



Renter's Guide

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Rental Application

Event Sponsorship Application

Rental Opportunities

The Springfield Art Museum provides a range of spaces for events including:

Auditorium

392-seat Auditorium complete with a full stage, two large dressing rooms, and a state of the art sound and projection system. This space is perfect for performing art events, conferences, corporate training sessions, and other large meetings. A/V equipment is ideal for presentations with single or multiple speakers and video presentations. It is very user-friendly, designed for a novice level user.

Amphitheater

The Amphitheater includes a large outdoor stage and a 1-acre lawn area in a picturesque park-like setting. This space is ideal for a variety of outdoor events including performances, weddings, company picnics, and more. Water and power are available in this space including a 220v outlet. While the Museum does not provide tents, they can be set up in the Amphitheater area.

Courtyard

The Courtyard, located at the heart of the Museum, is an ideal space for intimate outdoor gatherings including small weddings, receptions, garden parties, and other events. The Courtyard features a small lawn and a sculptural fountain. Access for catering and setup is provided through an outdoor gate. Access to guests is available through the Museum's lobby and galleries. Space includes approx. 1,500 sq. ft.

Lobby

The Lobby is available for events held after regular Museum hours. This space is ideal for receptions, meet-and-greets, and other informal events. The Lobby provides approx. 800 sq. ft. of space including built-in seating. Tables and chairs may be set up in the Lobby depending on the renter's needs. An additional security fee is required for after-hours events held in the Lobby.

Community Room

The Conference Room offers a perfect space for small meetings as well as intimate luncheons and other small programs. The space is 1,200 sq. ft. and features window views of the Museum's Courtyard. Presentation equipment is available for business meetings and includes a digital projector, projector screen, and wireless PA system.

Rental Fees

The base rental fee is \$350 per maximum four hour event.

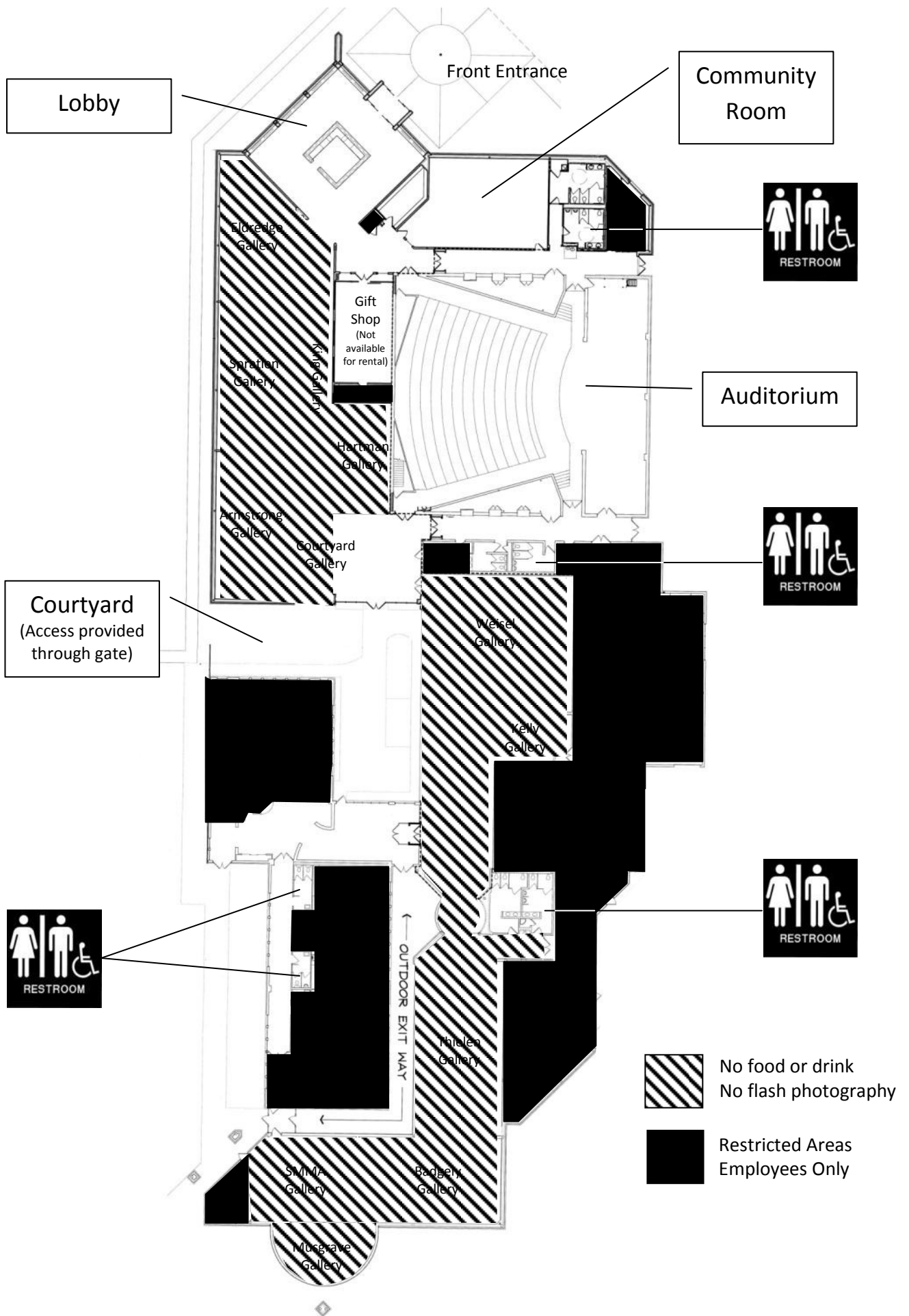
Additional Fees/Requirements:

