

*The cafe is sleek and stylish—just what you'd expect inside the MCA. Best of all, two of its walls of windows provide bright, scenic views of lower downtown. The danger, of course, is that with a full bar, wines by the bottle and glass, and all that art downstairs, you may be tempted to linger all afternoon.*

–5280 Magazine

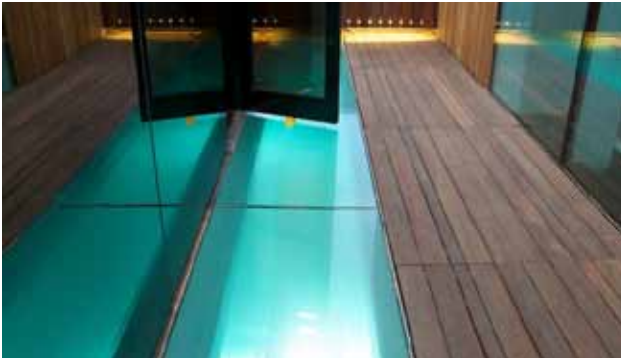


MCA is an innovative forum for contemporary art that inspires and challenges all audiences, creating understanding and dialog about art of our time. Denver's first institution, devoted entirely to contemporary art, is housed in a new environmentally sustainable facility designed by David Adjaye. MCA Denver is your next destination for a truly unique and memorable event. With multiple different spaces MCA is sure to be able to accommodate your event.



# THE ROOFTOP & CAFÉ

- Existing setup allows seating for up to 50
- Reception style for up to 200
- Beautiful marble tables and white wire chairs
- Inside Bar
- Outside Bar on the Brazilian hardwood deck
- Sound system inside as well as outside
- \$2,500 with \$500 deposit



# THE WHOLE ROOM

- Seats up to 120 for a seated dinner
- Theater style seating for 140
- Reception style for up to 190
- Two independent projectors
- Sound system
- Specialized lighting
- Retractable fire roof
- Ability to close off half the room with curtain
- \$3000 with \$750 deposit



## THE IDEA BOX

Ideal for children's birthday parties this space seats up to 30 with about 15 "kid" sized chairs. This educational space is free flowing with rubber floors, bean bags, and video equipment. Hands on projects and workshops are available for any celebration through MCA Denver's Education Department. This space rents for \$300 with a \$150 security deposit.



## CONFERENCE ROOM

MCA has a conference room that seats up to 25. With projector capabilities and large windows this is an ideal location for your next meeting. Adjacent to our conference room is our cozy Open Shelf Library; this space is ideal for hosting breaks.



# THREE TOMATOES CATERING

**MCA is pleased to be partnered with Three Tomatoes catering as our exclusive caterer.**

Three Tomatoes Catering is a woman-owned business that has consistently provided exceptional service and delicious, memorable cuisine for over three decades. We know that a successful event is measured by your unique needs and goals. When your event is well-planned with food made fresh from scratch and no detail is left unattended, success, no matter how you measure it, is inevitable.

Whether you require first-time assistance or are a seasoned professional, our experienced event planners will work with you to make certain that your event is uniquely your own and that no detail is left undone. Three Tomatoes Catering has earned its excellent reputation in food service through its creative vision; offering high quality, distinctive catering to both individuals and businesses seeking a personal touch. From a simple weekly business lunch for twenty to a lavish sit down dinner for hundreds, Three Tomatoes Catering's ability to customize each experience for our clients according to their budget and special needs is our trademark.

They can be reached at 303.433.3332 or email [info@threetomatoes.com](mailto:info@threetomatoes.com)



# RENTAL RULES & GUIDELINES

MCA DENVER is first and foremost, a Museum dedicated to presenting innovative and challenging art of our time. MCA DENVER includes group admission in the rental fee, providing trained docents and access to exhibitions as part of the event. The Museum is available for rentals six evenings a week after hours. MCA DENVER is open to the public from 10am to 6pm Tuesday through Sunday and until 10 pm on Friday nights. Rental requests will need to be scheduled after these public hours or on Mondays. Rentals must be made a minimum of four weeks in advance or may be subject to a 25% upcharge. Finalization of needs, attendance and timeline must be received at least 10 business prior to the event date. MCA DENVER will try to accommodate the needs of the renter; however, unanticipated needs may require additional compensation or may not be possible. MCA DENVER is available for hosting many different types of events, with the following exceptions, no wedding ceremonies or fundraisers for other organizations, non-profits, or political entities. MCA DENVER reserves the right to decline to host a rental for any reason.

## OCCUPANCY DATE AND TIMES

Monday	8am - 11pm
Tuesday	6pm - 11pm
Wednesday	6pm - 11pm
Thursday	6pm - 11pm
Friday	Not Available
Saturday	6pm - 12pm
Sunday	6pm - 11pm

Set-up for events may begin no sooner than 5 pm for an evening event, no exceptions.

