SPECIAL EVENTS

Photo: Kristen Taylor & Co

HELLO.

THANK YOU FOR YOUR INTEREST IN MUSEUM OF CONTEMPORARY ART DETROIT (MOCAD) FOR YOUR EVENT!

Museum of Contemporary Art Detroit is where adventurous minds experience the best in contemporary visual, performance, and literary arts. As a responsive center for diverse audiences, MOCAD presents exhibitions and programming that contextualize, interpret, and expand culture. Your rental fee contributes to the overall health of the institution by providing for day-to-day operations. This enables admission to MOCAD's Exhibitions to remain free to the public (with only a suggested donation at entry) creating access opportunities for all members of the community.

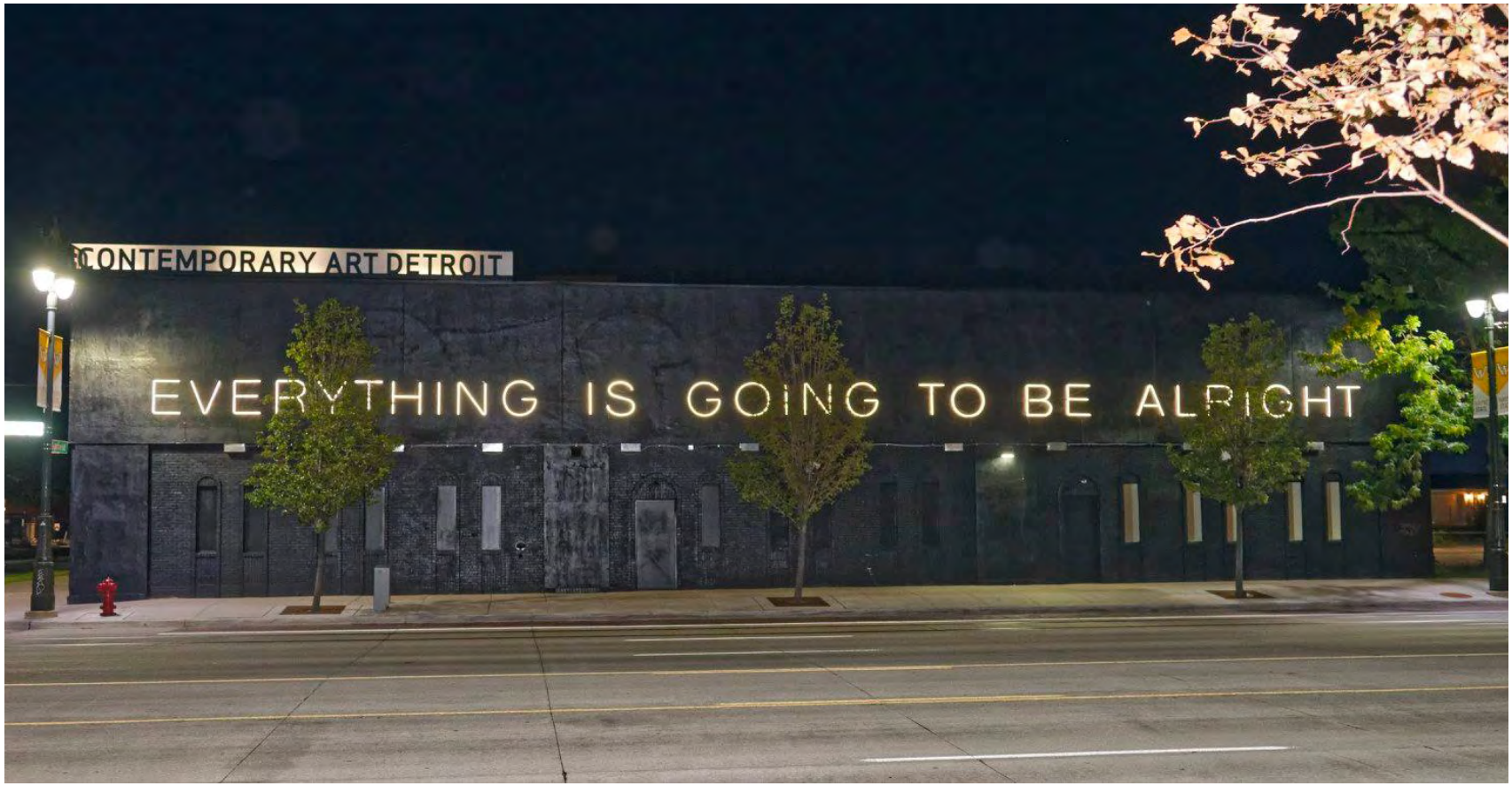
An important part of Midtown's cultural hub, **MOCAD is located at the corner of Woodward and Garfield**. Designed by Albert Kahn (and originally built as an automobile dealership), the 22,000 square foot building has been simply renovated to retain the best elements of its historic character. As an ideal environment for the exhibition of contemporary art, the museum's high ceilings, and raw, open spaces provide a versatile setting, the perfect site for events of all types.

