



Consider the **Mildred Lane Kemper Art Museum** for your next event. Designed by the award-winning architect Fumihiko Maki, the Kemper Art Museum's distinctive space offers a unique setting for entertaining friends, clients, and employees. The Museum's experienced special event staff will work with you to make your event one to remember.

### Saligman Family Atrium

The central space of the Museum, the Saligman Family Atrium lends itself perfectly to evening cocktail receptions or seated dinners. Guests will be surrounded by striking works of art and can enjoy current exhibitions along with artwork from the collection on display. The exhibition schedule varies and cannot be modified for events. Please note that the Museum does not have catering facilities but can provide a small pantry area for use.

For larger groups, the courtyard located between the Kemper Art Museum and Steinberg Hall is also available for use. Tent rental can be arranged through the events coordinator to expand the courtyard area for your event. The courtyard is not currently available for stand-alone rentals.

### Capacity

Cocktail Reception – up to 250 people  
Seated Dinner – up to 70 people

### Availability:

Evenings 5:00–11:00 pm (including set-up and break-down)  
Tuesdays available for afternoon and evening rentals

### Pricing

Minimum 3-hour rental: \$700

Each additional hour: \$150 per hour

- *Rental fee includes 5–6' and 3–8' tables, museum security, and basic housekeeping.*
- *Podium and sound system available for a small additional fee (see reservation form)*
- *Parking fees may apply (see below for details)*

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### **Kemper Art Museum Preferred Caterers**

The Museum recommends the caterers listed below. This does not limit you to the use of these businesses. If a caterer that has not worked in this facility is being used, they must meet with the event coordinator to review all food and set-up restrictions. All menus must be approved prior to the event to ensure that all museum policies are followed.

Bon Appetit - [diningservices.wustl.edu/catering/](http://diningservices.wustl.edu/catering/)  
Flavor 360 (formerly Something Elegant) – [flavor360.org](http://flavor360.org)  
With Love Catering – [withlovecatering.com](http://withlovecatering.com)  
Patty Long Catering – [pattylongcatering.com](http://pattylongcatering.com)  
Russo's – [russosgourmet.com](http://russosgourmet.com)

### **Additional Pricing Considerations**

#### **Payment / Cancellation**

Off-campus group rentals require a 50% deposit at time of rental agreement confirmation with the balance to be billed at the completion of the event. Payment for all campus department rentals will be charged to the appropriate department. Cancellations must be made in writing and received 30 days prior to the event date. Cancellations received less than 30 days of the event date will incur a cancellation fee of \$100.

#### **Security**

Security staff will be present during events involving gallery spaces at all times. The cost of security for each event is included in the rental fee. This is determined by assessing which gallery spaces will be accessible, the event timeline, the estimated number of guests, and the specific nature of the event.

#### **Set-up and Break-down**

Museum staff will assist with set-up and break-down. Set-up and break-down time will be estimated by the Events Coordinator based on event parameters and included in the total reservation time. Expect approximately 30 minutes set-up for receptions, 60 minutes set-up for dinners, and 30 minutes break-down for all events.

#### **Parking**

The event date, number of guests, and nature of your event will dictate parking fees and procedures. Parking needs must be planned with the Events Coordinator (and Washington University Parking Facilities, if applicable) at the time of your reservation.

#### **Damage Policy**

A credit card (or Department Number for all Washington University-affiliated organizations) is required to reserve all rentals. In the event of damage resulting from an event to the facility, artwork, or grounds, the Museum reserves the right to charge up to \$250 to the card/department on file following the event to cover damages. This provision is not meant to constitute the only remedy available to Museum.