

CURATED EVENTS at the Farnsworth Art Museum

Set in Rockland, the Art Capital of Maine, the Farnsworth Art Museum offers gracious and unique settings for special occasions. The Farnsworth's 1948 Georgian-style brick museum and library houses an outstanding art collection that celebrates Maine's important contributions to American art. Events on the Farnsworth campus are inherently infused with both history and a sense of current art and culture. As a result, an event at the Farnsworth is the best way to entertain clients, to recognize employees, and to celebrate life's special moments, all while experiencing the most celebrated artists and recognized art in America. Entertaining at the museum, which can include a docent-led gallery tour or self-guided exhibition viewing, gives your guests a truly unique experience and sets the stage for an event that cannot be replicated.



GENERAL INFORMATION

The Farnsworth Art Museum is a 501 (c) (3) nonprofit organization supported by generous donations from the public. The Farnsworth serves the people of Maine, and the nation, by collecting, preserving, exhibiting and interpreting American art, with a strong emphasis on artists who have lived or worked in Maine. The Museum conserves, researches, documents, presents and interprets its collection (including works of art, artifacts, historic buildings and archives) through programs, publications and exhibitions that directly focus on:

- **THE COLLECTION OF 18th THROUGH 21st CENTURY WORKS, ESPECIALLY THOSE CREATED IN AND ABOUT MAINE, OR BY ARTISTS NATIVE TO THE STATE**
- **THE WORLD'S SECOND LARGEST COLLECTION OF WORKS BY LOUISE NEVELSON**
- **THREE GENERATIONS OF WORKS BY N.C., ANDREW, AND JAMES WYETH**
- **THE WORKS OF ARTISTS CURRENTLY ACTIVE IN MAINE**

The Farnsworth offers the use of its select facilities to both non-profit and for-profit community groups, businesses, organizations and individuals. Planned events may not compromise the general public's access to the museum. If a group requires particular timing and space, a full-facility rental option is available.

The use of the museum facilities for non-museum sponsored art exhibitions, or for the purpose of fundraising (other than fundraising for the Farnsworth Art Museum), is not permitted.

Use by outside groups or individuals is contingent upon the facility not being already used at the requested time by museum programs or events. Such usage will be deemed acceptable on a case by case basis, contingent upon the above and upon considerations regarding the protection of the collection or art works in the museum's care. The guidelines herein stated ensure the proper maintenance and security at all times for all museum areas.

Facility rental requests may be made by contacting the Events Manager

Upon acceptance and confirmation of the requested event, the Events Manager will meet with the client to discuss particulars, and the client will sign a Facility Use Agreement detailing the event, liability of client, usage fees, and mutual requirements.

CONTACT

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Membership and Events Manager
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RENTAL VENUES at the Farnsworth Art Museum

With the historic downtown location, green spaces and detailed historic architecture, planning your event at the Farnsworth ensures that you have a choice of location, both outdoors and indoors. All venues rentals are inclusive of security and are offered for a four-hour rental period. If your needs are expected to extend beyond this time frame, an additional per hour charge will be determined. To ensure smooth execution of each event, the Farnsworth Events Manager will work with each client from confirmation to completion, including oversight of the event planning, caterer, rental-company and entertainment. A museum representative will be present at all events and will hold the authority to enforce the museum's standards of safety and security.

The Farnsworth loves its business partners. Conferencing space is always provided to Rockland-based non-profits free of charge, based on availability and during open hours.

Farnsworth members receive 10% off rental fees.



VENUE DESCRIPTIONS and ADDED SERVICES

CONFERENCE ROOM – max. capacity of 14 guests

FOR PROFIT: \$200 and NON-PROFIT: free

The Farnsworth's conference room is perfectly designed for a small meeting. Fitted with furnishings by Thomas Moser as well as equipment to facilitate teleconferencing abilities and Zoom meetings.

