Thank you for your interest in hosting a special event at The Mint Museum! Whether it’s a wedding, a corporate event, or any special occasion, The Mint Museum offers an unparalleled experience unavailable anywhere else in the Charlotte region at its two dynamic locations.

At Mint Museum Uptown, you can enjoy beautiful cityscape views, breathtaking architecture, and stunning works of art. At Mint Museum Randolph, take part in the region’s rich history inside a unique cultural treasure surrounded by a serene park setting.

This information packet should answer most of your questions regarding the use and rental of the museum event spaces. For more information or to check availability, please use the following:

**VISIT**
mintmuseum.org/rent-the-museum

**CALL**
704.337.2132

**E-MAIL**
Laura Hale, Director Special Events
laura.hale@mintmuseum.org | 704-337-2057

Sofia Batres-Josifovski, Special Events Manager
sofia.batres-josifovski@mintmuseum.org | 704-337-2108
MINT MUSEUM UPTOWN

Mint Museum Uptown houses an internationally-renowned Craft + Design Collection, as well as outstanding collections of American, Modern & Contemporary, and European art. Designed by Machado and Silvetti Associates of Boston, the five-story, 145,000-square-foot facility combines inspiring architecture with groundbreaking exhibitions to provide visitors with memorable educational and cultural experiences. Located in the heart of Charlotte’s center city, Mint Museum Uptown is an integral part of Levine Center for the Arts, a cultural campus that includes the Bechtler Museum of Modern Art, the Harvey B. Gantt Center for African-American Arts + Culture, the Knight Theater, and the Duke Energy Center. The museum features a range of visitor amenities, including a 240-seat auditorium, a hands-on family gallery, studios, restaurant, and Museum Shop.

Non-profit organizations receive a 25% discount with proof of 501(c)(3) status on Sunday – Thursday room rentals.
ROBERT HAYWOOD MORRISON ATRIUM

This grand space features a 60- by 60-foot glass wall overlooking Levine Avenue for the Arts and the Knight Theater. Summer Wheat’s *Foragers*, pictured on the left, will be on display until Fall 2023. The dramatic interior includes richly stained hardwood floors and a wood slat ceiling. The atrium showcases the fascinating four-story textile work by artist Sheila Hicks, *Mega Footprint Near the Hutch (May I Have This Dance?)*, and a monumental canvas by Sam Francis, *Untitled (Sea rst)*. The 4,000-square-foot event space accommodates the following guest counts:
- 400 standing
- 250 seated
- 170 seated with a dancefloor
- 250-300 theatre style

Sunday–Thursday $2,800; + Van Allen Terrace $3,200
Friday–Saturday $3,500; + Van Allen Terrace $4,200

SALLY AND BILL VAN ALLEN TERRACE AND CARROLL GALLERY ENTRYWAY

This sheltered terrace offers open-air views of Charlotte’s cityscape, the Mint’s interactive grand staircase, and the beautiful architecture of Levine Center for the Arts. Guests start in the Carroll Entryway, home to the Mint’s signature Royal Blue Mint Chandelier by glass artist Dale Chihuly and other works from the Mint’s permanent collection. Can accommodate the following guest counts:
- 300 standing
- 50 seated
- 130 theatre style (Terrace)

Sunday–Thursday $1,500

*The Carroll Gallery and Van Allen Terrace are not available as a stand alone rental on Fridays-Saturdays.*
JAMES B. DUKE AUDITORIUM

The auditorium is located just off the atrium. A 240-seat theater fully equipped with included modern audio and video features,* a mezzanine, and multiple entrances, this space is perfect to host lectures, symposia, music performances, and films. Glass artist Tom Patti’s commission Spectral Boundary spans two doors as part of the auditorium’s inner wall, and the wood, rubber, and steel sculpture vinge segla adorns the other side.

$1,500 (five hours and $50 each additional hour)

STAR GALLERY

The Star Gallery is a place for students from around Charlotte to have their works displayed. Adjacent to the Auditorium, large enough to accommodate 170 guests for a standing reception

$700 (five hours and $50 each additional hour)

BOARDROOM

This space on the mezzanine level features natural light, streetscape views, state-of-the-art technology,* and a dynamic view of the Chihuly chandelier along with other works of art. This multipurpose space can host:

- 24 people board-style
- 50 people crescent-style
- 100 people theater-style
- 80 people cocktail-style
- 64 people seated

Daytime $800 (five hours and $50 each additional hour)
Evening and Friday–Sunday: $1,000 (five hours)

CONFERENCE ROOM

An executive meeting room or lunch space with AV equipment* for up to 14 people boardroom style, overlooking the streetscape and Mariposa restaurant.

