

# FACILITY RENTALS & SPECIAL EVENTS



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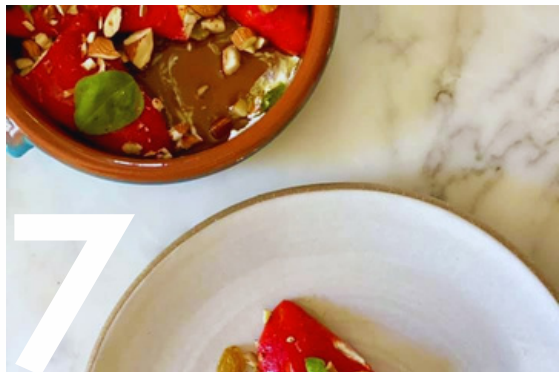
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# SCHEDULE AN EVENT



*Image courtesy of Art Museum of South Texas*

## Contact Information

### AUDITORIUM, MEETING ROOM & GALLERY RENTALS

Please contact Amanda Horne, Event Specialist, for additional information or to schedule a tour.

361-825-3517

[Amanda.Horne@tamucc.edu](mailto:Amanda.Horne@tamucc.edu)

### CATERING & RESTAURANT RENTALS

Please contact Elizabeth's At The Art Museum for catering or to reserve the restaurant space.

361-882-8696

[banquets@waterstreetrestaurants.com](mailto:banquets@waterstreetrestaurants.com)

[waterstmarketcc.com/elizabeths](http://waterstmarketcc.com/elizabeths)

### CHILDREN'S PARTIES

Please contact the Education Department to schedule a children's party.

361-825-3504

[AMSTed@tamucc.edu](mailto:AMSTed@tamucc.edu)

