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FACILITY RENTAL DETAILS

Capacity

- Building -3356 square feet
- Standing Capacity -225
- Seating Capacity- approximately 75
- Four unisex bathrooms
- Layout varies depending on the current exhibitions. Please see attached for the most up to date layout of our current exhibitions. If your intended event date is outside of these exhibitions a preliminary layout design may be available upon request.

Timing

Full space rentals:

- Please note the museum is open Tuesday- Saturday 11am-6pm and Sunday 12pm-5pm. It is preferable that we do close the museum during visitor hours. The museum is closed to the public on Mondays.
- All events must end by 11pm (does not include break down and clean up).

MakeArt Lab rentals:

- These rentals can occur anytime during open hours Tuesday-Sunday 11am-6pm, Sunday 12-5pm
- Any requests made outside of these hours must be done submitted via email to mcannon@sfmcd.org

Set-up

- Caterers and other vendors may arrive at 5:30pm the evening of the event unless otherwise noted in contract.
- The museum cannot accept any deliveries or shipments. All materials must be brought on site by vendors or staff. All materials must be removed within one hour of the event end time

Rates

- MakeArt Lab: The MakeArt Lab is a cozy space where you can hold private meetings, day long seminars or use your creative brain to hone your crafting skills. The fees for the MakeArt Lab are as follows:
 - \$250 per hour to use the room and all amenities included (no workshop included)
 - \$50 per person (includes materials and instructors time) + \$250 per hour for all workshops.
- Full facility rental (included Lobby, Store & MakeArt Lab)-\$3500 for 5 hours
- Rental fees include custodial services and a museum representative does not include food or beverage costs

Caterers

The museum will provide a list of preferred caterers upon request. Otherwise, all other caterers will need to be approved by the museum. Food and beverage is not allowed in any of the gallery spaces, but is allowed in the MakeArt Lab and in the front lobby. The MakeArt Lab is available for use as a prep area.



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Alcohol Service

If alcohol is being served, Renter must provide proof of liquor license thirty (30) days before the event. Renter must put in place a process to check ID at any event in which alcohol is served and anticipated guests under 21 years of age.

Security

The museum regularly hires two uniformed security guards for its evening events, similarly, any renters will need to ensure that the exhibition space and back staff area are well guarded during evening events. The museum is happy to connect our regularly used security service with the renter at their expense.

Valet

The museum's preferred valet service can be contacted by the renter at their expense. The approximate cost is \$550 for an evening event.

Décor

Must be approved by museum staff, and must not interfere with any exhibitions on display. Nothing can be nailed, taped, or screwed into the walls or floor.

Storage, delivery and clean-up

All renting materials, event materials, vendors' materials, trash, debris and other items must be removed at the conclusion of the event and the museum returned to its original condition or additional fees may be incurred. No overnight storage is permitted and Renter shall be held responsible for any damages incurred.

Museum property available for your use

We have 80 plastic folding chairs, three metal tables and three folding tables available for use at no additional cost. We also have a sound system (6 microphones, two speakers and a mixing board) as well as one projector and two projector screens available.

Insurance:

Renter must procure insurance for the duration of the event for the protection against all liabilities related to the use or occupancy of the space.

- Renter must provide a certificate of insurance at least 24 hours prior to the event or load-in will not be permitted
- Renter assumes all risk of damage to property or injury to persons in or around space