$500 (five hours and $50 each additional hour)

*The use of museum-provided audio and visual equipment may require an in-house technician at an additional hourly rate. Our preferred stage provider and in-house equipment technician is Doug Davis Audio Visual. You may inquire about rates and specifications by calling 704.622.8578 or email D2productionservices@gmail.com.
SPECIAL EVENTS INFORMATION

GALLERIES

The museum's permanent collection and special exhibition galleries can also be opened after hours to allow guests to tour the facility privately. Located on levels 3 & 4.

No food or beverage allowed inside the galleries.

$200 per hour

*additional special exhibition fees may be required for certain galleries

MATTYE AND MARC SILVERMAN GRAND ROOM AND TRUSTEES TERRACE

The top floor, Level 5 space boasts stunning views of the uptown cityscape. The Grand Room, a 4,009-square-foot, modern audio- and video-equipped space*. The dramatic semi-covered terrace, approximately 4,000 square feet, provides additional outdoor entertaining space. The Grand Room can accommodate:

- 400 standing
- 340 seated
- 250 seated with a dancefloor
- 300 theatre style

Sunday–Thursday $3,500
Friday–Saturday $4,500

THE QUEEN’S ROOM

Inaugurated in 2021 on level five, the Queen's Room is a unique hybrid industrial style event space that can host a variety of events. The space also works well in a tandem form with the Silverman Grand Room and Trustees Terrace to host a reception style event for several hundred guests.

Sunday–Thursday $2,000
Friday–Saturday $2,800

*The use of museum-provided audio and visual equipment may require an in-house technician at an additional hourly rate. Our preferred stage provider and in-house equipment technician is Doug Davis Audio Visual. You may inquire about rates and specifications at 704.622.8578 or davisound23@gmail.com
MARRYMINT

WEDDING CLIENTS AT THE MINT ENJOY:

- Complimentary Bridal Suite
  - Boardroom if available + refreshments
  - Available to access at 10am, $200 fee for earlier access
- Complimentary Groom’s Room
  - Star Gallery if available + refreshments
  - Available to access at 10am, $200 fee for earlier access
- Complimentary tables
- The room you contract for your wedding will not be rented out earlier in the day for any other event.
- Access to our Catering Kitchen
- Mint Museum liaison available throughout your event
- Free 1hr Ceremony Rehearsal in the days leading up to your event pending Museum availability

FRIDAY & SUNDAY WEDDINGS ENJOY:

- Complimentary White Folding Chairs
- No minimum bar cost ($3,500 on Saturdays)
- Complimentary Champagne Toast for the Bride & Groom

FRIDAY RENTAL RATES
10% discount already calculated below!

Van Allen Terrace & Carroll Gallery + Atrium $3,780
Silverman Grand Room + Trustees Terrace $4,050
Queen’s Room $2,520

SUNDAY RENTAL RATES

Van Allen Terrace & Carroll Gallery + Atrium $3,200
Silverman Grand Room + Trustees Terrace $3,500
Queen’s Room $2,000

EXTRA SAVINGS ON FRIDAY
Friday weddings approximately save an extra $380 in security fees!*

*Security Outside Museum Hours - $95/hr fee for any activity inside of the building outside of museum hours. Charged per hour before 9am and after 9pm on Fridays
MEET AT THE MINT

The Mint Museum offers unique venues in an inspiring setting to meet all your corporate entertainment needs. From small luncheon meetings to cocktails for 400, Mint Museum Uptown and Mint Museum Randolph are the best venues for your business!

CORPORATE CLIENTS ENJOY:

Complimentary use of our audiovisual equipment and wireless network*

Convenient underground parking in the Duke Energy Center uptown and complimentary parking at Randolph Road

Reduced gallery admission and docent tours

Complimentary use of the Mint’s tables

Opportunities for multiple event discounts

Gift recommendations and corporate member discounts in the Museum Shop

Ask about our Corporate Leadership Circle benefits!