We have hosted weddings and mitzvahs, commercials, automobile and other product reveals, and so much more. This booklet outlines **basic fees**, **services, and policies** but cannot cover everything. Please reach out with any questions or to schedule a walkthrough.

We look forward to working with you!

Regards,

Leto Rankine
Café + Special Events Manager



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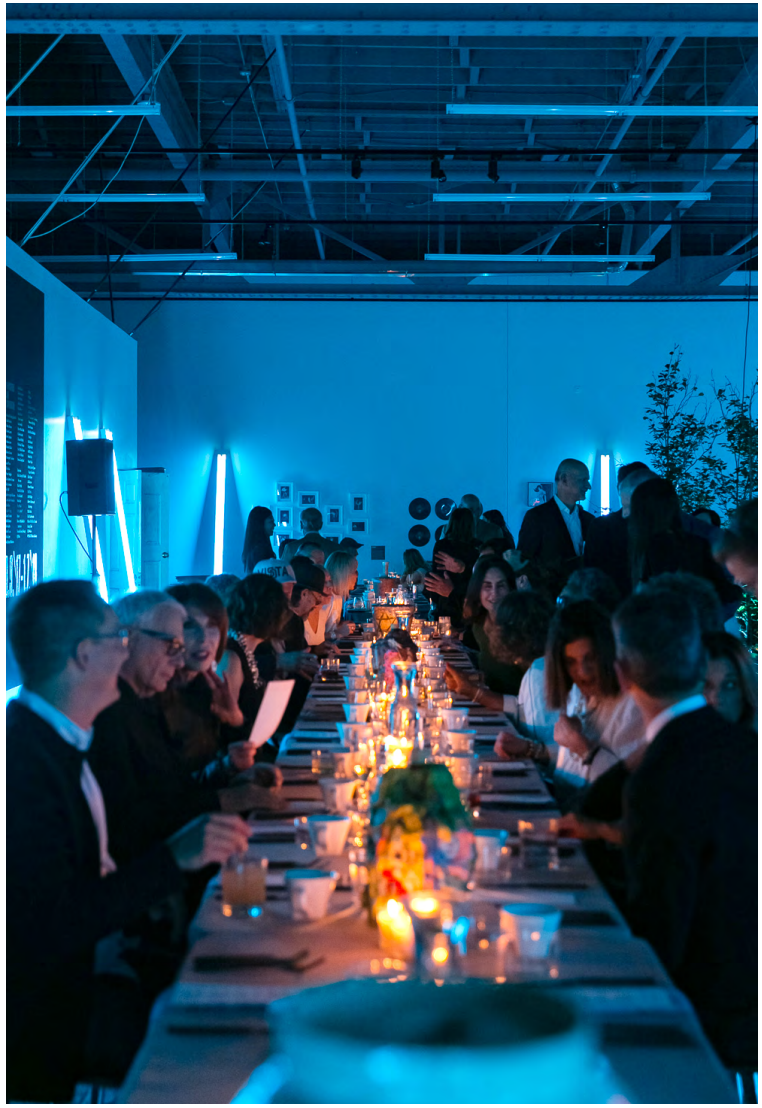
TELL US ABOUT THE SPECIAL EVENT YOU'RE PLANNING, AND BOOK WITH US TODAY!

