

# OKCMOA

Oklahoma City Museum of Art

PRIVATE EVENT SPACES



## UNIQUE SPACES. EXCEPTIONAL ART.

The Oklahoma City Museum of Art is located in the heart of downtown Oklahoma City's Arts District. Best known for its Chihuly glass collection, the Oklahoma City Museum of Art boasts stunning views of the downtown skyline and world class art spanning three floors in 15 galleries. The Museum's many unique spaces are ideal for a variety of events – including engaging cocktail parties, elegant dinners, corporate meetings, film screenings, intimate private celebrations, exceptional photo opportunities, and wedding ceremonies and receptions. Our unique spaces and exceptional art make the Oklahoma City Museum of Art the ideal location to host your special event.

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### PRIVATE EVENT SPACES

#### MUSEUM LOBBY

The Museum Lobby encompasses Founders' Hall and the Museum's iconic atrium, which showcases a 55-foot-tall glass sculpture created by artist Dale Chihuly. This space offers a striking setting for cocktail receptions, private dinners, and more. To make your event even more special, choose to have the Museum galleries open for your guests.

**FEATURES:**

- Beautiful Chihuly Tower
- Limestone Walls and Marble Flooring
- House Sound and Projection Systems
- Lectern and Wireless Microphone
- Tall Cocktail Tables and Black Leather Benches Available

**CAPACITY:**

- 120 Seated Meal or Wedding Ceremony
- 250 Cocktail Reception

**AVAILABILITY:**

- Monday, Day and Evening
- Tuesday-Wednesday, Friday-Sunday, Evening Only
- Unavailable Thursdays



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## MUSEUM LOBBY





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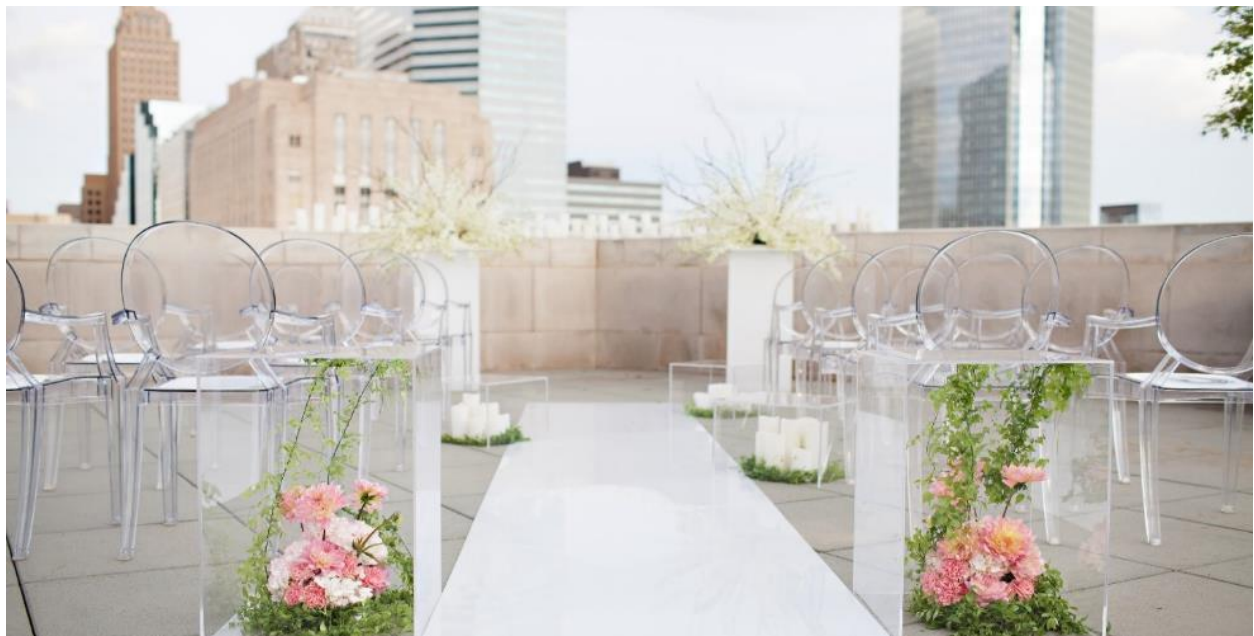
#### ROOF TERRACE

The Roof Terrace provides stunning views of downtown Oklahoma City and immerses you and your guests in an unparalleled urban atmosphere. This space is perfect for private dinners, corporate receptions, wedding ceremonies and receptions, rehearsal dinners, cocktail parties, networking events, marriage proposals, and endless photo opportunities. To make your event even more special, choose to have the Museum galleries open for your guests.