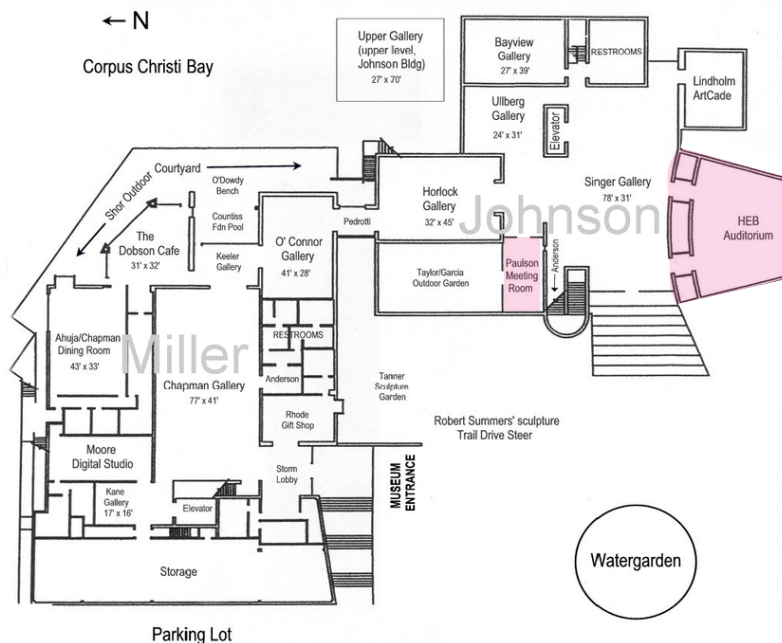
# AUDITORIUM & MEETING ROOM



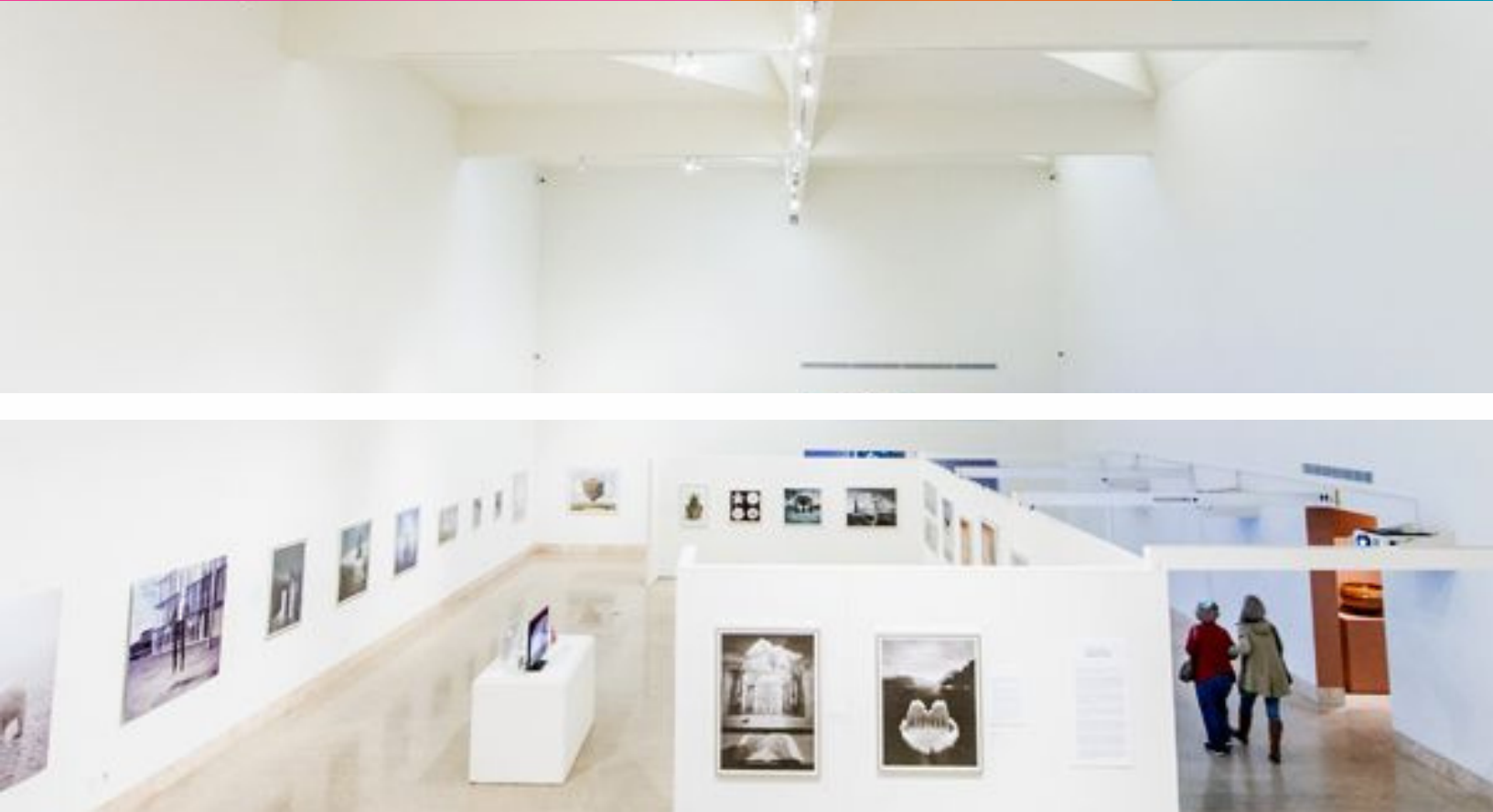
Image courtesy of Art Museum of South Texas

## H-E-B Auditorium & Paulson Meeting Room

The H-E-B Auditorium is available to host lectures, meetings, and conferences for up to 200 people. For smaller events, the Paulson Meeting Room is available for meetings or luncheons for up to 12 people. Both are available Tuesday - Saturday during museum hours.



