

FIDM MUSEUM AND LIBRARY, INC.

FIDM Museum Facility Rental

The FIDM Museum is available for morning and evening events, Tuesdays-Saturdays, and all day Mondays. Facility rental includes Museum Galleries, Museum Foyer, and Museum Breezeway. Events including the use of Grand Hope Park incur additional fees and require separate booking

- The Museum is not available for private events between 10am-5pm Tuesdays-Saturdays
- Morning events Tuesdays-Saturdays must conclude before 10am
- Evening events Tuesdays-Saturdays may begin at 5pm
- The Museum is not available for Sunday events

Rental use of the Museum requires documents that must be completed, signed, and approved by the FIDM Museum at least 3 weeks prior to the Client's requested date(s)

- A non-refundable 50% deposit is due upon submission of signed contract; payment in full is due no later than one week prior to the event. Failure to pay the balance due by this date will result in cancellation

Arrangements to have the Museum Shop open during an event are coordinated with the Museum Shop Manager

Rates

Rates are hourly (4 hours minimum, including time for set-up and break-down)

If Client's total event duration is 4 hours, additional time for set-up and break-down will be charged at \$100/hr

- Corporate/Private Rate: \$375/hr (minimum \$1,500)
- Non-Profit Rate (for organizations with verified 501(c)3 status): \$275/hr (minimum \$1,100)

Museum Tours during events are conducted by Museum staff members only, and are booked separately at an additional cost

- Groups of 10 and under: flat fee of \$200
- Groups over 10 people: \$20/person
 - Groups over 25 people will be split into smaller groups at tour leader's discretion

All additional expenses, including (but not limited to) catering, waitstaff, liquor and liquor licenses, bartending, party equipment rentals, janitorial and maintenance services, and valet parking, are paid by the Client. All above mentioned services must be provided by a vendor on the Museum's approved vendor list

Security needs are determined by Museum staff, and Security fees are paid by the Client

Questions regarding use of the FIDM Museum spaces for an event should be directed to Leigh Wishner, Museum Registrar - Coordinator: lwishner@FIDMmuseum.org or (213) 623-5821, x3275

Please note: Rates are subject to change at any time

Revised 9-2020