



## THE DELAWARE CONTEMPORARY EVENT RENTAL FAQ's

### 1- What type of events can I have at the Delaware Contemporary?

The Delaware Contemporary is available for many types of events

- Wedding receptions and ceremonies
- Rehearsal dinners
- Bar and Bat Mitzvahs
- Birthday parties
- Anniversaries
- Holiday parties
- Team building events
- Lectures
- Corporate Networking Events
- Bridal and baby showers

### 2- Is there a rental fee and what does it include?

The rental fee for the museum lobby and galleries depends on the number of guests in your party. All of the AV equipment, banquet tables, and café tables and chairs are included. Contact the Director of Special Events for pricing.

### 3- Who will cater my event?

The Delaware Contemporary has a list of preferred vendors for you to choose from.

### 4- How many guests does the museum hold?

The museum can hold 15-300 guests

Museum lobby and galleries-

Sit down event with dancing- 180

Sit down event without dancing- 220

Cocktail event -up to 300

Auditorium-

Ceremony- 150 with rented chairs

Seated event- 90 with movie screen

Seated event- 120 without movie screen

### 5- What time can my event start? And how many hours is my event?

Events begin after 5pm when the museum has closed to the public. Exceptions include caterers set up.

Weddings are up to 5 hours; all other events up to 4 hours. Additional hours may be booked at a rate of \$250 per hour.

6- Is there a wedding coordinator or manager available during my event?

The Director of Special Events will over see the set-up and beginning of your event. A Catering Manager as well as security staff and a front desk person will be available throughout your event

7- Are there restrictions on decoration or photography?

The Delaware Contemporary museum lobby is a historic property. This transformed former railroad car warehouse can be transformed within a matter of hours. Additional decoration besides table settings and centerpieces are not encouraged; the artwork and structure of the lobby is a work of art in and of it self and does not need embellishment.

The metal wall can be decorated by hanging with magnets only.

Decorations hung from the beams requiring use of staff and the lift will be charged an additional fee starting at \$50.

Photography of guests in the galleries is permitted.

8- Are there any additional costs for the facility besides the caterer?

Special events insurance is required. This typically ranges from \$150-\$200. Additional cost may include, but are not limited to lighting, damage of artwork or the facility. Contact the Director of Special events for further details

9- Is audio-visual equipment available?

The Delaware Contemporary has a 16 monitor video wall, a 20ft movie screen and LCD projector for use during events. Satellite radio can be streamed in the lobby.

10- What is the payment schedule for an event?

A 50% deposit of the total cost of the function is due within 14 days of signing the contract. The remainder of the deposit is due on or before the event date.

11- Is there space for an outside ceremony or cocktail hour?

Our outside front entrance area may be used for a ceremony or cocktail hour. This space is large enough for a 30 x 30 tent. Special pricing and permits are required.