* The use of museum-provided audio and visual equipment may require an in-house technician at an additional hourly rate. Our preferred stage provider and in-house equipment technician is Doug Davis Audio Visual. You may inquire about rates and specifications at 704.622.8578 or at davisound23@gmail.com
RENTAL GUIDELINES

The Mint Museum, a private non-profit institution, receives wide ranging support from the community for the education and enjoyment of the public. Its buildings and collections are unique and their protection is the responsibility of the museum staff. The use of the museum’s facilities is made available to certain groups under specific conditions outlined below for the purpose of making the museum and its programs more widely known and available to the public. The fees charged are to reimburse the institution for its overhead expenses and to cover the wear and tear on its facilities.

Photography permissions: Tripods, lights, cords or other filming equipment beyond handheld cameras will not be permitted in galleries or spaces that contain artwork and/or artwork cases without prior arrangement. For more information about the Mint’s photography policies and to seek permission to film, please submit a request at http://www.mintmuseum.org/about/policies/. Requests must be submitted at least one month prior to your desired filming date and may be subject to additional fees. Any onsite photography for news media must be approved by the Public Relations Director.

*Original works of art on the premises of the Museum may be protected by copyright and are not to be used for commercial (non-personal) purposes without permission from the copyright holder. The Mint Museum will not secure copyright permissions on behalf of any third party.*

Set-up and breakdown for the event, including decorations and scheduling of deliveries, must be approved in advance with the Special Events office. The Mint is not responsible for any items left on the premises. Items are not allowed outside on terraces overnight.

Post Event Clean Up Renter and their vendors are responsible for all post-event clean up. Caterer is responsible for clean-up of kitchen, equipment and caterer related activities. Any and all decorations must be removed by Renter upon completion of event. Any cost incurred by the Mint for the clean-up or removal of event-related activities or materials will be charged to the Renter.

Exhibitions cannot be rearranged, added, and/or removed, and may change throughout the year.

The Special Events Team does not perform the duties of a professional event planner or wedding director. The Special Events Team is present to assist in the functions’ logistics, protect the museums’ facility and collections, and act as a liaison between renter’s vendors and museum staff.

Publicity must be approved by the museum. If you plan to distribute a news release about your event, it must be reviewed by the museum’s Public Relations and Publications Director prior to dissemination. Any onsite media coverage must be monitored by a member of The Mint Museum staff. Use of The Mint Museum logo is not permitted except by special arrangement with the museum. The renter is not to promote their event as a museum sponsored event. All invitation reception locations must read: Mint Museum Uptown at Levine Center for the Arts, or Mint Museum Randolph.

Non-profit organizations must provide a copy of their 501(c)(3) status in order to receive the 25% discounted from the rental rate. Discounts available Sunday–Thursday only.
Entertainment, including any applicable licenses for live or recorded music, is the sole responsibility of the renter. Music at Mint Museum Uptown must conclude by 11 p.m.

Tables are included in the rental. White padded chairs may be rented for $3 each. Tablecloths and other décor items are not provided by the museum.

Prohibited Items include tasers, mace, pepper spray, pyrotechnics, guns, dangerous weapons, illegal substances, helium balloons, loose glitter, confetti, birdseed, bubbles, and sparklers are not allowed inside or outside the museum. Should any of these items be brought onto the Museum property, the Renter will be charged a $1,000 fee.

Acts of God that cause any failure of performance shall not be the responsibility of either party, and in such case the Mint will make every effort to reschedule the event. If the event cannot be rescheduled, the Mint will refund the rental amount minus the non-refundable deposit.

Date change fee If the Renter chooses to reschedule their event for a later available date there will be a $1500 date change fee.

Candles: Votives, tea lights, and any other candles with glass covered sides of minimum 1-inch coverage are permitted.

Smoking & Vaping are not permitted on the museum campus.

Event parking in the Duke Energy Center off west Stonewall (130 West Stonewall Street) is $5 with museum validation. The Renter may host parking for guests by purchasing parking coupons in advance from the Special Events Team.

Due to alcohol licensing requirements, casino-style or other gaming activities are not allowed.

Gallery admissions are offered at discounted rates to renters for their guests’ enjoyment and to enhance their museum experience.