**FEATURES:** House Sound System  
Lounge Furniture Available  
Outdoor Tall Cocktail Tables and Barstools Available

**CAPACITY:** 120 Seated Meal or Wedding Ceremony  
350 Cocktail Reception

**AVAILABILITY:** *April-October Only*  
Monday, Day and Evening  
Tuesday-Wednesday, Friday-Sunday, Evening Only  
Unavailable Thursdays



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## ROOF TERRACE



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#### MEZZANINE PRIVATE DINING ROOM

This intimate space is located on the Mezzanine level adjacent to the Noble Theater. The Mezzanine Dining Room can accommodate seated lunches and dinners or cocktail receptions, and is ideal for smaller meetings or break-out groups.

**FEATURES:**

Unique Views of Downtown Oklahoma City  
60" Wall-mounted Monitor for Presentations or Slideshows  
House Sound System with Wireless Microphone  
Dining Chairs and Tables Available  
Tall Cocktail Tables Available

**CAPACITY:**

50 Seated Lunch or Dinner  
75 Cocktail Reception  
60 Classroom Style Seating

**AVAILABILITY:**

Sunday-Saturday, Day and Evening





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#### **SAMUEL ROBERTS NOBLE THEATER**

The Samuel Roberts Noble Theater is a beautiful and functional space for meetings, programs, lectures, private screenings, and break-out groups. Brand new seating was installed in 2020.

**FEATURES:**

- Traditional Audience-Tiered Seating with Cupholders
- Large Projection Screen and 26 ft. 6 in. by 12 ft. Stage
- State-of-the-art A/V Equipment with On-site Technician to Operate
- Lectern with Wired Microphone Available
- Wireless and Wired Microphones Available
- Use of the Adjacent Green Room

**CAPACITY:** 230

**AVAILABILITY:**

- Monday-Friday, Day
- Monday-Wednesday, Evening
- Not Available Saturdays or Sundays



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#### THEATER LOBBY

Located on the east side of the Museum, the Theater Lobby is an elegant location for smaller cocktail receptions.

**FEATURES:** Original Art Deco Architecture  
Sparkling Dale Chihuly Waterford Crystal Chandelier  
Adjacent to the Noble Theater and Classroom C  
Tall Cocktail Tables and Leather Benches Available

**CAPACITY:** 100 Standing Cocktail Reception

**AVAILABILITY:** Monday-Wednesday, Evening





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#### CLASSROOM C

Adjacent to the Theater Lobby and art-making studios, Classroom C is an excellent space for meetings, small informal workshops, or break-out groups.

**FEATURES:** Large Dry-Erase Board  
A/V Cart with 60" Monitor and Speakers  
Adjustable Lighting Options  
Trapezoidal Classroom Tables and Chairs for Flexible Room Configurations

**CAPACITY:** 36 Hexagon "Rounds" (As Pictured)  
24 Classroom-Style (Tables in Rows)

**AVAILABILITY:** Sunday-Saturday, Day and Evening



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#### BOARD ROOM

With curved walls and a unique table setup, the Board Room is ideal for meetings or presentations. This room is located on the second floor within the Museum's Administrative Office Space. Additional security fees may apply.

**FEATURES:** Audio and Rear Projection Systems  
Laptop to Operate A/V Equipment  
Conference Phone  
Wireless Internet Access

**CAPACITY:** 50 Seated (20 at Executive Table, plus 30 at Club Chairs with Arm Desks)

**AVAILABILITY:** Sunday-Saturday, Day and Evening



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#### MUSEUM GALLERIES

The Oklahoma City Museum of Art offers exhibitions from around the world in fifteen galleries spanning three floors. Guests can enjoy access to the galleries in conjunction with a Private Event Space rental at a reduced rate. Additional security fees may apply.

