The mission of the Not-For-Profit organization must not duplicate or conflict with that of the Rubin Museum of Art. Proof of NFP status must be provided upon signing the contract.

EVENT OPERATION CHARGES

The Rubin Museum of Art assesses an hourly event operation charge (in addition to the membership fee or Museum fee) for each scheduled event hour. These charges include all labor and supplies associated with Rubin event operation including security, maintenance, and general supervisory staff.

RUBIN AUDIO-VISUAL SERVICES

The Rubin Museum of Art will charge the Event Host for services or rental equipment, as needed, by the Rubin Audio-Visual department. All events require at least one in-house AV technician for basic light and sound needs during the duration of the event. Final charges are based on the scope and complexity of the event and to be priced and approved by Special Events Manager at least 14 days in advance of the event. The Rubin Museum of Art rates for Audio/ Video technician is \$400 for one AV Technician for four hours.

CATERING

The Rubin has an exclusive caterer (exceptions are subject to 'buy-out' fees and house caterer supervisor). The Museum caterer is responsible to serve and provide all alcoholic beverages. Donated beverages may be approved by the house caterer at their discretion; corkage fees may apply. Food and drink are only allowed in the Spiral Lobby, Colonnade and Theater spaces. Under no conditions are any beverages or food allowed in the Galleries. No food or liquor may be sold at the event.

BENEFITS, FUNDRAISING, AUCTIONS, SALES

The Rubin Museum of Art does not permit public event ticket marketing, on-site door sales, or cash transactions. Sales to events are only permitted if the Event Host undertakes to donate all of its proceeds to a non-profit organization or relief effort whose mission does not duplicate or conflict with that of the Rubin. Minimal live auctions as part of the program may be considered subject to Museum approval. Sales of Event Host merchandise or products are not allowed unless otherwise agreed upon.

SPONSORSHIP

All Host, event, or vendor sponsorships must be approved in advance by the Rubin Museum of Art.

USE OF NAME, LOGO & IMAGE RIGHTS/REPRODUCTIONS

Use of the Rubin Museum of Art name ("Rubin Museum of Art" or "Rubin Museum") is permitted only to announce the location of the event. The Event Host may make no claim that the Rubin is sponsoring or hosting the event. The content of all printed materials relating to the event, including invitation copy, programs, promotional material, press releases, and radio advertisements must be submitted to the Rubin Special Events department for review and approval *before* being printed or distributed in any other media.

EVENT PLAN & DESIGN

All elements of the event chronology, vendor plans, and design must be submitted and approved 14 days in advance. The Rubin Museum of Art reserves the right to approve the design of the event.

WALK-THROUGH & FLOORPLAN

A logistics walk-through of the Rubin Museum of Art with the Special Events staff and Operations Manager must take place prior to the event. A specific layout indicating the placement of tables, chairs, risers, podiums, canopies, lighting/electrical equipment, floral arrangements, displays, banners, floor coverings, furnishings, and A/V equipment must be submitted and approved at least 10 days prior to the event.

VENDORS & PERFORMERS

The Event Host is responsible for all event vendor contracts and costs and is liable for all vendor actions and performance. All vendors are subject to Rubin Museum of Art policy guidelines, including providing Certificates of Insurance for the event. The Rubin Museum of Art Special Events department reserves the right of final approval of the decorator, florist, planners, designers, performers, and any other vendors selected for the event. Names and telephone numbers of all vendors employed directly by the Event Host must be submitted to the Special Events department thirty days in advance of the event.

DECORATIONS

Nothing may be strewn on the floors inside the Rubin Museum of Art. This includes, but is not limited to, confetti, glitter, crepe paper, rice, birdseed and flowers. Nothing may be affixed to any surfaces without prior clearance in writing from the Rubin Museum of Art Special Events department. All decorations must be approved in advance.

FIRE HAZARD

Smoking, open flames, real-flame votives, taper or unshielded candles, and pyrotechnics of any kind are not allowed inside the Museum building. We encourage the use of battery-operated candles.

NOISE

Music must be kept to moderate levels. Amplified bands are to be stationed in the Theater, Colonnade or in the base of the stairwell in Spiral Lobby.

PHOTOGRAPHY

Photography and/or videography are permitted in the common event spaces. Photography or videography in the galleries must be approved by the Special Events Manager as part of the plan approval submission.

SERAI SHOP

Items from the Serai Shop are available as gifts and favors at discounted group sales rates. The shop may be opened for events subject to minimum sales guarantees.

ANIMALS

Animals, other than guide dogs or licensed service animals are not allowed in the Museum.

STAFF & GUEST LISTS

For security purposes, a list of all working staff and a list of event attendees must be submitted to the Manager of Special Events at least 24-48 hours prior to the event. Additions or changes during the last week should be updated prior to event opening.

REFUSE & CLEAN UP

A charge for refuse removal is added to each event agreement (typically between \$100-\$200). Each vendor is responsible to organize its own garbage, packing materials, wrappings, or refuse under the direction of the caterer. The caterer is responsible for all event refuse removal and orderly placement on the street curb. Non-compliance may result in an additional carting removal charge. The Rubin requires all staging and event areas to be left in order as found. All damage incidents must be reported immediately to the Rubin Special Events Manager for appraisal.

DELIVERIES & PICK-UP

Please notify the Rubin Special Events department a minimum of seven days prior to all deliveries. Delivery times and items must be confirmed and approved using following address:

Rubin Museum of Art ATTN: Special Events
140 West 17th Street
New York, NY 10011

Deliveries are only accepted the day of the event. Deliveries may be subject to a storage fee. All Event Host property is stored and handled at the risk of the Event Host. The Museum shall not be responsible for the loss or damage to said property. Additional cartage fees may be applicable to boxes exceeding 50 lbs. All vendors must enter and depart the Museum through the entrance at 140 West 17th Street. No event equipment or supplies may be left in the building after the conclusion of the event. Pick up of material or items following the event day may be subject to a storage charge.