Leto Rankine • Café + Special Events Manager • lrankine@mocadetroit.org • 313.832.6622
Casey Brooks • Café + Special Events Coordinator • cbrooks@mocadetroit.org • 313.832.6622

RENTAL INFORMATION



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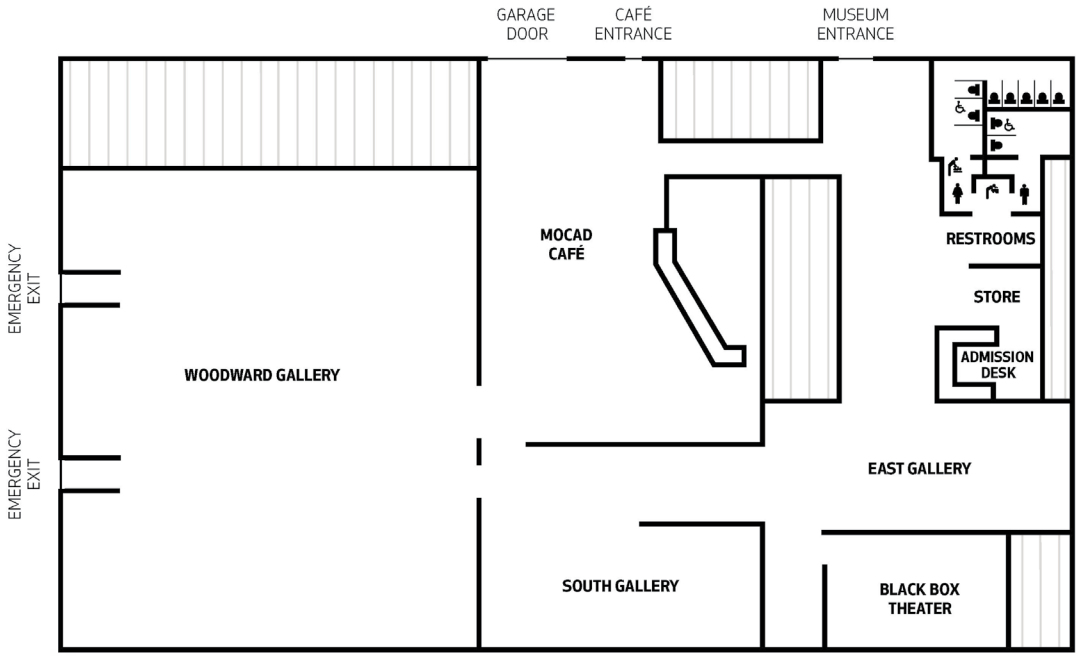
MUSEUM SPACE + EVENT FEES



MUSEUM AREAS	3-HOUR EVENT	5-HOUR EVENT	12-HOUR EVENT
MOCAD CAFÉ	$1,800	$3,000	$7,200
WOODWARD GALLERY*†	$4,200	$7000	$9,600
ENTIRE MUSEUM*	$5,100	$8,500	$20,400

*Limited access to gallery spaces dependent upon exhibition schedule

†Woodward Gallery pricing includes necessary Café Event Fee

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BASE FEES + SERVICES

BASE RENTAL:
- **Café space for 5-hour event**
- **190 seat capacity**
- **$3,000** base rental fee
- **$1,080** typical staffing fees for a five-hour event
- This enables admission to MOCAD's Exhibitions to remain free

Our most common rental provides for nine hours in the Café space: a five-hour event period plus two hours each of setup and teardown time. The fee includes access to approximately 5,800 square feet including the Café area, main entrance, and rest rooms. Guests are able to view to the exhibition spaces for the first three hours of the event with some restrictions.

Access to additional space in the museum galleries (including but not limited to any installation within these spaces) is determined by the exhibitions on view at the time of the event and is at MOCAD's sole discretion. This access (along with any additional setup, teardown, or extended event time) can be negotiated and may incur additional fees.

Your rental fee contributes to the overall health of the institution by providing for day-to-day operations. This enables MOCAD's exhibitions and to remain free to the public (with only a suggested donation at entry), creating access opportunities for all members of the community.

