

FACILITIES RENTAL

Laumeier Sculpture Park expands the context of contemporary sculpture beyond the traditional confines of a museum. It is Laumeier's mission to initiate a lifelong process of cultural awareness, enrich lives, and encourage creative thinking by actively engaging people in experiences of sculpture and nature simultaneously.

Laumeier Sculpture Park (LSP) offers its fascinating facilities for rental by individuals, groups and corporations for wedding ceremonies, celebrations, reunions, picnics and similar affairs, in an effort to promote this mission. We strongly encourage Users of the facilities to become members of the Park and further assist us in continuing our Education and Exhibition programming.

Please review the following pages to determine if Laumeier's facilities are appropriate for your event. The Facility Rental Coordinator, Julia Norton, is available to answer inquiries by phone (314-821-1209 x 10) or e-mail (jnorton@laumeier.org). After your questions have been satisfied, we will confirm availability of the requested facility for the desired date. Receipt of the signed Facility Rental Agreement and Facility Rental Damage Deposit guarantees your reservation. Total fees are due not later than 30 days prior to your event.

Reservations are accepted only after November 1 for the following season. To reserve for events in 2008, please call after November 1, 2007. Availability cannot be predetermined or guaranteed.

Availability for events in 2008; information will be available after Nov. 1, 2007

Certain dates have already been determined to be *unavailable* for use by private groups for any event, due to Laumeier's internal event schedule.

DATES SUBJECT TO CHANGE. ADDITIONAL DATES FOR PROGRAMS MAY BE INTRODUCED AT THE DISCRETION OF LAUMEIER SCULPTURE PARK.

Priority is given to Laumeier Sculpture Park's activities and programs for all facilities.

Please be aware that Laumeier will accommodate to the best of our ability, however sculpture installations and de-installations impacting the reserved areas are not finalized on the schedule at this time.

AVAILABLE FACILITIES & ASSOCIATED FEES

Rental Fees include the following:

- Use of designated area
- Parking
- Staffing
- Electric and water capabilities

Museum Terrace

Rental of this area may include use of the Museum Patio, Museum Upper Lawn, Museum Lower Lawn or a combination of these areas. Capacity for this area is 200.

Tenting is prohibited in the Museum Terrace area, however the User may set-up two (2) 10' x 10' canopies. These canopies may be obtained from Traube Tent (please see contact information on Page 4).

Please note, at this time Laumeier Sculpture Park does not have facilities for catered receptions or sit-down dinners at the Museum Terrace. This area is primarily dedicated for wedding ceremonies

Rental Fee: \$800 + \$150 refundable damage deposit (4 hours), staffing included

Moss Shelter

Moss Shelter and the (2) subsidiary shelters are not available for reservation during the off-season (November 1 – April 1). The Shelters are available for reservation April 1 – November 1. Moss Shelter and its subsidiary shelters host a variety of internal Education events throughout the year, so please refer to the availability calendar to ensure Park programming is not in conflict with your required date. All Shelters include electric, water and picnic table seating. Picnic tables may not be removed from any shelter without prior consent.

Rental Fee for Shelter Facility: \$250 + \$150 refundable damage deposit, staffing included

- Education Shelter I: The main shelter includes rest rooms, electric and water. Capacity of 40.
- Education Shelter II: This shelter is located adjacent to Shelter I. Capacity of 40.
- Education Shelter III: This shelter is located nearest the wood line. It is also adjacent to Shelter I. Capacity of 40.

DAMAGE DEPOSIT

Deposits are refundable if the User meets all requirements stated in the Rental Agreement Form. Any damages or cleanup relative to an event are the responsibility of the User. All cost incurred by Laumeier relative to damages or clean up other than regular trash removal, above and beyond the damage deposit, will be the responsibility of the User. The damage fee will be assessed should the user remain on-site, thereby requiring additional services from Laumeier staff, longer than the 4-hour rental period.

STAFFING REQUIREMENTS

It is required that a member of Laumeier's staff be present during your event. Staffing costs are \$25/hour, for a minimum of 4 hours. This cost is built-in to your Rental Fee. If your party consists of over 200 persons, an additional member of Laumeier's staff will be required. Additional staffing costs will be calculated accordingly and deducted from your Damage Deposit.

EVENT SCHEDULING

HOURS OF OPERATION and SCHEDULING YOUR EVENT

Private event reservations are scheduled at the discretion of Laumeier Sculpture Park. The requested date will be confirmed with the User following approval from Laumeier Sculpture Park, and the Facility Rental Coordinator will notify the User if that date is available.

Laumeier Sculpture Park is open to the public from 8:00 AM until ½ hour past sunset, year-round. The Park remains open to the public during these hours of operation, regardless of private facility reservations. Users renting a facility at Laumeier must schedule the event during these seasonal hours of operation. A general approximation of closing times are as follows:

SEASONAL CLOSING TIMES

March, 6:30 – 7:00PM

April, 7:00 – 7:30PM

May, 7:30 – 8:00PM

June and July, 8:00 – 8:30PM

August, 7:30 – 8:00PM

September, 6:30 – 7:00PM

October, 6:00 – 6:30PM

RESERVATIONS ARE RAIN OR SHINE. FEES WILL NOT BE REFUNDED DUE TO INCLEMENT WEATHER. IT IS THE RESPONSIBILITY OF THE USER TO PROVIDE A PLAN FOR CONTINGENCY IN CASE OF INCLEMENT WEATHER.

