

# ELMHURST ART MUSEUM

## *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 & meetings.

Come and celebrate your special occasion in a contemporary suburban environment located just 18 miles west of Chicago.



photo credit: fox & ivory photographers + storytellers

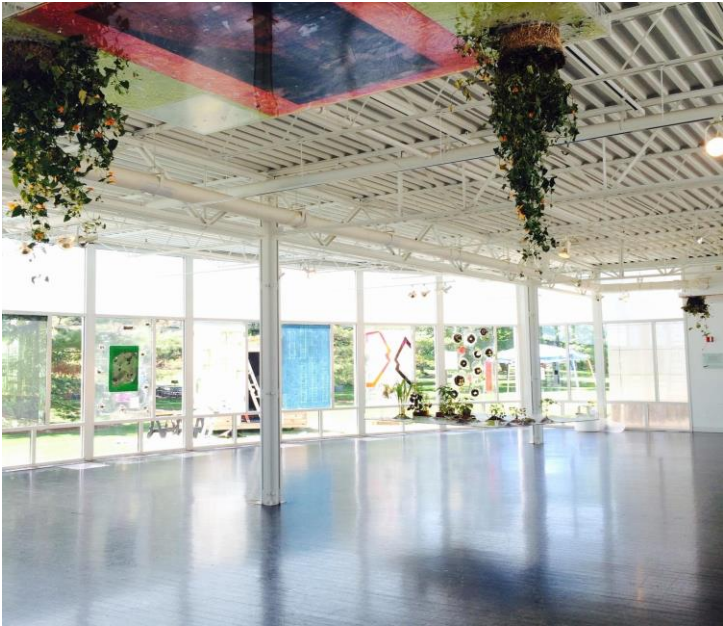
artist credit: sistine touch, bob esmer

For more details, please contact **Jenn Guistolise** at (312) 493-9839 or [jguistolise@elmhurstartmuseum.org](mailto:jguistolise@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)

Full Museum Rental (8 hour rental, 5pm-1am)	\$3,450
<i>*Includes onsite staff, 2 hours of Gallery &amp; McCormick House viewing, use of Skycube Pavilion and photo permit*,</i>	
Hostetler Gallery Only (6 hour rental, 5pm-11pm)	\$2,700
<i>75ppl or less, no Gallery or McCormick House access, includes onsite staff and photo permit*</i>	
Carney Gallery (4 hour rental, after 5pm)	\$750
<i>*Ceremonies only, includes onsite staff and photo permit*</i>	
Skycube Pavilion (4 hour rental, after 5pm)	\$750
<i>*Ceremonies only, includes onsite staff and photo permit*</i>	

### Weekday Events (Monday – Thursday)

Full Museum Rental	\$2,250
<i>*Includes onsite staff, 2 hours of gallery &amp; McCormick House viewing, use of Skycube Pavilion and photo permit*, (6 hour rental, 5pm – 11pm)</i>	
Carney Gallery	\$750
<i>*Ceremonies only (4 hour rental, after 5pm)</i>	
Skycube Pavilion	\$750
<i>*Ceremonies only (4 hour rental, after 5pm)</i>	

### Additional Rates

Early Closing Fee (before 5pm; per hour)	\$200
Late Closing Fee (after 11pm weekdays; per hour)	\$100
Non Exclusive Catering Fee	\$500

**All facility rentals require a \$1,000.00 damage deposit 30 days prior the event.**

**\*Photography is permitted in all public spaces, however the photographing of certain exhibits may be restricted and permission will be granted on a case by case basis.**



# ELMHURST ART MUSEUM

## 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 Gallery only

The maximum limit for a seated, Hostetler only event is 55 people; or 75 people for cocktails.

### SKYCUBE PAVILION

Seated ceremonies may accommodate approximately 125 people.

### CARNEY GALLERY

Seated ceremonies may accommodate approximately 120 people.

## Amenities

Staff:	Events Manager onsite for duration of event
AV/Tech:	Projector, AV Screen, WiFi Enabled 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, and Podium

# 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

### **Tasty Catering**

1900 Touhy Avenue  
Elk Grove Village, IL 60007  
www.tastycatering.com  
847.593.2000

### **Food for Thought**

7001 North Ridgeway Avenue  
Lincolnwood, IL 60712  
www.fftchicago.com  
847.982.2608

### **Marco's Table Catering and Events**

marco@marcostableandevents.com  
630.381.8057

### **Truffleberry Market**

825 Cass Avenue  
Westmont, Illinois 60559  
www.truffleberry.com  
630.301.2669

### **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  
312.724.6000

\*Please note: There is a \$500 fee to bring in a non-exclusive caterer

## 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.

# ELMHURST ART MUSEUM

## 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 end music promptly at midnight.

## 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.

# ELMHURST ART MUSEUM

## Damage Deposit

**A refundable damage deposit of \$1,000 is required for rental of the Museum and the exhibition galleries, and must be paid 2 weeks 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.



# ELMHURST ART MUSEUM

## 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. **Final Payment is due 30 days before your event.**

## Cancellation

**Upon booking a date and signing a contract, all paid rental fees are non-refundable if the client chooses to cancel the rental contract.**

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 WITH YOUR TO HOLD YOUR DATE.**

Client: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Representative (if different from above): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to: **Jenn Gistolise  
Manager Community Outreach & Special Events  
Elmhurst Art Museum  
150 Cottage Hill Avenue Elmhurst, IL 60126**

Elmhurst Art Museum  
Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_