# GALLERY RENTALS



*Image courtesy of Art Museum of South Texas*

## Chapman Gallery

Bathed in natural light from skylights in 12 copper pyramids atop the miller building, the Chapman Gallery provides access to the café dining area and the outdoor patio that overlooks the bay.



# GALLERY RENTALS



*Image courtesy of Lone Oak Studios*

## Singer Gallery

The Singer Gallery has bay windows provide a snapshot of Shoreline Drive. The floor-to-ceiling windows showcase the beautiful water gardens and Harbor Bridge.

# CATERING & RESTAURANT

ELIZABETH'S



*Image courtesy of Elizabeth's at the Art Museum*

## Elizabeth's at the Art Museum

The Singer Gallery has bay windows provide a snapshot of Shoreline Drive. The floor-to-ceiling windows showcase the beautiful water gardens and Harbor Bridge.

# CHILDREN'S PARTIES

## Birthday Parties

Birthday party packages are available for children ages 2 to 12 years old. The party will last for 2 hours and will include approximately 1 hour of hands-on experience followed by an additional hour of birthday celebration in a private room. The packages are available for members of the Museum at the Family Level and up. We do not typically host birthday parties during the summer.

### Birthday parties include:

- All-day admission for host & guests
- Age-appropriate art activities
- Party room, tables & chairs
- Trash bags & trash receptors
- Art teacher & art supplies
- Gift for the birthday child





# CHILDREN'S PARTIES

## Party Themes/Projects

### ANIMAL MASKS (ages 2-5)

Create fun foam masks of favorite animals.

### MOSAIC MADNESS (ages 2 - 12)

Create impressive pictures with colorful bits of paper and found objects! Younger children will use bigger shapes and create simpler designs.

### PRINCESS/PIRATE PARADE (ages 5-12)

Create crowns, eye patches, hats, and noisemakers to celebrate in style!

### FABULOUS FISH PRINTS (ages 6-12)

Create an island-style beach shirt with brightly colored fabric paints and life-like rubber fish replicas. Party host or participants will need to bring a white pre-washed t-shirt or other material suitable for printing (pillow-case, canvas bag, etc.). Prints can also be made on paper.

### UNDER THE SEA COLLAGE (ages 6 -12)

Take an underwater voyage into the deep blue sea with paint and other materials to create a shimmering mixed media collage.

Activities listed above MAY be tailored to your party theme if requested when booking an event.

# CHILDREN'S PARTIES

## General Information

- Birthday parties at the Museum are a benefit of the family level of membership. To become a member, please call our Membership Department at 361.825.3509.
- Parties are for ages 2 – 12 (see activities for age restrictions).
- Price: \$175 (full payment must be received to reserve your party date).
- Parties are 2 hours in length including the hands-on activity. Party host will have 30 minutes prior to party for setup and 30 minutes after party for cleanup.
- Maximum number of children: Up to 12 guests (ages 5 and under) or 18 guests (ages 6 and over); you may invite up to 5 more children for an additional \$35
- Full payment must be received to reserve your party date.

## Cancellation Policy

No fees will be refunded for cancellations made less than 10 business days prior to the party. In case of emergency, the museum will reschedule the party to a day and time convenient for both the customer and the museum. A \$50 administrative fee will be deducted from all cancellations made prior to the 10-business day period. Should an emergency arise for the Art Museum, a full refund will be returned to the customer.

# CHILDREN'S PARTIES

## Museum Rules

- Adult supervision is required during the party. One adult chaperone is required for every 7 children; additional adults may attend the party free of admission, however, maximum occupancy of the party room is 50 people (including children).
- Food and drink are not permitted in the museum/galleries. All food and beverages must be kept in the Kellar classroom or Heldenfels art studio.

## Access to Party Areas

- Party host will have access to birthday party spaces for any decorations/setup 30 minutes prior to party time.
- Rooms must be vacated 30 minutes after the end of the scheduled 2 hours and must be left in the same condition prior to party. Late departures of more than 15 minutes will be assessed a \$50 fee.

