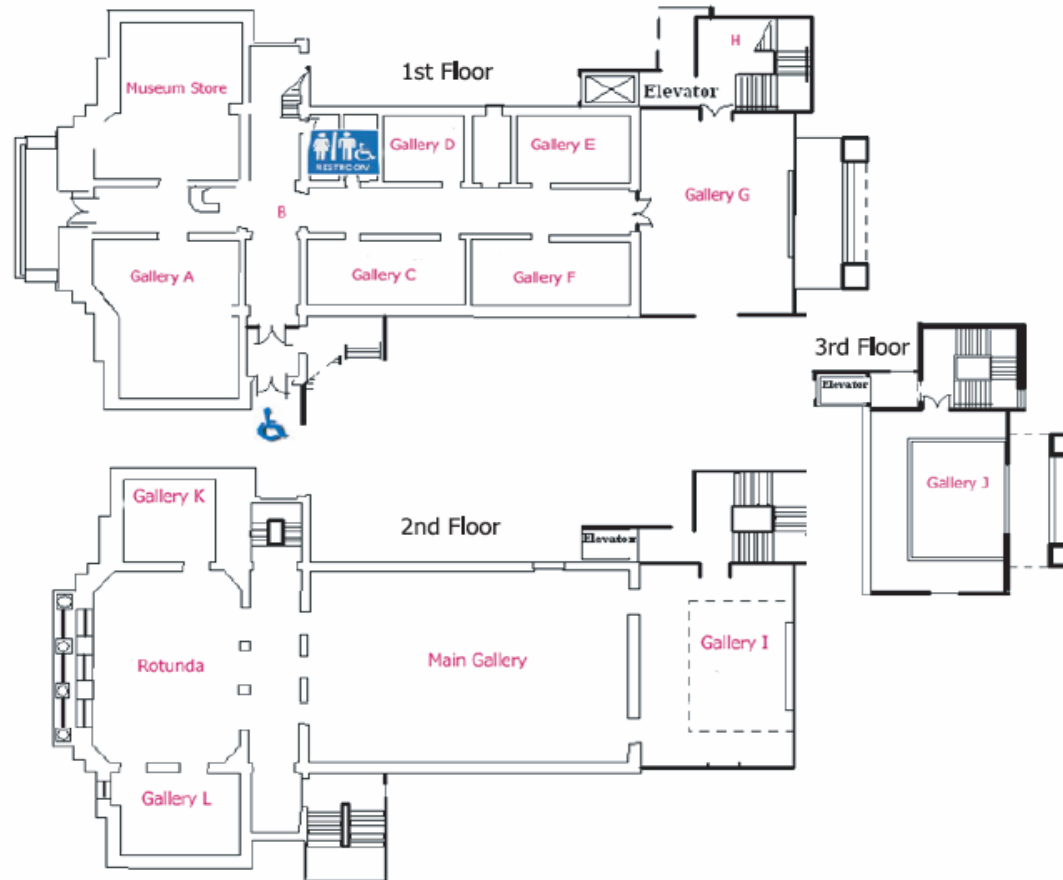


Gibbes

GIBBES MUSEUM OF ART





RATE & CAPACITY INFORMATION

Gallery/Space	Rate	Standing	Seated Dinner
Main Gallery	\$5,000	450	250
Rotunda	\$3,500	186	65
Main Gallery + Rotunda	\$8,000	600	300
Gallery I	\$5,000	90	65
First Floor (Galleries A-G)	\$1,500/hour*	200	65
Courtyard	low season (summer/winter) \$3,500	400	200
	high season (spring/fall) \$4,000		
Entire Museum	\$9,000		
Entire Museum + Courtyard	\$11,000		

*no restrictions on time of event

- Rates are for a 4 hour period, unless otherwise indicated
- Availability is subject to the Gibbes Museum of Art's exhibition schedule
- Rates only include the use of space
- A limited supply of tables, chairs and A/V package may be available for additional rental fees



PREFERRED VENDORS

Event Planners

Events by Stephen Duvall
1030 Jenkins Road
Charleston, SC 29407
843.766.9164
www.eventsbyduvall.com

Gathering Floral + Event Design
507 ½ King Street
Charleston, SC 29403
843.723.3387
info@gatheringevents.com
www.gatheringevents.com

JMC Charleston
6A Charlotte Street
Charleston, SC 29403
843.577.1100
mitchell@jmccharleston.com
www.jmccharleston.com

Kristin Newman Designs
210 Rutledge Avenue,
2nd Floor
Charleston, SC 29403
843.723.6301
kristin@kristinnewmandesigns.com
www.kristinnewmandesigns.com

SOCIAL Event Design & Planning
Charleston, SC 29401
843.469.2777
sarah@socialeventdesign.com

Soiree, Inc.
54 Chapel Street
Charleston, SC 29403
843.577.5006
info@soireecharleston.com
www.soireecharleston.com