IN-HOUSE SERVICES

EVENT STAFFING + SERVICES

- Security is required for all events with staffing number determined by MOCAD, based on the size and type of event
- $140 per guard at a four-hour minimum, $35 per guard for each additional hour
- Production Assistants are required for most events, with limited exceptions, production period to be determined by MOCAD
- $100 per PA at a four-hour minimum, $25 per PA for each additional hour
- Production Assistants execute basic event setup and teardown, staff the galleries for open hours, and perform basic onsite janitorial during events
- Other available services include valet, specialized installation and decor, coat check, planning, etc
- Pricing quotes and service options available upon request

AUDIO + VISUAL SERVICES

- AV Technician (required for use of MOCAD systems) $90 for three-hour minimum + $30 per additional hour
- PA System with one (1) microphone is a base rate $125 for three (3) hours with up to + $25 per additional hour
- $50 per additional in-house microphone with up to two (2) wireless handheld and two (2) wireless lavalier mics available; supplementary microphones available at vendor rates
- Additional AV services available but may require use of outside vendors

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FOOD + DRINK + SERVICES

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BAR PACKAGES

1 BEER + WINE

- **$16** per person
- Mix of craft + domestic beers
- Selection of two each red + white wines
- Includes soda
- Each additional hour is **$4** per person

2 WELL SPIRITS, BEER + WINE

- **$18** per person
- Well spirits
- Mix of craft + domestic beers
- Selection of two each red + white wines
- Includes soda, mixers, + garnish for drinks
- Each additional hour is **$5** per person

Spirits:

Beefeater Gin
Wodka Vodka
Cimmaron Blanco Tequila
Cruzan White Rum
Seagram's 7 Whiskey
White Horse Scotch

Includes Package 1

3 CALL SPIRITS, BEER + WINE

- **$22** per person
- Call spirits
- Mix of craft + domestic beers
- Selection of two each red + white wines
- Includes soda, mixers, + garnish for drinks
- Each additional hour is **$6** per person

Spirits:

Tanqueray Gin
Tito's Vodka
Espolon Reposado Tequila
Brugal Anejo Rum
Bulleit Bourbon
Jameson Irish Whiskey
Johnny Walker Black Label Scotch

Includes Packages 1 and 2

4 TOP SHELF SPIRITS, BEER + WINE

- **$26** per person
- Premium spirits
- Three house-crafted specialty cocktails
- Mix of craft + domestic beers
- Selection of two each red + white wines
- Includes soda, mixers, + garnish for drinks
- Each additional hour is **$7** per person

Spirits:

Hendrick's Gin
Grey Goose Vodka
Patron Silver Tequila
Smith and Cross Jamaican Rum
Woodford Reserve Bourbon
Long Road Wheat Whiskey
Glenlivet 12 Year Scotch

Includes Packages 1, 2 and 3

FEES + NOTES

All bar packages based on three-hour minimum with a 30-person base requirement

- A 25% service fee will be charged for all provided food + beverage packages
- Michigan's 6% sales tax will be charged for all provided food + beverage packages
- Special requests for beer, wine, + spirits (including toasts) are available and may incur corkage and case fees
- Bar packages do not include shots or doubles
- Cash bar available with $25 per bartender hourly service fee, with four-hour minimum
- To ensure efficient service MOCAD typically staffs a minimum of 2 bartenders for every event with up to 80 guests, plus one bartender for every 40-50 additional guests

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COFFEE + PASTRY PACKAGE

COFFEE + PASTRY

- **$14** per person
- Based on a two-hour event with an 8-person minimum
- Package includes unlimited coffee + tea and a selection of baked goods (list of available items provided upon request)
- Each additional hour is **$3** per person
- Details must be finalized 5 days before day of event

FEES + NOTES

- Service charge is 25% of all food + beverage provided
- Michigan sales tax is 6% of all food and beverage provided