## Housekeeping

- You are responsible for disposing of your trash in the trash receptacles provided in the room.

# CHILDREN'S PARTIES

## Decorations

- You may display freestanding decorations and use tablecloths. Banners and streamers are difficult to adhere to the museum's stone walls and therefore, not suggested. The party host is responsible for setting up and taking down any decorations, as well as throwing away all garbage.
- We do not allow any glitter, confetti or other decorations smaller than 2 inches in diameter.
- Helium-filled balloons are not allowed.

## Food & Drinks

- NO FOOD is allowed with the exception of cake and juice. Arrangements can be made with Elizabeth's At The Museum to cater kid-friendly sandwich trays and more if desired.
- Please bring your own cups, plates, utensils, napkins and ice. Cake and goody bags are not provided.
- Neither a refrigerator nor a stove is provided. Party host is welcome to bring an ice chest.
- All food and drink must stay in the Kellar Classroom or Heldenfels art studio.



# CHILDREN'S PARTIES

## Additional Guidelines

- To ensure that party attendees are appropriately dressed for art projects, the party host is responsible for notifying attendees prior to party date that children may be working with paint and permanent ink. The Art Museum of South Texas cannot be held liable for stained clothing.
- Art facilitators are only responsible for directing the art project and cleaning up the art studio area. They are not responsible for assisting in any other capacity (i.e., setting up the decorations, playing party games, serving food, cleaning). The adult hosting the party must facilitate the party.

# FACILITY USE POLICY

The Art Museum of South Texas (AMST or the Museum) Facility Use Policy describes facility rental guidelines for non-public hours.

## Eligibility

The Museum is available for rental to Museum members at the \$100 or above membership level, for meetings, conferences and special events which comply with the Museum's mission, and goals of Texas A&M University-Corpus Christi. All individuals, groups, businesses or organizations using AMST must comply with all federal, state, and city regulations. Rental fees are established by the Art Museum of South Texas Board of Trustees.

No commercial sales, trade shows, or events in support of a political campaign are permitted in the Museum's facilities.

# FACILITY USE POLICY

## Criteria for Scheduling

Consideration of each request is based upon the timing of the event in relation to the Museum's activities and other events, the ability of the Museum staff to accommodate the intended use, and the suitability of the event with regard to the safety and security of the facility and its contents. Reservations may be made up to one year in advance subject to availability. Requests for the use of the facility must be made at least 30 days in advance of the proposed event.

## Insurance

Proof of liability insurance of \$1 million must be on file at AMST two weeks prior to the event. Sublessee shall name the "Art Museum of South Texas" as additional insured.

## Safety & Security

The safety of visitors and collections will not be compromised for any event. All guests will be expected to comply with museum etiquette (i.e., do not touch the art and no running).

Children must be supervised by an adult at all times.

# FACILITY USE POLICY

Event security requires a minimum of two security guards be present for all events.

**Additional security requirements may be imposed by the Museum depending upon specifics of the event, number of attendees or if alcoholic beverages are served.**

Sublessee and participants must immediately comply with all instructions of the Museum staff regarding safety and security. Museum security is authorized to expel individuals who violate Museum policy.

## Exhibitions

Exhibits are the foundation of AMST and are subject to change without notification.

**Exhibits that are present at time of contract signing may not be on display on the contracted date.**

Exhibits will not be rearranged or relocated to accommodate outside events.

## Event Staging

Staging for functions held in galleries or public space may begin at 5 p.m. The building must be secured and all guests must have vacated the building by 1 a.m., unless prior written approval from the Museum.