*Food and beverages are not allowed in the galleries. Activities such as photography sessions are approved on a case-by-case basis. Wedding ceremonies, no matter the size, are not allowed to take place in the galleries, and no event is permitted to take place solely in the galleries.*





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#### EVENT SPACE PRICING

Event space pricing is based on a 4-hour facility rental period, not including set-up or breakdown of your event. The Museum Private Event Spaces are not available for rent on Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

MUSEUM LOBBY	DAYTIME USE	EVENING USE
SUNDAY	Not Available	\$1,500.00
MONDAY	\$1,500.00	\$1,500.00
TUESDAY-WEDNESDAY	Not Available	\$1,500.00
THURSDAY	Not Available	Not Available
FRIDAY-SATURDAY	Not Available	\$1,800.00
ROOF TERRACE <i>(April-October Only)</i>	DAYTIME USE	EVENING USE
SUNDAY-WEDNESDAY	Not Available	\$2,000.00
THURSDAY	Not Available	Not Available
FRIDAY-SATURDAY	Not Available	\$2,500.00
MEZZANINE PRIVATE DINING ROOM	DAYTIME USE	EVENING USE
SUNDAY-THURSDAY	\$200.00	\$400.00
FRIDAY-SATURDAY	\$300.00	\$500.00
SAMUEL ROBERTS NOBLE THEATER	DAYTIME USE	EVENING USE
SUNDAY, SATURDAY	Not Available	Not Available
MONDAY-WEDNESDAY	\$1,000.00	\$1,200.00
THURSDAY-FRIDAY	\$1,000.00	Not Available
THEATER LOBBY	DAYTIME USE	EVENING USE
MONDAY-WEDNESDAY	Not Available	\$350.00
FRIDAY-SUNDAY	Not Available	Not Available
CLASSROOM C	DAYTIME USE	EVENING USE
SUNDAY-SATURDAY	\$200.00	\$200.00
BOARD ROOM	DAYTIME USE	EVENING USE
SUNDAY-SATURDAY	\$500.00	\$500.00

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#### ADDITIONAL FEES

A minimum 1-hour charge applies for all hourly fees.

<b>EVENT SECURITY</b>	\$25/guard/hr.	Adequate security personnel will be assigned and supplied by Museum. Security is required for all after-hours events. Minimum of 3 security guards for Roof Terrace and Museum Lobby events.
<b>GALLERY SECURITY</b>	\$100/hr.	Required for all after-hours gallery access in conjunction with, and in addition to facility rental and event security.
<b>GALLERY ADMISSION</b>	\$9.95/person*	This group rate applies for any facility rental that includes gallery access for guests. *Admission fees subject to change.
<b>SECURITY OVERTIME</b>	\$100/hr.	Applies when the facility use lasts longer than the contracted rental period.
<b>EVENT OVERTIME</b>	Hourly	Applies when the event lasts longer than the contracted rental period. Fee is 1.5 times the hourly Event Space Rental Fee rate for the space(s) used.
<b>ADDITIONAL SET UP TIME</b>	\$100/hr.	Applies for any requested set up time in addition to 2 hours prior to the event.
<b>ROOF TERRACE SET UP</b>	\$75/hr.	Applies when set up requires Museum staff to remove furniture already on Roof Terrace (e.g. Wedding Ceremony set up). Some restrictions may apply.
<b>CHANGEOVER</b>	\$50/hr.	Applies when it is requested for Museum staff to move or remove furniture during an event (e.g. removing Wedding Ceremony chairs).
<b>FURNITURE RELOCATION</b>	\$50/hr.	Applies when it is requested for Museum staff to move or remove furniture to another space.
<b>CLEANING/REPAIR FEE</b>	\$250+	Applies when there is excessive trash, items left behind, and/or damage. Minimum \$250.
<b>HOLIDAY WEEKEND RATES</b>	50% Increase in Event Space Rental Fee	Applies for events that take place the Friday, Saturday, and Sunday closest to Memorial Day, Independence Day, Labor Day, and Thanksgiving Day.
<b>WEDDING REHEARSAL</b>	\$250/hr.	A one-hour evening rehearsal may be arranged in conjunction with a wedding, if the space is not already booked.

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### PRIVATE EVENT SPACES

#### PREFERRED CATERING

The Museum has preferred vendor partnerships with seven full-service caterers. One of the approved caterers below must be selected for food and beverage service. It is the Client's responsibility to contact these caterers directly to arrange food and beverage services.