AUDITORIUM – max. capacity of 80 guests

FOR PROFIT: \$1,000 and NON-PROFIT: \$500

The Farnsworth's contemporary auditorium, with seating for 80, offers a handsome, quiet, and private space for professional meetings, seminars, retreats, films, lectures and concerts. The auditorium is equipped with an elevated stage and audiovisual capabilities that have been streamlined in 2018. A variety of possible set-up options makes this venue a multi-purpose opportunity.

LIBRARY – * capacity

FOR PROFIT: \$2,000 and NON-PROFIT: \$1,000

The Farnsworth Library serves as the museum's great room. With high ceilings, a faux marble fireplace, and large windows to both the south and west, the library offers a stunning and classically Georgian venue for your next cocktail or small dinner party. Combined with galleries in the main museum for your guests to stroll, and a docent-led privately curated tour, your event is certain to be remembered.

**The capacity for events in the library is dependent upon the setup for the specific event. Maximum standing capacity is 100 guests. Rates are based on one or more galleries available for exhibition viewing.*

WYETH CENTER – * capacity

FOR PROFIT: \$2,500 and NON-PROFIT: \$1,250

This beautifully renovated Methodist Church houses works by three generations of Wyeth artists. Ideal for small cocktail parties on either level, as well as a showstopper for larger crowds that fall in love with the gorgeous sweeping staircase, the museum's outstanding collection of Wyeth artworks provides an experience that your guests will not find anywhere else in the world.

**The capacity for events in the Wyeth Center is dependent upon the setup for the specific event. A max capacity of 200 guests includes 100 guests in the upper gallery and 100 guests in the lower gallery.*

GAMBLE STUDIO – max. capacity of 50 guests

FOR PROFIT: \$500 and NON-PROFIT: \$250

Create an artistic day or evening event in our campus art studio, perfect for classes where the process of art is encouraged. Depending on the nature of your work and needs, both 1st and 2nd floor spaces are available from which to choose.

HOMESTEAD GREEN – capacity of 150 guests

FOR PROFIT: \$1,500 and NON-PROFIT: \$750

Nestled between the backdrop of the restored Farnsworth Homestead and carriage house, the Homestead Green is the perfect setting for an intimate gathering or informal event on the lawn.

FARNSWORTH GREEN – capacity of 200 guests

FOR PROFIT: \$3,000 and NON-PROFIT: \$1,500

This beautifully manicured lawn with access on both Museum Street and Elm Street is ideal for dining alfresco and summer evening parties. Located in the center of our campus, only a few short steps to either the main museum or the Wyeth Center, the Farnsworth Green is an outdoor activity gem, laced with paths, flowers and shade trees.

For-profit groups are required to make a \$500 deposit, which becomes non-refundable within 21 days of contracted usage.

ADDED SERVICES

PERSONALIZED DOCENT-LED TOURS

FOR PROFIT: \$200 and NON-PROFIT: \$100

Guided tours led by a docent of the museum's exhibitions may be arranged. Docents are trained guides that offer conversational tours highlighting favorite artworks from the collection.

AUDIO/VISUAL RENTAL

FOR PROFIT: begins at \$100 and NON-PROFIT: no charge

The Membership and Events Manager will assist with planning both the set-up as well as technical arrangements for your meeting or event. Arrangements for equipment rental and/or assistance with A/V equipment must be made in advance. If your A/V needs surpass our equipment, an approved vendor will be recommended.

RENTAL REQUIREMENTS at the Farnsworth Art Museum

DISCLAIMER

The museum retains the right to cancel an event with written notice at any time for any of , but not limited to, the following reasons: misrepresentation of the event, lack of insurance, deposit check returned by bank, threats of violence or actual violence to any museum employee or subcontractor by renter's employees, subcontractors or guests, threats of damage or actual damage to museum facilities by renter's employees, subcontractors or guests, damage or theft of museum property by renter's employees, subcontractors or guests or failure to abide by the terms and conditions of this rental contract. Cancellation by the museum for any of the above mentioned reasons will result in the loss of the entire rental amount.