# FACILITY USE POLICY

- Set-up and take-down is the responsibility of the Sublessee.
- **All staging and delivery plans including catering, decorating, music or other third party services must be approved by the Museum prior to the event.**
- The use of any kind of machine to create fog, smoke, or mist is prohibited.
- No Museum fixtures or objects may be moved except by the Museum staff. All decorations must be installed under the direct supervision of a Museum staff member.
- All tables, chairs, or other props must be placed at least three feet away from artworks and allow passage at a safe distance from the artwork.
- All decorations must be free standing; nothing may be affixed to the walls, fixtures, or Museum objects.
- The use of tape, wire, staples, tacks, glue, and similar items are permitted only with prior approval.
- The use of glitter or confetti is prohibited.
- The use of balloons is prohibited.
- All decorations must be flameproof.
- Use of any type of fire or open flame is prohibited. (Candles in enclosed containers are permitted.)

# FACILITY USE POLICY

- Surge protectors are required for all electrical equipment. AMST will not be responsible for damaged electrical equipment when the client or any vendor fails to use adequate surge protection.
- All items not belonging to the Museum must be removed by the Sublessee immediately after the event. Any decorations or other materials left behind will be disposed of by the Museum staff.

## Accessibility & Parking

All areas of the Museum building are accessible to all persons, including those with physical disabilities with entrance and exit through the front door. The Museum has no control over the availability of parking spaces or enforcement of parking regulations.

Parking in the vicinity is managed by the City of Corpus Christi through the American Bank Center. Special parking needs can be arranged by calling 361-826-4100.

## Food & Beverage

If food or beverages are to be served at an event, all arrangements must be approved by the Museum in advance.

# FACILITY USE POLICY

## Other Regulations

Sublessee may not use the name of the Art Museum of South Texas in connection with the event except as the location, without the express written consent of the Museum, to ensure that there shall be no sponsorship, affiliation or approval, expressed or implied, of Museum by the user. Advertising and publicity naming the Art Museum of South Texas as the location may not begin until the event is contracted through the AMST.

All rooms and galleries not listed in the contract are excluded from use. Access to offices and equipment is not permitted.

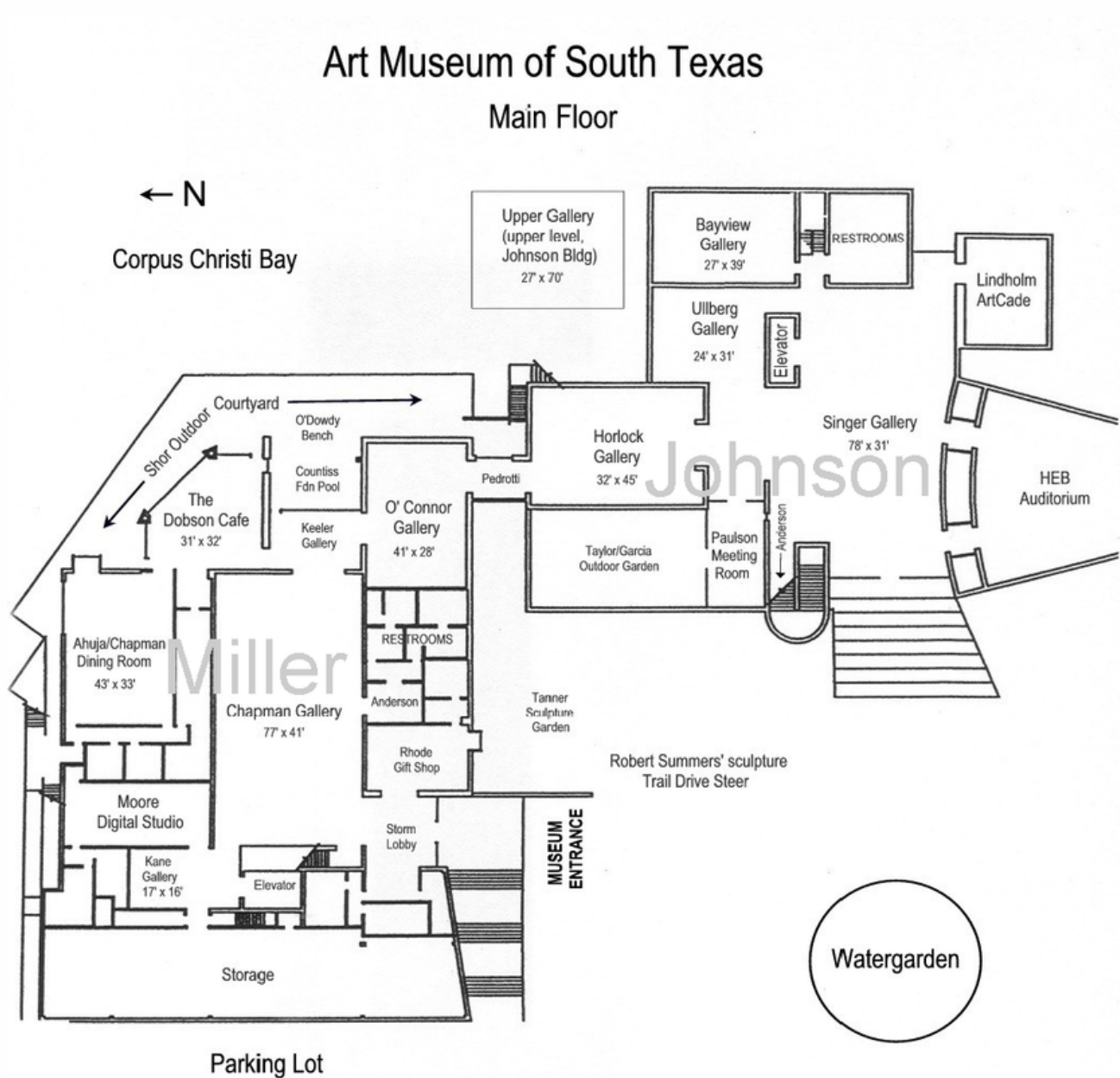
The Sublessee will be financially responsible for any damage to Museum property.