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VENDORS

PREFERRED

CATERING

2 Unique Catering
Carolyn Berry
248.549.5242
carolyn@2unique.com

Al Ameer
Hassan Hashem
313.582.8185
h2hashem11@gmail.com

Cutting Edge Cuisine
Kortney Watts
248.825.3343
kortney@cuttingedgecuisine.com

Detroit Cultivated
Haley Lertola
312.502.9984
haley@detroitcultivated.com

Forte Belanger
Bonnie Peck
248.602.4500
bpeck@fortebelanger.com

Slows To Go
Joshua Keillor
877.5697246
josh@slowstogo.com

Takoi
313.855.2864
yes@takoidetroit.com

Zingerman's Catering & Events
Terra Brock
734.545.8094
tbrock@zingermans.com

RENTALS

Display Group
Todd Villeneuve
313.670.6648
villeneuve@displaygroup.com

Event Source
Amy Bartlebaugh
313.309.9000
amybartlebaugh@eventsource.com

Event Theory
Elaine Grange
586.755.0000
elaine@eventtheory.com

PRODUCTION

Audio Rescue Team
Alan Bogl
248.390.0473
abogl@audiorescueteam.net

RECOMMENDED

PHOTOGRAPHERS

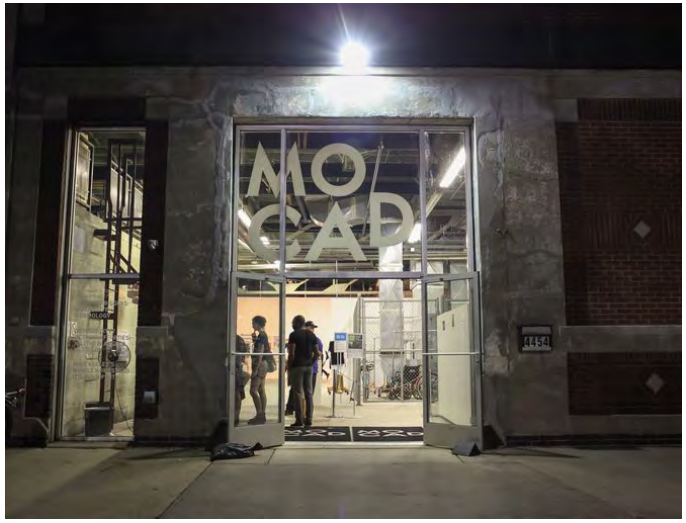
Trista Dymond

Justin Milhouse

Mode Detroit

Kristen Taylor & Co

EVENT POLICIES + SERVICES



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MOCAD POLICIES FOR RENTAL EVENTS

RESERVING EVENT SPACE
MOCAD provides a courtesy hold for up to 14 days from the date of the request. The date is not considered confirmed without both a signed rental agreement and a non-refundable deposit equal to 50% of all room rental fees. Without a signed agreement and deposit MOCAD reserves the right to make dates available to other parties or programming.

FEES + PAYMENT

DEPOSIT
In order to secure a date, an initial deposit equal to 50% of all space usage fees plus a fully signed contract must be submitted to MOCAD. No part of this initial deposit is refundable. Bar deposits are due 21 days before event date.

USAGE FEE
The remaining balance of all space rental fees is due 14 days prior to the event date and is non-refundable upon receipt. MOCAD reserves the right to refuse access to the space without payment of these fees.

PAYMENTS
Remaining balance of the usage fees, staffing, + bar packaging is five (5) days prior to event date and is non-refundable upon receipt. MOCAD reserves the right to refuse access to the space without payment of these fees.

BAR PACKAGES
MOCAD Café is licensed for the sale of alcohol through the State of Michigan. All beverage and bar packages or sales will be handled by MOCAD Café + the Special Events Department. Bar packages are outlined on page 9. The estimated bar deposit and signed bar agreement are due 21 days before event. Final guest count, all special orders, and final bar payment all due seven (7) days before event date.

FOOD + BEVERAGE
All bar services to be handled in-house by MOCAD Café. All other food and/or beverage services must be provided by MOCAD Café or one of MOCAD's Preferred Vendors. This list is included on page 11 of this packet and available upon request.

TIME + EXTENSION FEES
Event times are set in three-hour, five-hour, and 12-hour blocks and are determined by the impact of the event on MOCAD and its operations. These blocks are accompanied by two hours before and after for setup and teardown. Extensions for event time and/or additional installation and teardown may be negotiated for an additional fee with the final decision determined by MOCAD and its representatives.

USE
The Museum reserves the right to determine its rental availability at its sole discretion. MOCAD may not be used for any event that is in violation of any law, may be dangerous to persons or property or is determined by MOCAD to be unacceptable, or detrimental in any way to MOCAD's facilities, exhibitions, reputation, mission, or surrounding community.

SERVICES INCLUDED IN USAGE FEES
The usage fee includes use of the space and does not include any food or beverages, service charges, tax, labor charges, use of audio visual equipment, MOCAD technical support, security, outdoor tent or other facilities, linen, other equipment rentals, additional staffing for services (such as coat check or restroom attendants), or any other charges that may be incurred. Valet parking is optional, but may be required for Events of a certain size for an additional charge. The fee does include at least one MOCAD staff member, basic janitorial services before and after the event, and two hours of set up/teardown before and after the event. Any additional fees may be negotiated as part of the rental agreement but should in no way be part of the expectation of service without said agreement.

