

ELMHURST ART MUSEUM

BE OUR GUEST **Extraordinary Spaces *Inspired Events***

Award winning architecture. Expansive views of beautiful Wilder Park. And the iconic McCormick House - designed by modern master, Mies van der Rohe.

The Elmhurst Art Museum can host a number of events; including weddings, holiday parties, ceremonies, corporate events, & musical performances.

Come and celebrate your special occasion in a contemporary suburban environment located just 17 miles west of Chicago.



For more details, please contact **Lisa Hoffer** at
(331) 444-1121 or lisa@elmhurstartmuseum.org

Visit the museum's website for event
details:<https://www.elmhurstartmuseum.org/about/rental>

ELMHURST ART MUSEUM

SPECIAL EVENTS – WEDDINGS – PARTIES – MEETINGS



ELMHURST ART MUSEUM

Facility Rental Fees

Weekend Events (Friday –Saturday- Sunday)

Hostetler Gallery \$3,450
**Includes security, photo permit & art work removal fees, 2 hours of gallery viewing, use of Skycube Pavilion and McCormick House (8 hour rental, 5pm-1am)*

Reduced Rental
Hostetler Gallery or McCormick House \$1,800
**Cocktails or Dining Only - No Gallery Access – 55ppl or less (6 hour rental, 5pm-11pm)*

Carney Gallery \$750
**Ceremonies only (4 hour rental, after 5pm)*

Skycube Pavilion \$750
**Ceremonies only (4 hour rental, after 5pm)*

Weekday Events (Monday – Thursday)

Hostetler Gallery \$2,125
**Includes security, photo permit & art work removal, 2 hours of gallery viewing and use of Skycube Pavilion (6 hour rental, 5pm – 11pm)*

Carney Gallery \$750
**Ceremonies only (4 hour rental, after 5pm)*

Skycube Pavilion \$750
**Ceremonies only (4 hour rental, after 5pm)*

Additional Rates

Early Closing Fee (before 5pm; per hour) \$150
Late Closing Fee (after 11pm weekdays; per hour) \$100
Extended Gallery Viewing (per additional hour) \$100
Photo Shoot (per hour) \$275

All facility rentals require a \$1,000.00 damage deposit 45 days prior the event.

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Museum Capacity

HOSTETLER GALLERY

- A. The recommended limit for seated dining is 150 people.
- B. The recommended limit for cocktail receptions, provided there is minimal seating for guests, is 200 people.
- C. Seated lectures and ceremonies may accommodate approximately 175 people.
- D. The recommended limit for a classroom style lecture with half-tables is 75 people.

HOSTETLER or McCORMICK only

- A. The maximum limit for a Hostetler only, seated event is 55 people; or 75 people for cocktails.
- B. The maximum limit for a McCormick House only, seated event is 40 people; or 55 people for cocktails.

SKYCUBE PAVILION

- A. Seated ceremonies may accommodate approximately 100 people.

CARNEY GALLERY

- A. Seated ceremonies may accommodate approximately 120 people.

Amenities

Staff:	Events Manager onsite for duration of event
AV/Tech:	Projector, AV Screen, WiFi, CD Sound System
Parking:	Complimentary parking adjacent to the museum
Facility:	Open Floor Plan, Coat room, Accessible Entrances & Restrooms
Galleries:	2 hours of gallery access
Art Workshop	Customized, interactive art experiences. Additional fees apply.
Membership:	Complimentary family membership with an 8 hour rental.
Furnishings:	(12) 6' Prep Tables, Cocktail Seating for 24, Period Authentic McCormick House Lounge Furniture

ELMHURST ART MUSEUM

Catering

The Museum partners with 6 exclusive caterers to provide a range of menu options for your event. All food and beverage service, set-up and clean-up is provided by one of these catering companies. Your choice of caterer will also facilitate the rental of all equipment, including tables, chairs, linens, glassware, décor and dance floor.

For a price quote, please contact one of our exclusive caterers, listed below.