Photography is allowed for educational or personal use only. Limited flash photography allowed.

Smoking is not permitted in the Museum buildings.

# FACILITY USE POLICY

## AMST Museum Complex Floorplan





# RENTAL FEES

## Facility Rental Fee Schedule

Building	Event Capacity	Rental Fee (4 hours) 5-9 pm	Additional Hour(s) 9 pm - 1 am	Additional Hour(s) (after 1 am)	Admission Fees	Security Fees	Deposit of fees
Museum Complex	Up to 600	\$1,500	\$300 per hour	\$600 per hour	\$2 per person	*	\$1,000 non-refundable fee is due upon contract signing
Miller Building	Up to 350	\$1,000	\$200 per hour	\$400 per hour	\$2 per person	*	\$500 non-refundable fee is due upon contract signing
Johnson Building	Up to 350	\$1,000	\$200 per hour	\$400 per hour	\$2 per person	*	\$500 non-refundable fee is due upon contract signing

\* Additional security fees will be charged if alcohol is served during an event and/or with anticipated attendance of 200 or more.

## Payment of Fees & Cancellation

### Payment of Fees

1. A deposit of rental fees (as stated above) is due upon contract signing.
2. The balance of rental fees is due in full 90 days prior to the event.
3. Additional fees (additional contracted hours, admission fees, security fees) are due in full 30 days prior to the event.
4. Charges in excess of contracted rental fees, additional hours or admissions, will be invoiced and payment shall be due in full 7 days following the event.
5. Payment of fees can be made by cash, check or credit card.
6. All fees are non-refundable.

# RENTAL FEES

## Cancellation Policy

The payment of fees is due according to the Facility Rental Fee Schedule. All fees are non-refundable, unless the event is cancelled by the Museum. Payment of fees can be made by cash, check or credit card. The Museum reserves the right to cancel any event due to conditions beyond the Museum's control. If the Museum cancels an event, rental fees will be refunded in full.