

FACILITY 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 inspire creative thinking by engaging people in experiences of sculpture and nature simultaneously.

Laumeier Sculpture Park (LSP) offers its fascinating facilities for rental for wedding ceremonies, celebrations, reunions, picnics and similar affairs, in an effort to promote this mission. We strongly encourage Renters of the facilities to become ongoing 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 Private Event Coordinator, Sherry Muehlfarth, is available to answer inquiries by email at thepartybroker@aol.com with "Laumeier" listed in the subject line...or by phone at 314-941-0522. 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 rental fees are due not later than 30 days after signing your rental agreement.

To reserve for events in 2013, please e-mail or call after November 1, 2012.

Availability for events in 2012

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

AVAILABILITY OF 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
- Staffing where noted
- Parking
- Seating & Table(s) where noted

Museum Terrace with Upper & Lower Lawns: Wedding Ceremony Only

Includes White Samsonite Chairs, (1) 8' table with cloth per 100 guests, 4 hours for setup, ceremony & cleanup, & (1) on site staff for supervision only

50 guests or fewer - \$550 rental + \$150 refundable damage deposit
51 to 100 guests - \$675 rental + \$150 refundable damage deposit
101 to 150 guests - \$925 rental + \$150 refundable damage deposit
151 to 250 guests - \$1025 rental + \$150 refundable damage deposit

**If inclement weather requires a lawn tent it must be reserved through the event coordinator & setup by Traube Tent. Tenting is prohibited in the Museum Upper Terrace area, but is permitted at the Lower Lawn area..*

Rose Garden: Wedding Ceremonies – 100 Guest Maximum Capacity

Includes White Samsonite Chairs, (1) 8' table with cloth, 4 hours for setup, ceremony & cleanup, & (1) on site staff for supervision only

50 guests or fewer - \$550 rental + \$150 refundable damage deposit
51 to 100 guests - \$675 rental + \$150 refundable damage deposit

Museum Lower Lawn: Corporate Events or Private Receptions – 250 Guest Max. Capacity

*4 hour maximum for event + 2 hour set-up & 1 hour strike
All food & beverage must be ordered through the Private Event Coordinator*

100 guests or less - \$650.00 + \$300 refundable damage deposit
101- 200 guests - \$1000.00 + \$300 refundable damage deposit
201-250 guests - \$1250.00 + \$500 refundable damage deposit

Laumeier's event coordinator will work with you to plan your corporate event or tented wedding reception on the Lower Lawn. The rental fee will vary based on the size and scale of your event. Laumeier's Private Event Coordinator, Sherry Muehlfarth, will work with you to plan your rental equipment, tenting, catering, valet, lighting & electric requirements. She is the exclusive broker for these services. Upon your inquiry, Sherry will contact you to provide package prices for these services. (Note: Electrical Outlets Available – If dedicated circuits are needed it is \$150.00. Overtime on space rental billed at \$100 per half hour)

Education Shelter: Picnics only – 50 guests Maximum Capacity

The Renter is allowed to bring in the food of their choice. If Catering service is desired, such as BBQ or food in chafers, it must be ordered through the Private Event Coordinator by calling 314-941-0522 at least 2 weeks prior to the event.

Rental fee April 1 – May 31 and September 1 – November 1 is \$115 and includes

- Moss Shelter is available for reservation Monday - Sunday
- Trash removal
- Picnic table seating
- Electric and restrooms
- Reservations must be made at least 14 days in advance

Leaf Pavilion: Small Wedding Ceremonies – 50 guests Maximum Capacity

The Leaf Pavilion is well-suited for small, standing wedding ceremonies and is located in the Children's Sculpture Garden, in the south end of the Park.

Rental Fee: \$100 (electric not available at the Leaf Pavilion; 4 hour maximum for wedding ceremony and pictures only)

DAMAGE DEPOSIT (Museum Terrace and Lower Lawn Only)

Deposits are refundable if the Renter meets all requirements stated in the Rental Agreement Form. Any damages or cleanup relative to an event are the responsibility of the Renter. All costs 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 Renter. The damage fee will be

assessed should the Renter remain on-site, thereby requiring additional services from Laumeier staff, longer than the 4-hour rental period.

EQUIPMENT RENTALS

Laumeier's Private Event Coordinator, Sherry Muehlfarth, will work with you to plan your equipment, tenting and catering requirements. She is the exclusive broker for these services.

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 Renter's equipment remains at the Park longer than the day of the event.

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 Renter following approval from Laumeier Sculpture Park, and the Facility Rental Coordinator will notify the Renter 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. Renters scheduling a wedding ceremony at Laumeier must schedule the event to take place during these seasonal hours of operation. Renters reserving facility space for any other type of event must submit their event times for approval with their reservation contract.

An approximation of closing times is as follows:

SEASONAL CLOSING TIMES

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. REFUNDS ARE AVAILABLE IF THE EVENT IS CANCELLED NO LESS THAN 12 WEEKS PRIOR TO THE EVENT. IT IS THE RESPONSIBILITY OF THE RENTER TO PROVIDE A PLAN FOR CONTINGENCY WITH TENTING OR AT AN ALTERNATE LOCATION IN CASE OF INCLEMENT WEATHER.

EVENT SET-UP (Rose Garden, Museum Terrace and Lower Lawn Only)

At least 7 days prior to your event, a member of your party must meet with Laumeier's Administrative Coordinator and Sherry Muehlfarth. All details of set-up, vendor companies used and additional requirements must be discussed at that time.

Prior authorization must be granted if total removal of your equipment 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 (Museum Terrace and Lower Lawn Only)

The rental fee entitles the Renter to the agreed upon timeframe in which to conduct the event. Fees will be assessed from the Damage Deposit should your party remain on-site longer than the contracted number of hours.

VEHICLES and PARKING

Parking for your event is available in the two main parking lots nearest the North entrance and the lot at the West 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.

Please keep in mind that Laumeier remains open to the public while your private event is being conducted. Parking spaces cannot be reserved from public use. If your event exceeds 50 guests, you may want to consider using our Valet Service, which is an additional charge and can be booked through our Private Event Coordinator.

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.

RESTROOMS

Restroom facilities are available on the grounds of LSP. Requirements over and above LSP's existing facilities are the responsibility of the Renter. 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. If your group would like to rent the air conditioned restroom trailer with running water sinks, please advise the Private Event Coordinator and a quote will be obtained for you.

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.
- The museum building 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. The only exception to that rule is the following space rental:
 - Museum Library Room Rental - \$50 per hour / maximum capacity bride + 2
 - Suggested use – Bride's Room prior to ceremony or Yichud Room after ceremony
- Photographs at any location in the Park are included in the rental fee. Locations for photographs cannot be reserved. Leaning or climbing on sculpture is PROHIBITED.

LAUMEIER MEMBERS RECEIVE A DISCOUNT ON RENTAL FEES

Please call Jennie Swanson, Museum Services Coordinator, at 314-615-5279 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 contacting Sherry Muehlfarth at 314-941-0522, or emailing thepartybroker@aol.com with "Laumeier" in the subject line. In-person reservations are by appointment only.

The Renter will receive confirmation of availability and a Rental Contract will be mailed to the Renter 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 Rental Contract in order to guarantee the reservation. Total Rental fees must be received prior to 30 days from the date of the signed Rental Contract. With Catering, the balance of the contract is due 7 days prior to the event.

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.