Membership has its benefits. We look forward to hosting social events at the museum but ask that you join our museum family. This will provide you with free unlimited admission to museum exhibitions and many special events for a full year, as well as Museum Shop discounts and other benefits. If you are not a museum member, feel free to request a membership application and return to the address listed.
ALCOHOLIC BEVERAGE PRICING

The Mint Museum carries all ABC permits and is the exclusive supplier of alcoholic beverages for all events. Any alcohol consumed inside the Mint must be purchased by the museum. The Mint Museum reserves the right to confiscate outside alcoholic beverages found onsite, fees may apply.

Prices are based on in-stock brands and are subject to change without notification.

*Mint Museum Uptown-$3,500 Minimum Bar cost on Saturday evening events.

House Brands / Premium Brands

- $15 / $16 per person (1hr)
- $22 / $25 per person (2hrs)
- $25 / $28 per person (3hrs)
- $26 / $33 per person (4hrs)
- $29.50 / $34 per person (4.5hrs)
- $31 / $37 per person (5hrs)

House Brands / Premium Brands

- $12 / $14 per person (1hr)
- $16 / $18 per person (2hrs)
- $21 / $23 per person (3hrs)
- $23 / $2(3) per person (4hrs)
- $24 / $26.50 per person (4.5hrs)
- $26 / $28 per person (5hrs)

House Brands / Premium Brands

- $2 per person / $4 per person

House Brands / Premium Brands

Liquor
- $8 / $9 per drink
- $7 / $8 per drink
- $6 / $7 per drink
- $29 / $33 per bottle
- $26 per bottle
- $3 per drink
Wine
- Consumption Wine
- Sparkling Wine
- Soft Drinks + Water
**ALCOHOLIC BEVERAGE PRICING**

**Per Person Pricing** includes all guests over the age of 21.

**Bar Pricing** does not include the set-up charges (sodas, mixers, glassware) and bartending charges. These items are provided in a quote from the caterer. Prices do not include applicable sales tax of 8.25%.

**Consumption & Cash Bar Pricing** includes liquor, wine, beer, and applicable sales tax. Drink prices do not include the bar package that includes disposable cups, or glassware, mixers, bottled water, soda, and bar fruit. The bar package can be purchased through the caterer.

The cash bar pricing does not include the bartender charges. The bartender(s) can be purchased through the caterer. We recommend one bartender for every 75 guests. Charges are $20 per cashier per hour, and $35 per bartender per hour (both have a 4 hour The Mint Museum will schedule the cashier(s)).
LIQUOR

AT THE MINT

HOUSE BRANDS
DEWARS SCOTCH
CANADIAN CLUB BLENDED WHISKEY
JIM BEAM BOURBON WHISKEY
TANQUERAY GIN
TITOS VODKA
BACARDI SILVER RUM

PREMIUM BRANDS
CHIVAS REGAL BLENDED SCOTCH
JACK DANIELS WHISKEY
CROWN ROYAL BLENDED CANADIAN WHISKEY
BOMBAY SAPPHIRE GIN
GREY GOOSE VODKA
CAPTAIN MORGAN SPICED RUM
BACARDI SILVER RUM
LUNAZUL TEQUILA
BEER & WINE
AT THE MINT

HOUSE BRANDS

BEER
MILLER LITE
MICHELOB ULTRA
YEUNGLING
BECK’S

WINE
CHARDONNAY
PINOT GRIGIO
PINOT NOIR MOSCATO
CABERNET

PREMIUM BRANDS

BEER
OMB COPPER
HEINEKEN
CORONA LIGHT
LAGUNITAS IPA

WINE
WHITEHAVEN SAUVIGNON BLANC
STORYPOINT CHARDONNAY
STORYPOINT PINOT NOIR
ONE HOPE CABERNET
ROSEHAVEN ROSE
CANTI MOSCATO

SPARKLING

HOUSE
ANNA DE CODORNIU CAVA
BLANC DE BLANCS

PREMIUM
LA MARCA PROSECCO
EXCLUSIVE CATERERS

All caterers are approved by the Special Events department, have a current license, and provide museum qualifying insurance.

All clients must select a caterer from this list for full-service events.

2nd Floor and Mezzanine Level

Something Classic + Daisy Catering
704.377.4202

5th Floor: Silverman Grand Room and Queens Room

Best Impressions
704.333.9779