

2024 MEETING AND EVENT SPACES



Fred W. Smith Penthouse Location the 4th Floor Skyroom

Bird's-eye view of the Western sky
14 x 8 LED Media Wall
State-of-the art banquet kitchen
Retractable floor-to-ceiling glass walls
Indoor Space: 4,800 sq. ft. Nightingale Sky Room
Outdoor Space: 5,000 sq. ft. Stacie Mathewson Sky Plaza
Up to 260 banquet seats | Up to 397 theater seats
Up to 700 guests, reception-style



Donald W. Reynolds Center for the Visual Arts | E.L. Wiegand Gallery
160 West Liberty Street in downtown Reno, Nevada | nevadaart.org

QUESTIONS? Contact **Nikki Goodell, Director of Special Events & Sales** at 775.398.7202 or nikki.goodell@nevadaart.org

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Charles N. Mathewson IGT Founder's Room

Located on the third floor

FOUNDERS ROOM

Executive private meeting space
Accommodates meetings, luncheons,
dinner, and receptions
90 in media screen, audio visual and
teleconferencing capabilities
1,300 sq. ft. space
Up to 60 banquet seats
Up to 100 guests, reception-style



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Wayne and Miriam Prim Theater & Lobby

Located adjacent to Reynolds Grand Hall

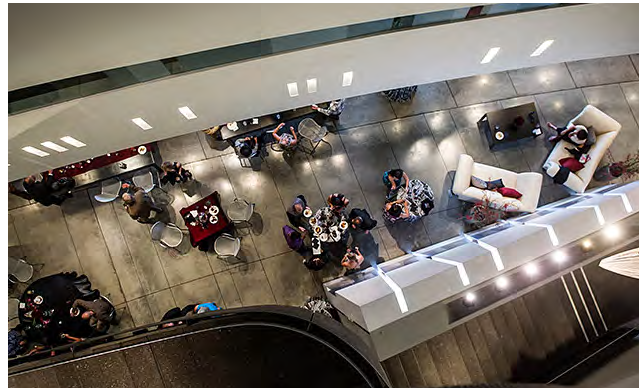
THEATER

Intimate stage
180 seats
Digital Dolby 5.1 audio and advanced
video projection
Ideal for musicians, small theater troupes,
films, business meetings and weddings
Food and beverages are not permitted in the theater

LOBBY

Up to 75 guests, reception-style
Perfect for socializing before or after programs
hosted in the Wayne and Miriam Prim Theater

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Donald W. Reynolds Grand Hall Location the Main Floor Atrium

Accommodates meetings, wedding receptions
elegant luncheons and dinners
Over 4,000 sq. ft.
Up to 200 banquet seats
Up to 350 guests, reception-style



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Enhance your event
with uplighting!



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Ask about using the
Estelle J. Kelsey
Foundation Media Wall!



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MUSEUM FACILITY RENTAL POLICY

SCHEDULING AND AVAILABILITY

The Nevada Museum of Art (MUSEUM) will reserve its facility and an event date along with a facility reservation and set-up will be scheduled for a renter once a signed Rental Agreement and deposit have been received. All rental events proposed during regular MUSEUM hours will be reviewed on a case by case basis. Events that run beyond the contracted time will be charged an overtime rate of an additional \$550.00 - \$2000 per hour. Please reference Event Rental Price sheet for exact amount per venue. Renter must meet with the MUSEUM Event Coordinator to walk through the venue in order to discuss logistics, floor plans, deliveries, and facility concerns prior to the event.

ELIGIBILITY

The MUSEUM can accommodate a variety of events to suit the needs of our rental clients. Yet, the following types of events are not permitted under any circumstance: political functions or select promotional events. Within the eligibility criteria described above, the MUSEUM will not discriminate in the renting of its facility on the basis of color, race, national origin, religion, sex, age, or physical handicap. All Renters must sign and agree to the terms listed in the MUSEUM's rental contract.

PAYMENT AND CANCELLATION POLICY

A non-refundable deposit of 50% of the total rental fee is due at the time the Rental Agreement is executed. This agreement may not be rescinded for any reason after two weeks of commencement. A refundable damage deposit of \$1500 is due at the time the Rental Agreement is executed. All reimbursable expenses will be billed after the event, and are payable within 30 days. Written request for a change of date or cancellation must be received by the MUSEUM in writing at least 60 days prior to the scheduled event. Renter's failure to comply with any of the MUSEUM's regulations may result in the cancellation of the event. If final payment has not been received 7 days prior to the scheduled function, the MUSEUM reserves the right to cancel the event and the renter will forfeit their advance deposit.

DÉCOR

In order to protect MUSEUM's architecture, collections, and artwork, Renters may not bring in nor use any form of "party" decoration without prior permission from the MUSEUM. Nails, staples, tape, or banners (posters and signage) may not be posted to the walls, windows, or furnishings. Glitter, confetti, feathers, rose petals, rice, balloons, sparklers, poppers and live plants (unless approved by MUSEUM Events Coordinator along with plants are provided by a licensed florist) cannot be permitted and any use of these items will result in the renter forfeiting their damage deposit. All décor and signage must be freestanding. All candles on premises must be battery operated (i.e. tea lights). All floral arrangements need to be provided by a licensed florist.



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MUSEUM FACILITY RENTAL POLICY CONT.

INSURANCE

Upon execution of the MUSEUM's Rental Contract, it is required that the Renter also sign a Hold Harmless Agreement. In addition, the Renter must provide evidence of public liability insurance in the amount of \$1,000,000 with a certificate naming the MUSEUM as an additional insured. If Renter is unable to provide such insurance, contact the MUSEUM Events Coordinator for additional insurer information. Renter assumes full responsibility for damage to any MUSEUM property or equipment, as well as any damage caused by equipment brought on-site by the Renter or vendors for the particular event.

SECURITY

The presence of MUSEUM security personnel is mandatory for all rental events and is scheduled by the Security Department in coordination with the MUSEUM's Events Coordinator. Estimated security costs are reflected in the MUSEUM's facility rental fees. If needed, any additional security requirements will be billed in addition to the base rental fee.

DELIVERIES

The MUSEUM personnel will, if possible and with prior arrangement (three days notice), accept deliveries on behalf of the Renter as well as assist in loading, unloading, or carrying equipment for event usage.

CATERING

All catering and beverage services must be contracted through the exclusive caterer of the MUSEUM.

ALCOHOL

Renter must comply with all city and state laws, rules, and regulations concerning alcohol consumption. chez louie is licensed and insured to be the provider of all alcoholic beverages at the MUSEUM.

PRINTED MATERIAL AND PUBLICITY

All invitations, posters, announcements, flyers, signs, or other marketing collateral pertaining to rental events open to the public, including press releases, must be approved in advance of printing by the MUSEUM's Communications and Marketing Department. This process helps to insure that proper communications efforts are met on behalf of the Renter and the MUSEUM. The MUSEUM does not provide mailing lists, marketing or publicity for rental events.

ARTWORK

No artwork of any kind may be brought into the MUSEUM as part of any special event.

SMOKING / VAPING

In order to protect the artwork and exhibitions, the Nevada Museum of Art is a smoke-free environment. Smoking is not permitted anywhere inside the building, on the rooftop, or elsewhere on MUSEUM property unless in a specifically designated smoking area. Failure to comply with this policy will result in a minimum additional fee of \$1,000 per incident.



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