Chef By Request Catering

5100 Academy Drive
Lisle, IL, 60532
www.chefbyrequest.com
630.493.4300

Café Amano

116 E. Schiller Street
Elmhurst, IL 60126
www.cafeamano.com
630-279-9333

Chow to Go

116 West Park Avenue
Elmhurst, IL 60126
www.chowtogo.com
630-530-8646

Food for Thought

7001 North Ridgeway Avenue
Lincolnwood, IL 60712
www.fftchicago.com
847-982-2608

Inspired Catering & Events

1300 W. Hubbard Street
Chicago, IL 60642
www.inspiredcateringandevents.com
312-226-7611

SBR/True Cuisine

781 N. Church Road
Elmhurst, IL 60126
www.truecuisine.com

Map

150 Cottage Hill Avenue - Elmhurst, Illinois 60126



ELMHURST ART MUSEUM

CLIENT FACILITY RENTAL REGULATIONS

Elmhurst Art Museum welcomes the opportunity to advance public recognition and awareness of the visual arts, as well as Museum programs and exhibitions by making our facilities available for special events.

Events must not conflict with the mission of the Museum. The Museum retains the right cancel any event if, in the Museum's judgment, the event could endanger the Museum's collections, be inconsistent with its mission, or conflict with other Museum commitments or policies. Due to the fragile nature of the Museum's collections and exhibitions, the Museum reserves the right to regulate rentals and use of facilities.

Museum Exhibition Schedule

Elmhurst Art Museum's exhibition schedule is subject to change without notice.

Event Preparations

All rental events are to occur outside of regular Museum hours, unless special arrangements have been made. The client, its agents, and guests must vacate the Museum no later than 1:00 a.m.

Clean up must begin 1 hour prior to the end of rental period and all food and beverage service must end 30 minutes prior to the event end time specified in the client's contract with EAM. (i.e. rental period is 5p.m. to 1:00a.m. – food and beverage service will end at 11:30p.m. and clean –up will begin at 12:00a.m).

The approved caterer and/or rental company may bring equipment into non-public areas of the Museum at a time approved by EAM staff

Event Decorations

Decorations shall be limited to tables and floors and in no manner shall be affixed to walls or ceilings. Lighting may be used to decorate the patio, provided arrangements are made in advance through the client's chosen rental company.

All floral and plant arrangements must be clean and pest-free. All decor must be flameproof. All physical arrangements are subject to approval by EAM staff. Fog and smoke machines, silly string, bubbles, projectiles, metallic or paper confetti, loose helium balloons, and air horns are not permitted inside the Museum. No open flames of any kind (including candles, lit or un-lit) are allowed inside the Museum or patio. Dancing in Hostetler Gallery is permitted only with the use of a rented, portable dance floor.

Clean – Up

All dismantling and clean-up must occur 1 hour before the rental period ends. Equipment and decorations must be removed immediately following the event and arrangements must be made with all vendors for same-night pickup.

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Vendors

Clients are responsible for providing all vendors with Elmhurst Art Museum Vendor Information.

- A. Photographers – Direct photographs of artwork are not permitted. Elmhurst Art Museum retains the right of image usage for all images of the facility and events.
- B. Florist – All floral and plant arrangements must be clean and pest-free. Delivery of all floral arrangements must be made after 3:30 p.m. to non-public areas of the Museum unless special arrangements have been made with the Museum.
- C. Musician and DJ's – Electricity is available in all Museum areas and no alterations or modifications to the standard electrical configuration may be made. Musicians and DJ's may begin load-in and set-up after 3:00 p.m. to non-public areas of the Museum. The DJ/Band should stop music promptly at 11:00 p.m. or 11:30 p.m. if the additional 30 minutes has been entered into contractually.

Smoking & Alcoholic Beverages

Elmhurst Art Museum requires that all clients, guests, and catering staff abide by the Illinois statute for not smoking within fifteen feet of any entrance to the Museum.

