

# Plains Art Museum Wedding Packages

## Reception Only

- Rental fee: \$3,500. Due in full in order to reserve your date.
- Rental fee includes:
  - Complete set-up and tear down
  - Linen
  - Day before decorating availability
  - Onsite event coordinator, security person, and bar service
  - Wireless microphone for speeches
  - Mounted screen and projector available
  - Adequate parking
  - Built in dance floor
  - Space available for Rehearsal Dinner
- Can accommodate up to 250 guests for a seated dinner, and up to 450 for a cocktail style reception. The space is available 5:30pm to 12am.
- Required to choose from a list of approved caterers. A food sales minimum of \$3,000 applies. Plains Art Museum charges an additional fee of 10% based on food sales.
- Required to become a member of Plains Art Museum; \$100 household membership. Valid for one year.

## Ceremony Only

- Rental fee
  - 1<sup>st</sup> floor- \$600. Available 6pm or later. Can accommodate up to 150 guests.
  - 3<sup>rd</sup> floor- \$600
    - Non private ceremonies available daily upon availability. Private ceremonies available daily after 6pm, with the exception of Thursday evenings. Can accommodate up to 200 guests.
- Amenities included
  - White wood folding chairs
  - Use of wireless microphone
  - Capabilities to play music through our sound system.

Rehearsals should be scheduled on the same day as the ceremony. All ceremonies and rehearsals are allowed a three hour time frame.

If additional time is needed for decorating, setup, clean up, or photos, there is an additional charge of \$50 per hour.

All fees due upon reserving the date.

## **Ceremony + Reception**

Rental fee: \$3,800

Rental fee includes:

- See “Rehearsal Only” guidelines

Because Plains Art Museum is such a unique space, we are able to host both ceremony and reception only in a non-traditional way. We are unable to neither reset space nor allow outside sources to reset space. Below we have listed some guidelines to help you visualize hosting both your reception and ceremony at Plains Art Museum.

Guidelines:

- Rehearsal time --rehearsal must take place during your allotted decorating time frame (Day before event, noon-3pm)
- Wedding parties should provide music control for the ceremony. Our sound system is available to you if you wish to connect to it.
- Photos: If you would like to take photos at the museum day of the event, they must be taken before 2pm. Please arrange a time with the events coordinator.
- Preparation of boardroom for wedding party to hideout prior to ceremony. This is not intended to be a room in which the party gets ready. Please be dressed before your arrival. Alcohol is not permitted in this room.
- Ceremony must not start prior to 6pm. The museum closes to the public at 5pm, and we must allow it time to close down for wedding guest arrival. Wedding party may arrive as early as 5pm. Guests may begin arriving at 5:30pm.
- Examples of ceremony + reception set up:
  - Guests seated at tables for dinner
  - Limited rows of chairs for ceremony on south end of 3<sup>rd</sup> floor, along with a social hour setting.
  - Ceremony on 1<sup>st</sup> floor in lieu of a dance, with dinner on 3<sup>rd</sup> floor.
- Notes: You must supply your own officiate.