



MUSEUM OF INTERNATIONAL FOLK ART

P.O. Box 2087 Santa Fe, NM 87504

FACILITY RENTAL RATES

Interior Spaces

Atrium with one gallery	up to 225 guests	\$1,100
Atrium with ALL galleries	up to 225 guests	\$2,000
Neutrogena Lounge with one gallery	up to 75 guests	\$ 500

Sliding scale to include 2 or more exhibition galleries is available upon request.

Outdoor Spaces (available May through September only)

Outdoor classroom	up to 80 guests	\$ 250
Bartlett Patio (40 x 60 ft.)	up to 240 guests	\$ 400
Bartlett Patio with Atrium back---up for inclement weather	up to 240 guests	\$ 750
Labyrinth		\$ 250

ALL interior and exterior spaces listed \$2,500

Additional Fees

Museum security overtime - see more under Guidelines
 Certificate of Insurance - see more under Guidelines
 Catering, rentals, and other details arranged by client

For questions or to check facility availability, contact
 Laura Lovejoy May: 505.476 1203 laura.lovejoy-may@state.nm.us.



P.O. Box 2087 Santa Fe, NM 87504
On Museum Hill at 706 Camino Lejo

MUSEUM FACILITIES USE GUIDELINES

Catering

An event caterer must be selected prior to contract preparation. Any licensed, lawfully operated catering company may be selected. Museum security staff works with designated catering staff to coordinate the transformation of museum spaces into elegant dinners, casual and colorful receptions, with or without entertainment and decorations.

All deliveries in support of events must be coordinated by the catering company with museum security by contacting 505-476-1204 (front desk) or 505-476--1205 to arrange use of the loading dock. Deliveries of any kind that have not been disclosed to museum security may be refused. A schedule for delivery and pick---up of event supplies and equipment must be arranged prior to the event. The museum does not have event storage space and cannot be responsible for anything left for more than 48 hours.

The museum does not have facilities for cooking or warming food. Security and catering staff will designate food staging areas in compliance with food safety standards. Menus of non-staining foods and beverages are encouraged. Red wine is permitted inside the museum provided the user accepts full responsibility for cleaning any stains that may result.

All food waste and trash must be placed in dumpsters at the end of the event, leaving trash receptacles for visitor use. Recycling bins for plastic bottles and aluminum cans are available for use inside the Atrium or on Milner Plaza. We also recycle corrugated cardboard. Museum facilities must be returned to guest---ready condition after all events.

Security Overtime

Facility user is responsible for the cost of security staff overtime. Security personnel charges begin at 5pm in support of event set-up. No events may begin before 5:30pm without approval from the museum director. Generally, catering and museum security staff work on clean-up for one hour after guests leave.

A minimum of two security officers are required for all events on museum property. An estimate of the number of security personnel and cost is determined in conversation with museum staff and will be specified in the Facilities Use Contract. The rate for museum security is \$35 per guard, per hour. Charges are estimated in the contract and invoiced after the event for accuracy.

Security officers have full authority to intervene to protect museum property or guests, and to declare the building(s) fully occupied to meet fire and life safety regulations. It is understood that museum security staff determines the number and strategic placement of security personnel to assure the safety of guests and museum property.

Certificate of Insurance

All after hour events require to a Certificate of Insurance with a general liability limit of at least one million dollars (\$1,000,000) that names the Museum of International Folk Art as additionally insured. The cost of this insurance varies; call your insurance carrier for information; quotes from multiple insurance companies are recommended.

Restricted Activities

Certain types of events are prohibited under any circumstances. **No fund raising activities are permitted on the premises, except for the benefit of the museum.**

Guidelines for Indoor Events

Rental of the Atrium inside the museum includes the use and set up of furnishings (20 -54" round tables, up to 100 chairs with arms, numerous 8' x 3' buffet tables). Arrangements can be made to remove Atrium flags. Use of additional lighting or decorative elements must be approved in advance. The Atrium acoustic panels are excellent for lightweight displays or fabrics for event decorations. Nothing is to be hung, tied, draped, fastened, suspended, or placed railings, walls, or light fixtures without express approval of museum security and administrative staff.

Food and beverage service is permitted in the Atrium and/or Neutrogena Lounge ONLY. Food and beverages and NOT permitted in the galleries. As noted above, all event set--- up details must be coordinated with museum security staff. Deliveries and/or other requests not previously disclosed may not be accepted.

Guidelines for Outdoor Events

NO LIVE FLAMES! Candles, farolitos, or luminarias are NOT permitted on Milner Plaza in compliance with State, City, and County Fire safety recommendations; battery operated devices may be used.

No balloons, helium balloons, glitter, rice, bird or flower seeds, glitter or confetti are permitted.

No motorized vehicles are permitted on Milner Plaza.

Because Museum Hill is located in a residential neighborhood, live or recorded music on Milner Plaza must end by or before 9pm. Music inside the Museum Atrium does not impact the neighborhood.

Nothing is to be hung, tied, draped, fastened, suspended, or placed on railings, walls, or light fixtures without the express written approval of museum administrative staff. Museum tables and chairs are not provided for outdoor events. Users may arrange for outdoor furnishings with the event caterer and or Rental Company. Delivery, set-up, and pick-up of event supplies and furnishings must be coordinated with museum security.

Tenting is permitted with an approved schedule of tent installation and take---down at the user's expense. The preferred vendor for tenting is Classic Party Rentals, located in Albuquerque, New Mexico.

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laura.lovejoy-May@state.nm.us.