EVENT SET-UP

At least 7 days prior to your event, a member of your party must meet with Laumeier's Facility Rental Coordinator. All details of set-up, rental companies used and additional requirements must be discussed at that time. Total attendance of your event should be determined by this meeting.

Actual set-up for events may begin at park opening, 8:00AM, however staff are only available 2 hours prior to the beginning of your event. Laumeier staff is not available to assist with the installation or removal of any decoration material. The User should communicate set-up requirements to the appropriate rental company. Prior authorization must be granted if total removal of your event cannot take place on the day of reservation. Your damage deposit will not be refunded if equipment remains at the reserved area. Laumeier is not responsible for loss or damage to equipment left on-site.

ENDURANCE OF EVENT

The rental fee entitles the User to 4 hours in which to conduct the event. Fees will be assessed from the Damage Deposit should your party remain on-site longer than the contracted 4 hours.

ACCOMODATIONS

VEHICLES and PARKING

Parking for your event is available in the two main parking lots nearest the North entrance. Parking on the grass is not permitted. Vehicles are not permitted on the Park service road with the exception of delivery vehicles. Delivery vehicles may utilize the service road for the purpose of dropping and picking up equipment for your event.

Parking is available for 75 cars in the main parking lot. Please keep in mind that these are the only parking facilities within proximity to the museum area.

Parking in the West lot is available for Education Shelter reservations. This lot can accommodate 50 cars. Please keep in mind that Laumeier remains open to the public while your private event is being conducted. Parking spaces cannot be blocked-off from public use.

A parking plan for special events, if required by LSP, will be submitted to and approved by LSP prior to the event. The safety plan should consist of provisions for traffic, emergency medical attention and damage.

EQUIPMENT RENTALS

Laumeier does not supply the User with any equipment necessary for the event with the exception of electric and water capabilities.

Traube Tent Company is Laumeier's exclusive tent specialist. They can provide everything from the 10' x 10' canopy that is permitted, to tables and chairs. John or Steve Traube can be contacted directly at (314) 647-8368.

Weinhardt Party Rentals is a preferred option for chair rental. They may also be contacted directly at (314) 822-9000. The User may opt to use an alternate chair/equipment rental company.

All deliveries to Laumeier must be pre-arranged with the Facility Rental Coordinator at least 7 days prior to your event.

Laumeier does not provide storage areas for events. All items used in conjunction with an event must be brought to the Park the day of the event and immediately removed after the event.

Set-up and removal of the equipment in the Park must occur on the same day of the event. Fines will be assessed, not to surpass the amount of the Damage Deposit, if the User's equipment remains at the Park longer than the day of the event.

RESTROOMS

Restroom facilities are available on the grounds of LSP. Requirements over and above LSP's existing facilities are the responsibility of the User. Restrooms are located adjacent to the Education Center on the North side of the museum building. For Education Shelter reservations, rest rooms are available at either Education Shelter I, or the Underground rest rooms near the center of the Park.

ADDITIONAL PROCEDURES

- Rehearsal space is not guaranteed and will be provided only as available. Space for rehearsals, when available, will be provided on a complimentary basis.
- Changing rooms are only available in the form of Laumeier's public outdoor restrooms. The museum is restricted from use by private parties as a changing area or holding area for belongings. Laumeier strongly encourages members of the party to change prior to arriving at the Park.
- Photographs at any location in the Park are included in the rental fee. Locations for photographs cannot be reserved. Standing or climbing on sculpture is PROHIBITED.

LAUMEIER MEMBERS RECEIVE A 10% DISCOUNT ON RENTAL FEES

Please call Jennie Swanson, Museum Services Coordinator, at (314) 821-1209 x 25, for more information on Laumeier Membership levels and benefits. We strongly encourage membership for those interested in using Laumeier Sculpture Park for a private event.

RESERVATIONS

Information can be obtained and reservations made by calling Julia Norton (314) 821-1209 x 10, Monday through Friday from 9:00 a.m. until 4:30 p.m. *Walk-in reservations will not be permitted.*

The User will receive confirmation of availability and a Reservation Contract will be mailed to the User for signature and returned to Laumeier. Reservations are "penciled-in" until the fees are received. The Damage Deposit must be received within 7 days of receipt of the Reservation Contract in order to guarantee the reservation. Total fees must be received prior to 30 days before the reservation date.

All requirements by LSP will be discussed and approved by both parties. Failure to adhere to a reasonable request of LSP may result in the termination of the Reservation Contract. Reservations are non-transferable and may be revoked or changed at any time at the discretion of LSP.

St. Louis County and LSP reserve the right to request an original Certificate of Insurance to the County indicating proof of General Liability Insurance. Limits of this insurance must equal or exceed \$300,000 per person/\$2,000,000 per occurrence for bodily injury and property damage claims that may arise out of the result of performance of the contract.

If the event impacts other County services, such as Police, Highways & Traffic, Health, etc., User is required by law to obtain a "Special Activities Permit" from the Department of Public Works. These may be obtained by calling (314) 615-7137.