Caterers must provide evidence of satisfactory dram shop insurance, naming both Elmhurst Art Museum and the Elmhurst Park District as additional insured, when alcohol beverages are being served. Only a licensed bartender, approved by the caterer, may serve alcohol beverages. All drinks, including beer, must be served in a glass. All leftover alcoholic beverages must be removed from the Museum premises immediately following the event. Additionally, to the extent possible, catering staff will use its best efforts to ensure that no one is permitted to leave the EAM building with any alcohol beverages because of legal requirements specified by the Elmhurst Park District.

Damages

The client is responsible for any damages to the Museum's premises, contents, or persons caused by the client, their guests or agents.

Damages will be noted by EAM staff and costs charged back to the client. The client must agree to pay EAM for any such damage or loss. It is the responsibility of the caterer to document any damages before the event and report such damages to the Museum security or staff. For your own protection, EAM suggests a pre-set walk-through.

Elmhurst Art Museum asks that our Clients be aware of the Museum's artwork, furniture, and fixtures and treat them with care and respect. No food or drink service is permitted in the gallery space.

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Damage Deposit

A refundable damage deposit of \$1,000 is required for rental of the Museum and the exhibition galleries, and must be paid 45 days prior to your event. The damage deposit will be refunded to the client upon completion of a thorough facility walk-through by EAM staff and confirmation that there is no damage to the facility. In case of any damage, an appropriate portion of the damage deposit will be withheld. Elmhurst Art Museum reserves the right to recover any actual damage to the works exhibited in excess of the damage deposit [see Liability].

Force Majeure

Elmhurst Art Museum is not liable for failure to perform these obligations if such failure is a result of fire, flood, earthquake, storm, hurricane, or other natural disaster, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

Indemnification

The Client agrees to defend and indemnify EAM, its agents, employees, representatives, officers, and directors against and hold EAM harmless from any and all liability, loss, damage, cost, expense (including attorneys' fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and or occupation of the Museum Facilities (including, but not limited to, any set-up, installation, break-down, removal, cleaning, or maintenance) by the Client or guests, agents, or representatives assisting on the event. EAM shall give prompt notice to the Client of any such action brought against EAM and the Client shall defend EAM against any such action using counsel acceptable to EAM, and Client, in good faith using its best efforts, shall immediately and promptly defend, settle, investigate, cooperate and take any other reasonable action which EAM determines the Client should take. Nothing herein shall be deemed to require the Client to indemnify EAM, its agents, officers, directors, or employees, from any loss or damage, which is due to the sole gross negligence or willful misconduct of EAM, its agents, employees, representatives, officers, or directors.

The Client may elect to purchase general liability insurance in an amount equal to at least \$1,000,000 per occurrence. Additionally, the Client agrees to name Elmhurst Art Museum as additional named insured (at no expense to the Museum) under such policy of general liability insurance and to provide evidence of such coverage to the Museum representative.

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Payment Policies

A verbal hold on the event date will be placed for up to two weeks from the date of hold while the client consults with the approved caterers. To reserve a date and/or any Elmhurst Art Museum facilities, the Museum requires a signed contract with a 50% deposit at the time of the contract signing.

Cancellation

Upon booking and signing a contract, all rental fees are non-refundable.

If the agreement is to be made by a party or meeting planner or other agent, no agreement for use shall be made until a representative of the actual client has met with an appropriate representative of the Museum.

The undersigned hereby acknowledges and agrees that the foregoing Client Facility Rental Regulations has been read in full, the information supplied to EAM is true and accurate, that the application will comply with the terms herein and that any false statement contained herein or any failure to comply with said terms and regulations is grounds for revocation of any rental granted hereunder.

PLEASE COMPLETE AND RETURN THE FORM BELOW TO HOLD YOUR DATE.

Client: _____

Address: _____

Phone: _____

Email: _____

Authorized Signature: _____ **Date:** _____

Representative (if different from above): _____

Event Date: _____

Mail to:
Lisa Hoffer, Events Manager
Elmhurst Art Museum
150 Cottage Hill Avenue
Elmhurst, IL 60126

Elmhurst Art Museum
Authorized Signature: _____

Title: _____ **Date:** _____