## CATERING

MCA DENVER has one preferred pre-screened caterer: Three Tomatoes Catering (and their sister company Cowtown Catering)

NOTE: Food is restricted to the rented space. Only white linens may be used in MCA DENVER spaces.

## SECURITY DEPOSIT

A security deposit will be authorized by credit card or by check at the time the rental is booked. This deposit can be applied toward rental fee barring no damages have occurred. A full refund will be made provided the following provisions are met:

No damage is done to the rental space or its contents, beyond normal wear and tear.

No additional security or other labor charges were required due to special demands of the event.

All garbage has been removed from the premises.

No equipment borrowed from MCA DENVER has been lost, damaged or removed.

All agreed upon charges, including rental fees have been paid.

No additional cleaning has been required in the space/spaces.

If warranted by damage or other circumstances, deposit charges may run higher than the original deposit authorizations. In cases where the renter prefers to make an insurance claim through their own insurance company, charges may at the discretion of the museum be either delayed until the claim has been processed and settled, or charged and then later refunded. If appropriate, invoices for required repairs or cleaning will be provided. The security deposit will be refunded in full, barring any violation of the rental contract, within 30 days of the event.

## **DECORATIONS**

None of the art may be moved, covered or adjusted. All decorations must be submitted for approval 2 weeks prior to event.

## **ALCOHOL**

If alcohol is being served, it is the responsibility of the renter to insure compliance with all applicable city and state laws and ordinances. MCA DENVER will not be liable. The renter agrees to hold harmless and indemnify MCA DENVER for any liability that may occur as the result of alcohol being served by the renter. No alcohol can be brought on property by the renter or their caterer. Any alcohol required for the function can be purchased through the Museum. Alcohol provided will be inventoried with a Museum representative before and after the event. Alcohol cannot be brought into the gallery or exhibition spaces. Alcohol can only be served and consumed in the rented space within the Museum or additional mutually agreed upon locations based on the event.

## **EXHIBITS**

Exhibits may not be moved or changed under any circumstances. This includes lights, pedestals, partitions and any other structure or equipment that is installed as part of the exhibit.

## **SECURITY/STAFF FEES**

All events being held at MCA Denver require the presence of MCA DENVER staff members (security, gallery attendants, docents, etc) for the duration of the entire rental period including pre and post event services. The size and nature of the event will determine the staffing levels and fees required. Included in the rental is a front desk staff member (one per hundred) and docents.

It is understood and agreed that MCA DENVER hereby reserves the right to control and manage the entire facility and to enforce all necessary and proper rules for the renter and operation of the same and for its authorized representatives on any occasion. MCA DENVER reserves the right but not the duty through its duly appointed representatives to eject any objectionable person or persons from the premises and the renter hereby waives any and all claims of its officers, agents or employees resulting from the exercise of this authority.

## **INSURANCE**

Renter further agrees to execute and deliver to MCA DENVER, a comprehensive liability insurance policy written by a company acceptable to and approved by MCA DENVER covering premises: For any one person: \$1,000,000, For any one Accident: \$1,000,000, Property damage: \$1,000,000. The renter's policy to be endorsed naming MCA DENVER as additional insured. The renter's policy must provide 60 days written notice of cancellation or material charges.

## **CANCELLATION**

If the event must be cancelled, a 14 day notice must be given in writing. If a 14 day notice in writing is not given, the renter forfeits half of the security deposit to MCA DENVER. The performance of this agreement by either party is subject to acts of God, war within the continental United States, governmental authority, disaster, civil disorder within 20 miles of MCA DENVER, or any other emergency making it illegal or impossible to provide the facilities or to hold the meeting. This contract may be terminated without a cancellation charge for any of the above reasons by written notice from one party to the other.

## MCA DENVER IDENTITY

The renter agrees not to use the name MCA DENVER, Museum of Contemporary Art Denver, logo of MCA DENVER or their acronyms, except to make a geographical reference, without prior written approval of MCA DENVER stating otherwise.

## AVAILABLE RENTAL SPACES

SPACE	OCCUPANCY	SECURITY DEPOSIT	RENTAL FEE TOTAL
MCA CAFE 1100 sq ft	50 Seated	\$500	\$2500
THE WHOLE ROOM 1800 sq ft	120 Seated	\$750	\$3000
CONFERENCE ROOM 700 sq ft	25 Seated	\$500	\$500 (total due upon booking)
FOX FAMILY IDEA BOX 900 sq ft (Children 12 and under)	25 Seated	\$150	\$300

Added fees applied for use of additional space