1. Piano Tuning Fee: \$100
2. Security Fee*: \$15.00/hour
3. A Certificate of Liability Insurance is required in the collective amount of \$2 Million.

50% discount on rentals is available to not-for-profit organizations with proof of non-profit status. All other fees, including security fees and equipment fees, apply in full.

Policies & Procedures

1. Security personnel are required to secure Museum property during events. This includes ensuring the safety of artworks on display. They are not meant to serve as security for events produced by renters. Renters are responsible for any additional security needs and must coordinate these with the Museum.
2. Food is only allowed in specified areas including the Lobby, Auditorium, Amphitheater, Courtyard, and Community Room. Food and drink are prohibited in all other parts of the Museum. (see Floor Plans)
3. Only properly licensed caterers or other food service professionals are allowed to serve food.
4. No smoking allowed in the Museum or on Museum grounds.
5. Dance floors may not be laid over carpets
6. No ignited objects (candles, lamps, etc.) allowed. Chafing dishes may be allowed if set-up and monitored by properly licensed caterers or other food service professionals.
7. The Museum Director must approve use of amplified music outside of the auditorium.
8. All decorations including flowers and plants must be removed immediately following the event. Use of potpourri or confetti is prohibited. Plants and flowers left over 24 hours after events will be disposed of by Museum staff.
9. Rental of facility space does not include use of materials, tools, or equipment unless specified in contract and rental application. Only areas specified in contract may be used.
10. The Museum will not alter exhibitions or displays for the purpose of rentals. Renters are prohibited from altering or otherwise interfering with exhibitions or displays.
11. Use deemed to be intrusive or that prevents normal use by the public is prohibited.
12. Only person signing the contract will be agent for renter.
13. Renter's Certificate of Insurance must be on file before facility use permitted.
14. Food and flash photography is prohibited in the Museum's galleries. (see Floor Plans)
15. Reservations must be made a minimum of 3 weeks in advance to ensure adequate staffing.
16. Long-term, exclusive use of any Museum space is not allowed. Prohibited use may include event set-ups that are left standing for long periods of time, exclusive use of a space by a specific group or individual beyond normal time allotments, or any extended events or programs that interfere with the Museum's ability to access the space in question. All spaces must be reasonably accessible for rental or use for other events and programs when not being used.
17. The Museum does not allow facility use for events that discriminate on the grounds or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political opinion or affiliation.
18. All events with an expected attendance over 400 require an event plan which must include:
 - 1) an event itinerary, 2) a staffing/volunteer plan for the event organizer, 3) a plan for crowd control/crowd flow developed with Museum staff, and 4) an emergency plan for severe weather.
19. Subleasing spaces is prohibited.
20. Any violation of contract or restrictions may preclude future use consideration.



Lobby

Community Room





Auditorium



Courtyard
(Access provided through gate)



 No food or drink
No flash photography

 Restricted Areas
Employees Only

Front Entrance

Floreaga Gallery

Sprafkin Gallery

Gift Shop
(Not available for rental)

Hartman Gallery

Armstrong Gallery

Courtyard Gallery

Weisel Gallery

Kelly Gallery

Philen Gallery

Bagely Gallery

SMTA Gallery

Musgrave Gallery

OUTDOOR EXIT WAY