

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. Whether you are planning a meeting for 20 or a reception for 200, the museum's experienced special event staff will work with you to make your event one to remember.



Saligman Family Atrium

The Atrium is available for evening reception rentals and is the focal point of the museum. It lends itself perfectly to cocktail receptions or seated dinners. Guests will be surrounded by fabulous works of art and can enjoy viewing current exhibitions along with permanent works 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 kitchen area for use.

The Florence Steinberg Weil Sculpture Plaza may be used as additional reception space in conjunction with the Saligman Family Atrium, **weather permitting**. For larger groups, the courtyard located between the Kemper and Steinberg Auditorium is also available for use. Tent rental can be arranged through the event coordinator to expand the courtyard area for your event, allowing guests to enjoy the outdoor areas of the museum. Neither is currently available for stand-alone rentals.

Capacity:

Cocktail Reception – up to 250 people

Seated Dinner – up to 70 people

Availability:

Evenings from 5 -11 p.m. (including setup)

Friday evenings from 5 –11pm (including setup)

Tuesdays available for afternoon and evening rentals

Pricing:

Minimum 3 hour rental: \$700.00

Each additional hour: \$150 per hour

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

Lehmann Museum Classroom (Room 104)

The Museum Classroom has a 20 person capacity and is perfect for small business meetings, presentations, and training programs and is available for separate rentals. A projector which can accommodate presentations from a laptop or DVD is available for use. Groups may also reserve the classroom as a space for a **private lunch** with groups of 25 or less.

Capacity: 20 people with tables, 40 people - theater style seating

Pricing: 4 hour minimum rental: \$80.00

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 policy are followed.

Something Elegant – <http://somethingelegantcatering.com>

Bon Appetit - <https://diningservices.wustl.edu/catering/Pages/BoxLunchesandSalads.aspx>

Hollyberry Baking Company - <http://www.hollyberrybaking.com/catering.htm#boxLunches>

With Love... - <http://withlovecatering.com/home>

Callier's Catering - <http://www.callierscatering.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.

Clean-up

All events involving food REQUIRE a cleaning charge. This is included in the rental fee and is based on size, duration, and scope of event. Please do keep in mind that security will need to stay to keep the Museum open until cleaning is completed, and plan accordingly. Museum staff will assist with setup and breakdown.

Parking

The event date, number of guests, and nature of your event will dictate parking fees and procedures. Parking needs must be planned with Event 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.