INSURANCE
At least 14 days prior to the event date, you will need to provide MOCAD with proof of specified insurance coverage issued by an insurer acceptable to MOCAD, and licensed to do business in the State of Michigan.

MOCAD POLICIES FOR RENTAL EVENTS

GALLERY ACCESS + AVAILABILITY
Guests are able to view the exhibition spaces (without food or drink) for the first three (3) hours of the event time. MOCAD's onsite Event Manager will provide gallery supervision, staffed by MOCAD's Production assistants, with the reserved right to close the galleries at any time. MOCAD, at its sole discretion, will determine placement and numbers of Gallery Attendants based upon the exhibitions and/or other service needs and may require additional staffing and incurred costs.

Any additional access to the gallery spaces including but not limited to service, set up, storage, and/or any other usage may incur additional fees and is at MOCAD's sole discretion. MOCAD reserves the right to close or refuse entry to any gallery by any guest at its sole discretion.

LOGISTICS + APPROVALS
The MOCAD Special Events Manager must review and approve in advance all proposed logistical plans for special events including but not limited to choice of preferred caterer, rentals companies, valet parking services, construction plans, space configuration, circulation plan, seating arrangements, lighting, décor, entertainment, and all setup and delivery. All equipment and decorations must be picked up at the end of event or the date specified by the Special Events Manager. Anything not picked up may be disposed of the following day. Exhibition floor plans should be available three to four weeks prior to opening.

BREAKAGE + DAMAGE
The client will be responsible for repair or replacement of any damage occurring at MOCAD or to MOCAD property or its exhibits in connection with the event.

MOCAD IMAGE USAGE
MOCAD must approve any use of images of MOCAD and the MOCAD logo/name. All promotional materials for an event in the form of invitations, programs, posters, and sample text must be submitted to the Museum for approval.

SECURITY + STAFFING
MOCAD requires a minimum of one (1) security guard from MOCAD's preferred security vendor for all facility rental events. MOCAD will contact and arrange all security needs for the Event. The total number of guards required for your Event is based on MOCAD's discretion, dependent on the type of event and anticipated number of attendees. The price for security is $30 per hour/per guard in addition to the Event Fee.

GUESTS
MOCAD must also receive your final attendance numbers no later than 11am, 14 working days prior to the date of your event. Attendance numbers may not exceed the maximum attendance set forth in your Facility Rental Agreement unless prior arrangements are made in writing through MOCAD Events Department. MOCAD reserves the right to deny access to any persons who would cause the maximum attendance to be exceeded.

UTILITIES AND SPECIAL EQUIPMENT
Licensee must accept the Museum's existing fans, and space heaters for climate control. Licensee may rent space heaters for use; however, their placement and use must be approved in advance by MOCAD. The Museum does not have airconditioning. MOCAD's phones are to be used in emergencies only.

EVENT GUIDELINES
Please read all of the following information carefully. Any questions regarding Event Guidelines should be directed to MOCAD's Events Department.

ENERGY + POWER NEEDS
All energy and power needs must be reviewed with MOCAD at least 14 days before event date. (See Pre-Event Set-Up) If the Event requires electrical cords, the organization using the facility will need to supply appropriate extension cords and gaffers tape for covering cords.

MOCAD has a selection of basic audio-visual components including microphones, speakers, podium, DJ equipment, and projectors. Please see AV pricing on page 7 for pricing.

SERVICE FEES
Event fee does not apply to staffing for production assistants, security, gallery attendants, coat check, valet, etc., nor to any equipment, decór rentals, or any other fees that may be incurred by entering into a MOCAD usage agreement.

MOCAD POLICIES FOR RENTAL EVENTS

SEPARATE FEES FOR EACH SERVICE
Payment for security, equipment and other services not included in event fee. MOCAD will provide the Licensee with an invoice for security and other optional services not included in the event fee such as A/V equipment rental and operation, valet parking, coat check, as requested and agreed upon by Licensee, no later than 14 days prior to the event date. Payment for security and additional services is required no later than 14 days prior to the event date.

EVENT LOAD IN/LOAD OUT
All deliveries of materials and equipment to MOCAD must be coordinated through a MOCAD Events Department staff member.

