



MADISON MUSEUM OF CONTEMPORARY ART

## PRIVATE EVENTS AT MMoCA

The Madison Museum of Contemporary Art combines world-class art and stunning architecture for an event venue unlike any other. Located in the heart of downtown Madison, MMoCA's sophisticated spaces are available to host a wide variety of events.

**The Rooftop Sculpture Garden** offers clients the opportunity to host private, outdoor events three stories above the busy State Street pedestrian mall. In addition to birds-eye views of Madison's vibrant downtown, the Sculpture Garden is host to colorful plantings and large-scale outdoor sculptures.



**The MMoCA Lobby** boasts black granite floors, a dramatic glass staircase, and panoramic views onto Madison's busy State Street pedestrian mall. The space is a special setting for cocktail receptions or small- to medium-sized seated dinners. It is also the backup location for Rooftop Sculpture Garden events.



**The Lecture Hall** features a full range of audio-visual equipment for use during presentations, lectures, panel discussions, and film or video screenings, with AV support. It is located next to the lobby on the museum's first floor.

MMoCA encourages clients to find a "full-service" catering company that has experience with all aspects of event coordination and/or work with an event planner to oversee logistics during the event, such as setting up tables, chairs, and other equipment. You will also work with your caterers for alcohol service for the event. Should you wish to add MMoCA Event Staff, they will assist with set-up and tear-down of MMoCA furniture if added to the rental.

**For information about hosting an event at MMoCA:**  
Jasmine Clement, Events and Rentals Manager  
608.257.0158 x 264 / [events@mmoca.org](mailto:events@mmoca.org)



SPACE	CAPACITY	RENTAL RATE
<b>Lobby</b>	Up to 175 attendees ( <i>standing reception</i> ) Up to 100 attendees ( <i>seated for dinner</i> )	\$1,250
<b>Lecture Hall</b>	Up to 230 attendees	\$1,350
<b>Lobby and Lecture Hall Combined</b>	Capacities above applied	\$2,000
<b>Rooftop Sculpture Garden</b>	Up to 175 attendees ( <i>standing reception</i> ) Up to 100 attendees ( <i>seated for dinner</i> )	\$2,250

Only members of the Madison Museum of Contemporary Art may host private events at the museum. Visit [mmoca.org/support](http://mmoca.org/support) to learn more about membership levels and benefits.

Membership fees can be purchased in advance or added to the museum rental invoice. Discounts are available at higher levels of support.

#### MMoCA Membership Discounts

Individual, Family and Supporting	No discount available
Langer Society Members and Patrons	10% discount
Langer Society Director's Circle	20% discount

#### Corporate Membership Discounts

Supporters	No discount available
Donors and Partners	10% discount
Leaders, Sponsors and Benefactors	20% discount
501(c)(3) Non-profits	50% discount

Additional museum costs include staffing/security fees (\$30/hour, including one hour for set-up and one hour for take-down), custodial fees (\$25/hour, one hour minimum for all events with food/beverage service), and Technical Services fees (MMoCA hires a stagehand for all Lecture Hall events). Room capacities may vary due to set-up requirements and artwork on display during event.



Food and beverages, along with other catering-related costs such as rented tables, linens, etc. are billed separately, through the caterers or an outside vendor. MMoCA will contract a stagehand for all lecture hall events and include those costs on the museum invoice.

Private events may take place in the museum during public or non-public hours, depending on the nature, size, and location of the event. All events must conclude by 11 pm. Beyond regular hours of operation, galleries may be kept open for \$75 per hour each, and docents are available for tours and small-group discussions for \$50 per docent.

State of Wisconsin Dane County sales tax of 5.5% is applied to most events. Non-profit groups and tax-exempt organizations must submit a copy of their certificate of exempt status with the signed contract. Political functions or fundraising events for organizations other than MMoCA are not permitted, nor is events requiring tickets for admission. Merchandise may not be sold on-site.