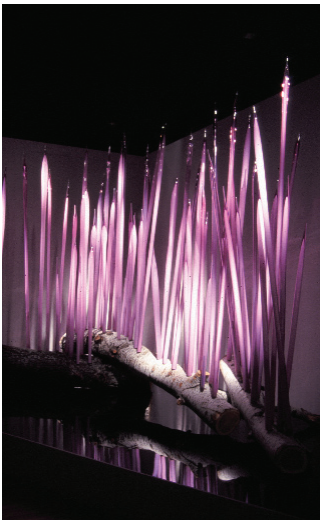




**OKC
MOA**
OKLAHOMA CITY
MUSEUM
OF ART
FACILITY
RENTALS

The Oklahoma City Museum of Art is pleased to make its facility available to individuals and groups for a limited number of events to be held on Museum premises. With nine beautiful and functional spaces, as well as gourmet catering services provided by the Museum Cafe, the Museum is the ideal place to host business meetings, educational programs, receptions, and seated dinners.



For availability, contact Matt Thomas at
(405) 278-8286 (direct line) or
e-mail mthomas@okcmoa.com
405) 278-8299 (fax)



Lobby

The Lobby is appropriate for receptions and seated dinners and provides the perfect backdrop for an elegant event. Features include an atrium with a spectacular sculpture created by artist Dale Chihuly, limestone walls, and marble flooring. Space constraints prevent seated dinners for more than 120. Red wine is not permitted in the Lobby.



- Capacity for a seated dinner 120
- Capacity for a reception 350
- Availability of the Lobby includes evenings after 5:30 p.m. with the exception of Thursday nights.
- Galleries can be opened during the event at the cost of \$100/hour for security plus \$7 per person gallery admission.
- Furniture rentals are not included

\$1,000 rental for 1-100 guests
\$1,250 rental for 101-250 guests
\$1,500 rental for 251-350

Conference Room

This beautifully appointed room with curved walls is perfect for meetings and small dinners. It is located on the second floor in the administrative wing. The Museum café can cater breakfast, lunch, or dinner in the Board Conference Room. State of the art audio/visual equipment is included in the price.



Seating Capacity – 50 guests
Conference table seats 20; club chairs with arm desks seat an additional 30 guests

\$400 for each four hour period
\$50/hour security for after hours events

Classrooms A&B

The classrooms are excellent for meetings and small, informal workshops. The two student classrooms are furnished with movable tables, chairs, a sink, and a large marker board. The wall between these two rooms can be opened, doubling the size of the room.



Seating capacity: 36 per room (72 when combined)

\$200 per classroom for each 4 hour period

Classroom C

Classroom C or the “adult classroom” is carpeted and furnished with tables, chairs, and a built-in counter perfect for food and drink setup. Classroom C also includes a marker board, state-of-the-art audio-visual equipment, speakers, and versatile lighting. The furniture in Classroom C can be moved to suit your meeting or event.



Seating Capacity 36 guests

\$300 for each 4 hour period

Theater Lobby

The Theater Lobby is a very elegant location for smaller receptions and dinners. Located on the east side of the Museum, the Theater Lobby features original art deco architecture and the sparkling Dale Chihuly Waterford Crystal Chandelier.

Capacity for a seated dinner:
50 guests
Capacity for Receptions:
100 guests



ONLY available Sunday-Wednesday, 5:00-10:00 p.m.
\$500 for a 4 hour period

Noble Theater

With 250 seats, the Noble Theater is a beautiful and functional space for meetings and lectures. Outside film screenings, public programs, and food and drink are not allowed in the Theater. Rental of the Noble Theater includes state of the art audio-visual equipment, use of the adjacent green room, and an onsite A/V technician.



Only available weekdays Mon-Fri and evenings Sun-Wed

\$1,000 daytime rental for up to 250 guests

\$1,200 evening rental for up to 250 guests

All prices are based on a 4 hour period.

Roof Terrace

The roof terrace is now available for receptions April-October. Catering is limited to light hors d'oeuvres (no dinners). Due to the unpredictable Oklahoma weather, the Museum's Lobby will be PLAN B in case of precipitation, lightning, extreme temperatures, and/or high wind.



The roof includes Oklahoma City's best views of downtown, a built-in bar, beautiful flowers, tables, 160 chairs, bistro tables, fountains and a sound system for music.