##### **ABBAY ROAD CATERING**

Contact: Kris Abbey  
Phone: (405) 360-1058  
Email: [abbey@abbeyroadcatering.com](mailto:abbey@abbeyroadcatering.com)  
Web: [abbeyroadcatering.com](http://abbeyroadcatering.com)

##### **NED'S CATERING**

Contact: Sherri Acosta  
Phone: (405) 810-0208  
Email: [nedscatering@yahoo.com](mailto:nedscatering@yahoo.com)  
Web: [nedscatering.com](http://nedscatering.com)

##### **C2 CATERING**

Contact: Wende Allen  
Phone: (405) 626-2093  
Email: [wende.allen@yahoo.com](mailto:wende.allen@yahoo.com)  
Web: [c2catering.com](http://c2catering.com)

##### **RUNNING WILD CATERING**

Contact: Arilla Broadus  
Phone: (405) 942-0381  
Email: [catering@runningwildcatering.com](mailto:catering@runningwildcatering.com)  
Web: [runningwildcatering.com](http://runningwildcatering.com)

##### **CEHF CURRY TO GO**

Contact: Carlissa Curry  
Phone: (405) 842-8646  
Email: [info@chefcurrytogo.com](mailto:info@chefcurrytogo.com)  
Web: [chefcurrytogo.com](http://chefcurrytogo.com)

##### **84 HOSPITALITY GROUP**

**(Neon Coffee Bar, Revolucion Tacos & Good Times, Goro Ramen + Izakaya, Burger Punk and Empire Pizza House)**

Contact: David Rackley  
Phone: (405) 812-5117  
Email: [drackley@84hospitality.com](mailto:drackley@84hospitality.com)  
Web: [84hospitality.com](http://84hospitality.com)

##### **KAM'S KOOKERY**

Contact: Kamala Gamble  
Phone: (405) 409-7312  
Email: [kamalagamble@me.com](mailto:kamalagamble@me.com)  
Web: [kamskookery.com](http://kamskookery.com)



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## Oklahoma City Museum of Art

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#### IMPORTANT DETAILS

##### EVENT TIMES

Event space pricing is based on a 4-hour facility rental period, not including set-up or breakdown of your event. The Museum Private Event Spaces are not available for rent on Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day. Please note that the OKCMOA does not allow religious, fundraising, or political events.

##### RENTAL FEES

Rental fees include use of the contracted event space and furniture limited depending on the space. Additional fees apply for the appropriate number of security and facilities staff for the duration of the event and/or access to the Museum galleries. Rental fees do not include additional tables, chairs, linens, etc. Our Events Team can provide more information and suggested third-party vendors upon request.

##### CATERING

The Museum has preferred vendor partnerships with seven full-service caterers. One of the approved caterers must be selected for food and beverage service. It is the Client's responsibility to contact these caterers directly to arrange food and beverage services.

##### DEPOSITS & PAYMENTS

Bookings are the exclusive responsibility of the Museum. A deposit in the amount of 50% of the total Private Events rental fee is required to guarantee the rental space and secure the reservation. This deposit will be applied to the final bill. A final invoice for the remaining Private Event Rental fee and any additional fees (event security, gallery admission, additional set up time, etc.) will be sent one week prior to the event, with payment due in full by the event date. Clients must have a credit card on file for their event.

##### CANCELLATIONS

If a contracted event is cancelled more than 60 days prior to event date, the deposit will be refunded in full; 30-60 days prior to the event day, 50% of the deposit will be forfeited; less than 30 days prior to the day of the event, the total deposit will be forfeited. If it is necessary for the Museum to cancel the booking due to a *Force Majeure* event or for any circumstance beyond the control of the Museum, the deposit will be refunded in its entirety.

##### RESTRICTIONS

Touching or handling the art is strictly prohibited. Use of open flames such as candles, sparklers, or pyrotechnics in any indoor or outdoor space on Museum property is strictly prohibited. LED candles are permitted. Rice, confetti, bird seed, individual flower petals, loose glitter, etc. are not permitted on Museum premises. For a full list of restrictions, please review the OKCMOA Private Events Confirmation Kit.