GENERAL

The museum requires that a representative of your group be in place at the museum's entrance to welcome your guests and to approve the admission of guests as they arrive.

FOOD AND DRINK PERMITTED **ONLY** IN DESIGNATED AREA.
NO FOOD OR DRINK
MAY BE SERVED, PRESENTED OR CARRIED INTO ANY GALLERY AREAS.

Alcoholic beverages may not be taken outside the rented area. The museum retains the right to stop serving alcohol to any individual or group without notice.

Live plantings (i.e., trees, shrubs, potted plants, etc.) are not allowed in the museum as part of the catering presentation or the decorations for any event.

Evening receptions shall begin no earlier than 5:00 p.m. and shall end no later than 11:00 p.m.

Smoking is neither permitted in the museum buildings nor on museum grounds.

DEPOSITS

For-profit groups are required to make a \$500 rental deposit at the time of contract, which becomes non-refundable within 21 days of contracted usage.

A cleaning deposit of \$500 is required for each event, and will be utilized by the museum if clean-up from the event is deemed inadequate by the Farnsworth Events Manager. If not needed, the cleaning deposit will be returned within seven days after the event.

The rental payment in full, along with the cleaning deposit, is due 7 days prior to the event. The total rental payment is non-refundable at this 7-day-out time. If the event must be cancelled within this 7 day window of time, the cleaning deposit will be refunded in full.

ACCESS

Event guests may enter the museum through the Elm Street and Museum Street entrances and should be greeted by a representative of your group or staff.

The museum is accessible to people with disabilities. Please notify the Events Manager in advance of any guests who will require access to handicap entrances. A limited number of wheelchairs are available.

PUBLICITY

Advance copies of invitations and publicity will be provided to the museum, which the museum reserves the right to edit. The use of the museum's name or the names of staff members shall not be used in publicity materials without prior approval and should not be worded so as to construe museum sponsorship or endorsement of the event.

Initials _____

Farnsworth Art Museum

CATERING

We invite you to select from the museum's approved list of excellent caterers supplied by the Membership and Events Manager.

Fees for caterers and rentals are the responsibility of the renter.

Caterers will schedule their arrival and departure time with the Events Manager.

Caterers are responsible for food and beverage setup and clean up, rental set up and clean up and trash removal.

Caterers must enter and exit through Elm or Museum Street entrances and should use the elevator for direct access to the kitchen on level four. Museum doors must not be held open or propped open for any length of time while carrying in equipment. Direct access to and from the kitchen to the library is through the library office. Food, rentals and equipment must not be carried through any galleries.

MUSIC

Dancing, DJs, and music ensembles are welcome at receptions. Exceptionally loud music is not permitted. Museum staff retains the right to alter the sound level.

RENTALS AND DELIVERIES

Rentals, other deliveries, and pickup of these items must be scheduled in advance and made through the Elm Street loading dock. Upon arrival, contact the Events Manager to arrange loading dock opening/closing.

Deliveries will be made the day of the event and picked up the following morning unless prior arrangements have been approved by the Events Manager.

Rental equipment will be carried from the loading dock through the library, library gallery and into the kitchen. Rentals must not be carried through any other galleries. Round tables should be carried and not rolled.

PARKING

Parking is available in the Museum Street parking lot and behind the Wyeth Center located on Grace Street.

LAWS

Any event at the Farnsworth Art Museum must be conducted in accordance with all applicable local, state and Federal statutes, including space capacity as determined by fire code, and limits on the consumption of alcohol by individual guests.

LIABILITY

The client will be solely responsible for all losses and costs incurred in connection with any property damage or injury to, or death of, any persons in connection with or as a result of the event.

The museum requires renters to provide a copy of their certificate of insurance naming the Farnsworth Art Museum as "Additional Insured" with limits of one million dollars.

If alcohol is to be served, the museum requires the above certificate of insurance to also show Liquor Liability coverage.

Initials _____

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