Weddings Elegantly Designed
(W.E.D.)
131 B Spring Street
Charleston, SC 29403
843.722.9333
charlestonevent@bellsouth.net
www.charlestonevent.com

Caterers

Carolina Catering
38 Romney Street
Charleston, SC 29403
843.577.9827
info@carolinacaters.com
www.carolinacaters.com

Bar Services

Gilmore Bar & Wine Service
68 Rutledge Avenue
Charleston, SC
29401
843.577.9883, 696.2024 (c)
gilmorebar@comcast.net

Snyder Event Rentals & Staffing
3875 Meeting Street Road
North Charleston, SC 29405
843.766.3366
www.snydereventrentals.com

WIT Bartending Services
PO Box 1728
Folly Beach, SC 29439
843.588.6412
Kincaid@peoplepc.com

Rental Equipment

All Occasions
3555 Meeting Street Road
Charleston, SC 29405
843.554.6334
www.alloccasionsparty.com

OtherBrother Entertainment
660 Riverland Dr., Unit D.
Charleston, SC 29412
843.225.5621
info@otherbrotherentertainment.com
www.otherbrotherent.com

PDA Stage
Production Design Associates
2799 Three Lakes Rd.
North Charleston, SC 29418
843.554.3466
www.pdastage.com

Snyder Event Rentals & Staffing
3875 Meeting Street Road
North Charleston, SC 29405
843.766.3366
www.snydereventrentals.com



General Information

Sales and Special Events

Leslie Wade
843-577-9827
leslie@crewcarolina.com
Monday-Friday: 9am-5pm

General Museum information

843-722-2706
www.gibbesmuseum.org

Address

135 Meeting Street
Charleston, SC 29401

Public Hours

Tuesday-Saturday 10am-5pm
Sunday 1pm-5pm
Closed Mondays

Parking

City of Charleston parking
garages located on Queen Street
& Cumberland Street
**Fountain Valet can offer valet
services for the evening of your
event. Please, contact Matt Hall
at (843) 367-1919.**

Accessibility

The Gibbes Museum of Art has
wheelchair accessible entrances,
elevators and restrooms.



Special Event Policies

The special event coordinator will be your point of contact for all facility rental needs, catering & event rental needs.

Our special event coordinator will be available to guide you through choosing: the proper space at the Gibbes to accommodate your guests, the menu and bar that will be served the evening of your event and handle all rentals that will be needed for your function.

If desired a tasting will be scheduled, through the coordinator, with Carolina Catering, after which a menu can be decided upon.

All rental items will be ordered through the coordinator, checked in on the day of the event and under the direction of the special event coordinator, the Gibbes venue will be set-up on the day of the event by the catering staff to the standards specified in the contract.

Individuals and organizations are eligible to rent Gibbes Museum of Art facilities for private functions with the exception of: religious or political events, or events that require the sale and purchase of tickets. Events that involve cash bars and charge-based food service are not permitted.

Nonprofit organizations may be able to receive a reduced rental rate

To confirm facility rental, a non-refundable deposit in the amount of 25% of the rental fee, a refundable \$500 damage deposit and a fully signed facilities rental agreement are required. The balance of the rental fee is due 2 weeks prior to your event. . All payments in check form for facility rental should be written out to: Carolina Catering Escrow Account.

The rental fee covers museum security and one hour of setup and teardown time over and above the four-hour rental. The fee does not include food or beverage, service charges, tax, labor charges, use of audio-visual equipment, parking, speakers, tenting, or any other miscellaneous charges incurred.

The Gibbes Museum of Art reserves the right to review all special event plans to ensure the event is compatible with the mission and purpose of the institution.

A detailed event description and timeline must be presented two weeks before the event.

Final attendance estimates must be received by the Gibbes Museum of Art Special Event Coordinator no later than 11am two working days before the event.

The museum reserves the right to change any exhibition or the exhibition schedule.



All event deliveries to the Gibbes Museum of Art must be coordinated through the Special Events Coordinator prior to the day of the event.

Event setup can begin no earlier than 4:00pm the day of the event , unless; previous arrangements have been made with the Special Event Coordinator.



Smoking is prohibited inside the Museum. Smoking receptacles must be placed on the exterior of the building and removed after the event, if you expect smoking to occur on the date of your event.

Nothing may be affixed to any interior or exterior surface of the museum.

The Gibbes Museum of Art will not assume or accept responsibility for damage to or loss of any merchandise or articles left in the Gibbes Museum of Art before, during, or following the function.

All food and beverage needs will be serviced by Carolina Catering. If you prefer to use a caterer other than Carolina Catering, a \$1000 fee will be charged.

A renter must leave the premises as clean and in as good condition as at the time of set-up. If repairs, maintenance, or additional cleaning is necessary post-event in order to return the facility to its as-found state, the Gibbes Museum of Art reserves the right to deduct such costs from the security deposit.