



SPECIAL EVENTS PRICING SHEET 2009/2010

GALLERY RENTALS*

Room	Regular Rate	501c(3) Rate
McEachern Auditorium	\$850	\$650
McCurdy Gallery	\$850	\$650
Brinkley Gallery	\$700	\$550
Carkeek Gallery	\$700	\$550
Founders Board Room	\$50 / hr	\$50 / hr

*Gallery rental includes six hours of use, tables and chairs, set up, parking.

*Wireless internet available at no charge. Must be requested ahead of time.

POPULAR GALLERY COMBINATION RENTALS*

Rooms	Regular Rate	501c(3)Rate
McCurdy Gallery & McEachern Auditorium	\$1275	\$975
Carkeek Gallery & Brinkley Gallery	\$1050	\$825
McCurdy Gallery, Carkeek Gallery & Brinkley Gallery	\$1685	\$1300
Entire Museum	\$2300	\$1800

*Rates determined by taking 25% off of total price of galleries to be used.

ADDITIONAL FEES

Security Fee – Applied to events beginning before 8am or ending after 6pm.	\$50
Catering Fee – Applied to events using a non-preferred caterer.	\$200
Overtime Charges – Applied to events lasting longer than six hours allotted in gallery rental.	\$120/hr
Staffing – One staff person minimum unless otherwise approved by events office.	\$20/hr
Gallery Access* – For access to galleries for viewing purposes only.	\$100 ea.
Guided Tours** – 25 people max. \$60 for first tour / \$35 for each following tour.	1 st - \$60 2 nd - \$35
Lectures** - Have our historian talk at your event!	\$150

*Up to \$400. Green Merrill Gallery is Access Only – No Food or Beverage Allowed.

** Subject to availability. Must be arranged ahead of time.

TECH RENTALS*

Basic Sound – Use of one microphone in Aud. and/or use of CD player(s).	\$60
Full Sound – Use of multiple microphones, PV System and/or CD player(s).	\$120
Basic Lights – Basic full wash in Auditorium.	\$60
Full Lights – Multiple cues in Aud., and/or focused lighting in galleries.	\$120
Basic A/V – Use of laptop, DVD player, overhead, slide projector and/or screen.	\$50
Full A/V – Includes use of LCD projector with basic A/V.	\$200

*Additional fees may be applied to technically complex events at Events Office discretion.