

INTERNATIONAL AFRICAN AMERICAN MUSEUM



Private Event Rentals Guide

Rental Rates:

Daytime Rental: Wednesday - Thursday

- **Studio Time** \$450 includes admission for 25

Daytime Rentals 10am - 4pm

Evening Rentals: Tuesday - Sunday

- **Basic Museum Rental (Indoor)** \$5,000 Tuesday-Thursday
\$5,500 Friday-Sunday

The Basic Rental includes Lobby, Studio Time and Atlantic Connection from 5pm - 10pm.

- **West Yard First Floor (Outdoor)** \$5,500

The West Yard First Floor Rental includes our Garden Level from 5pm - 9:30pm.

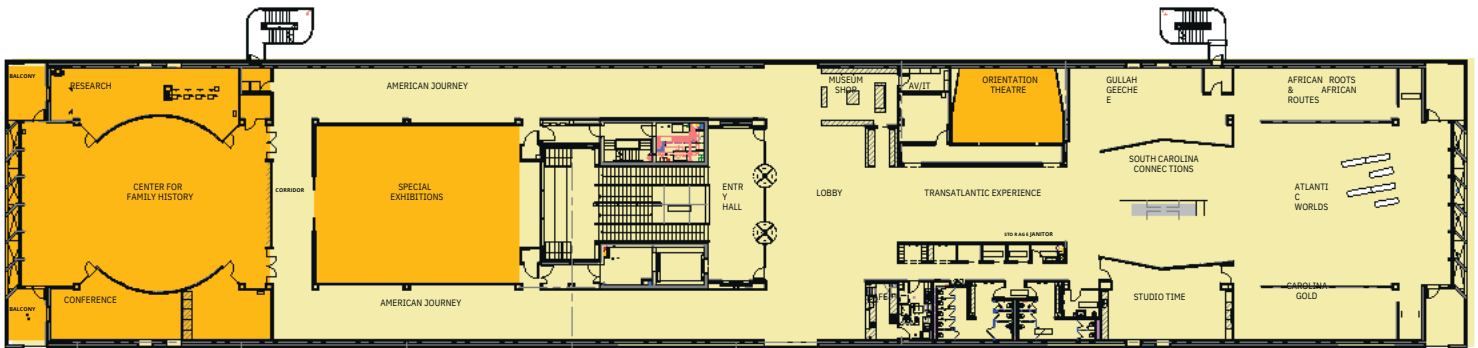
- **Full Rental (Indoor & Outdoor)** \$10,000


The Full Rental includes our Basic and West Yard Rentals from 5pm- 9:30pm.


TO HONOR
THE UNTOLD
STORIES
OF THE
AFRICAN
AMERICAN
JOURNEY
AT ONE OF THE
COUNTRY'S
MOST SACRED
SITES



Floor Plan & Capacities



 INCLUDED IN RENTAL PRICE

 ADD-ON

Basic Rental/Indoor Museum Capacity

Capacity 115 Seated / 215 Reception

West Yard First Floor/Outdoor Museum Capacity

Capacity 420 Seated / 700 Reception

Studio Time/ Daytime Meeting Space Capacity

25 people

Conference/ Daytime Meeting Space Capacity

15 people

Add ons:

AV Package \$250

- Projector screen, Computer, Podium, Microphone and Speaker

Changing Exhibition Gallery Access As Available

Center for Family History Access \$1,500

Research Center Activation \$750



INTERNATIONAL
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Rental Guidelines

African Ancestors Memorial Garden:

Each event occurring in the African Ancestors Memorial Garden begins with a welcome and a Land and Labor Acknowledgment by an IAAM representative.

Furniture, Fixtures, and Exhibits

Museum furniture, fixtures, and exhibits must only be moved by museum staff. All rented furniture must be picked up from the venue at the end of the event. No furniture or fixtures may be stored on-site unless permitted by museum staff in writing.

Music:

While we welcome bands, DJs, and all other types of musical entertainment in the venue and on the grounds, all music must end at 9:00 pm. Amplified music must not exceed 75 dBA as measured at the closest property line.

Security:

The City of Charleston off-duty officers may be required based on the size of the event if alcohol is served. It will be the responsibility of the client to secure off-duty officers.

Decorations:

The museum prohibits decorations or any materials that could pose a hazard to personnel or collectors that must be attached to the building's walls or ceilings. Fog and potted plants are also prohibited.

Deposits:

All rentals require a 50% reservation deposit after agreement completion. Clients are required to have an Event Coordinator during the rental process. Rentals balances must be paid in full 4 weeks prior to the date of their event.

Vendors:

The International African American Museum has an Authorized Event Vendors List for clients to choose from. Unless prior approval is obtained, we ask that our Clients use only local vendors for:

- Event Coordinator
- Catering
- Rentals

The list of selected vendors must be submitted prior to the Final Pre-Event Meeting. All vendors and service contractors are responsible for the clean-up and removal of their equipment, food, bar supplies, and garbage within two (2) hours of the event's conclusion.

No red wine or drinks that contain staining ingredients are allowed.

Events liability insurance is required.

Load-In and Load-Out:

All rentals have a load-in time of 4:30 pm. Load-In flexibility will vary with event size and museum activity. All rentals include a load-out time of 1 hour. Load-Out must be completed by 11 pm.

Rental Inquiries:

- Daytime/Meeting Rental inquiries must be submitted at least 1 month prior to the requested date.
- Evening Rental inquiries must be submitted at least 2 months prior to a requested date.
- All rental inquiries must be submitted within 12 months (maximum) of a requested date.

Event inquiries can be submitted through our website under our "Private Event Rentals" page at the bottom.

For any questions, please contact us at events@iaamuseum.org