The Licensee is also responsible for coordinating any outgoing shipments at the end of the event. These shipments must be boxed and sealed with shipping labels for each piece. It is required that the event load-out be completed within 2 hours immediately following the event unless special arrangements have been made with MOCAD Events Department.

MOCAD EXHIBITIONS + GALLERIES
MOCAD reserves the exclusive right to change or alter any exhibition, exhibition schedule, gallery space, and/or approve or deny access to any museum space based on the needs of its primary mission. MOCAD also reserves the right to add or remove objects of art in or around the Facilities without prior notice.

ANIMALS
Museum of Contemporary Art Detroit abides by the Americans with Disabilities Act (ADA), and allows service animals, that is, animals trained to perform specific tasks for an individual with a disability, into all public areas of the museum.

DECORATIONS
Due to fire prevention requirements no evergreens, other flammable items, candles or open flames of any kind are allowed in any part of the MOCAD facility. No signage or decorations shall be affixed to any interior or exterior surface without the prior approval of MOCAD. Special effects and materials and equipment must be approved by MOCAD Events Department before the event takes place. Effects such as fire, smoke, or fog are specifically prohibited. Confetti, glitter, or invasive decor material may incur additional cleaning fees and/or require a cleaning deposit.

PERFORMERS
All performers at MOCAD must sign a "Release of Liability, Waiver of Claims and Assumption of Risk Management" before performing on MOCAD's property. A digital version of this document can be sent to you via e-mail upon request. Please have all performers submit completed forms to the Special Events Department no later than 5 days prior to the event.

PHOTOGRAPHY
Photography in the Event Facilities is permitted solely for personal non-commercial use.

No tripods are permitted in any galleries.

Photos, video, digital recordings or other images recorded in MOCAD may not be published, sold, reproduced, transferred, transmitted, broadcast, distributed or otherwise used commercially in any manner, without prior approval by MOCAD's staff. MOCAD reserves the right to revoke photography privileges at any time.

OTHER IMPORTANT INFORMATION
MOCAD is a non-smoking, non-vaping facility. Smoking and vaping are only allowed in outdoor areas.

As a courtesy to our neighbors, and as required by City of Detroit ordinance, music and other amplified sound shall not exceed permissible sound levels specified by Ordinance.

Licensee, its contractors, employees and the guests shall comply with all rules, requirements and security directives of MOCAD staff or security. MOCAD reserves the right to remove from the building any persons that are disorderly or intoxicated or who fail to adhere to directives of MOCAD staff or security.

GENERAL MUSEUM INFORMATION

LOCATION
Museum of Contemporary Art Detroit
4454 Woodward Avenue
Detroit, Michigan 48202

CONTACT
313.832.6622
rentals@mocadetroit.org

WEBSITE
mocadetroit.org

MUSEUM + CAFÉ HOURS
Wednesday + Saturday, + Sunday: 11am–5pm
Thursday + Friday: 11am–8pm
Monday: Closed

MIKE KELLEY'S
***MOBILE HOMESTEAD* HOURS**
Thursday–Friday: 11am–8pm
Saturday–Sunday: 11am–5pm

MEMBERSHIP — JOIN TODAY
The best way to experience MOCAD and support its mission is by becoming a member. Usage of museum space for private events requires a membership at the Individual level or higher. To learn more about member benefits—including discounts, reciprocal programs, private tours, and free admission to select programs—check out: mocadetroit.org/membership

ACCESSIBILITY
MOCAD welcomes and is committed to providing accessible services to all patrons.

MOCAD STORE
Ask how the MOCAD Store can be opened for you and your guests during the event. The MOCAD Store announces a new assortment of handcrafted local merchandise, exhibition specific items, and unique art publications. Your purchase at the Store supports MOCAD and its wonderful programs and exhibitions. Members save 10% on all store purchases!

MOCAD CAFÉ
MOCAD Café proudly supports regional and neighborhood vendors, offering a selection of pastries from Avalon to be enjoyed with locally roasted Astro Coffee. Stop in after viewing MOCAD's exhibitions, or get an early seat before the start of a public program, and enjoy a cocktail from our full service bar. Free parking makes MOCAD Café the perfect place to meet friends and start the evening, and with free wifi it's also well suited for small work meetings or studying. We hope to see you soon!

Members save 10% on their MOCAD Café purchases.

@mocadcafe | #mocadcafe