Not Available Thursday evenings

\$1,500 for 1-100 guests

\$1,750 for 101-250 guests

\$2,000 for 251-350 guests

Client will have to agree to the Museum's weather policy. Please see additional roof policies and roof terrace weather policy for more information.

Museum Cafe

The Museum Cafe is located on the ground floor and features gourmet soups, salads, and desserts. Beverages include coffee, espresso, cappuccino, and a full service bar. Museum Cafe, Inc. is the exclusive caterer for all Museum event (with the exception of wedding cakes). As a full service caterer, the Museum Café can provide everything needed for your event, whether at the Museum or offsite. Please contact the café directly at (405) 235-6262.



Seating capacity – 120

The Cafe can be rented for private events on Sunday and Monday evenings, or some evenings after 8:00 p.m. There is a \$1500 food and drink minimum in lieu of a room rental fee.

Galleries

The Oklahoma City Museum of Art offers 14 galleries and one special exhibition gallery featuring world-class traveling exhibitions. Guests can enjoy the galleries at the reduced rate of \$7 per person plus \$100/hour for security.



Piano Rental

Rent our beautiful Steinway grand piano for your event! Available with Theater Lobby, Lobby, or Theater Rentals for \$250.

POLICIES

We ask that you follow the Museum policies when visiting or using our facility. This ensures not only your safety and well being but also allows the best possible experience for everyone.

The following are not permitted in the Museum:

- Smoking
- Handling or touching artwork
- Food and beverage in the galleries
- Red wine (except in the Cafe or Roof Terrace)
- DJs or bands with loud amplification
- Public events
- Glitter, confetti, and candles

SECURITY

All after hour events may be subject to a \$25 per hour, per guard fee based upon need, event locations, and time. To open the galleries after hours, the charge is \$100 per hour plus admission. Security costs will be charged for all events that take place after regular museum hours.

DEPOSIT AND FINAL PAYMENTS

To guarantee a room for a specific date, a deposit equal to 25% of the total facility rental and catering charge must be received. The remainder of the bill, including any applicable overtime charges, will be billed to the customer and is due 14 days following the event. Your deposit will be credited to your final bill.

ATTENDANCE GUARANTEES

In arranging events, the estimated attendance must be specified at the time of the initial reservation. Attendance must be guaranteed 2 business days prior to the event by 10:00 am. You will be charged for the final guarantee (even if fewer guests attend) or for the actual attendance, whichever is greater.

FOOD & BEVERAGE

Outside catering is not permitted. The Museum Cafe is the exclusive caterer of all Museum events. Red wine is not allowed outside of the Museum Cafe or roof terrace. For off-premises catering, call the Cafe directly at (405) 235-6262. Servers are paid \$100 each and provide all setup, service, and clean up for all Museum events.

DECORATIONS

Decorations, signage, posters, etc. may be shown on freestanding easels and stanchions only. All decorations must be removed before the next business day. No candles, glitter, or confetti please.

ADDITIONAL ROOF POLICIES

- The client must familiarize themselves with the policies of the Lobby, as that will be the back up space in case of inclement weather.
- Client must design a Plan B for the Lobby with the Museum's Event Coordinator and include the plan in the contract.
- If table rentals are required for the Lobby, a retainer will be held in the contract for the cost of rentals for Plan B.
- Food services on the roof are limited to passed hors d'oeuvres.
- No additional furniture is allowed on the roof terrace.
- There is not a P/A system on the roof terrace, if the client requires a microphone or PA system, rental fees will be applied.
- Furniture on the roof terrace can be moved, but not removed.
- A \$50/hour maintenance fee could be applied for moving furniture.
- No objects can be placed on the ledge of the roof terrace.
- 2 Security guards will be present on the roof throughout the event.
- Umbrellas will not be used in cases of extreme wind.
- Any decorations must be anchored or tie down.

ROOF TERRACE WEATHER POLICY

The event will be moved to the Lobby:

- If temperatures exceed 100° according at Will Rogers World Airport.
- If wind is 20 mph or more.
- If there is a tornado or storm warning for Oklahoma County.
- Decisions will be made by OKCMOA staff 2 hours prior to the event and will coordinate closely with the client.
- Client is responsible for furniture rentals when moved to the Lobby (see the above policies for more).
- If lightening is spotted in the area, the roof must be evacuated.
- The Client will be shown emergency evacuation plans upon meeting with the Event Coordinator.