RECORDING ACADEMY™
GRAMMY MUSEUM®
MISSISSIPPI

SPECIAL EVENTS

Event & Facilities Guide

LINDSEYANNA PARDUE
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BOOK YOUR EVENT:

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EVENT & FACILITIES GUIDE

An exceptional venue unlike any other in the Mississippi Delta, GRAMMY Museum® Mississippi provides a one-of-a-kind, music-infused setting for your special event. From small business meetings to large receptions and parties, we have a space to accommodate your event needs. And when you book your event at GRAMMY Museum Mississippi, you will be able to offer your guests a tour of our unique, interactive exhibits, including a highlights film *GREAT GRAMMY Performances*. Furthermore, hosting your event at the Museum contributes to the fulfillment of our mission: to use music as a gateway to learning: inspiring and cultivating creativity, critical thinking, and self-expression.

Corporate Events

Every year, local and out-of-state corporations turn to us to host formal seated dinners, cocktail receptions, holiday parties, meetings, and award ceremonies. We offer scavenger hunts for team building experiences and are happy to guide a tour for an employee appreciation event.

Social Events

With stunning indoor and outdoor spaces available, as well as a diverse selection of exclusive vendors, the Museum offers personal event design for any social event, large or small. These spaces include our Museum Lobby, Front Porch, Sanders Soundstage, spacious Front Lawn and Pedestrian Plaza, a Classroom, and Conference Room.

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BIRTHDAY PARTIES

GRAMMY Museum Mississippi is excited to offer a great selection of birthday party packages! Our interactive exhibits are perfect for children of all ages! Parties may be held on Saturdays for up to two hours between 10:30 AM and 4:30 PM in the Guaranty Bank & Trust Classroom. All party guests will have access to the exhibits for the entire day.

Rockstar Package:

- Table and chair set up by GMM staff in Museum Classroom
- Museum exhibit admission for 15 children and 3 adults
- Scavenger hunt with prizes
- Rockstar-themed table covers
- Rockstar themed disposable plates, cups, napkins and cutlery
- Clean up by GMM staff

Deluxe Rockstar Package:

- Table and chair set up by GMM staff in Museum Classroom
- Museum exhibit admission for 25 children and 5 adults
- Scavenger hunt with prizes
- Rockstar-themed table covers
- Rockstar-themed disposable plates, cups, napkins, and cutlery
- Rockstar-themed cupcakes
- Rockstar-themed goody bags
- Inflatable Rockstar guitar for birthday girl or boy
- 4 large 1-topping pizzas
- 3 2-liter sodas
- Clean up by GMM staff

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MUSEUM SPACES

Paul and Lucy Janoush Front Porch

Located at the front of the Museum, the Front Porch is a flexible, outdoor event space that features a view of and access to the Museum's Sculpture Garden and Pedestrian Plaza.

Jim and Donna Barksdale Lobby

This modern open space is perfect for a standing reception or a seated dinner with quick access to viewing of all Museum exhibits.

Sanders Soundstage

The Sanders Soundstage is an intimate, state-of-the-art 130-seat theater, perfect for hosting seminars, conferences, award banquets, corporate retreats, meetings, trainings, and more.

Guaranty Bank Classroom

This intimate room is perfect for facilitating meetings and small gatherings. A Smart Board is installed on the South wall and can be used to show PowerPoint presentations. The Classroom accommodates approximately 25 guests, is conference call capable, and has wireless internet. Food and beverage are also permitted in this space.

Lucy Richardson Janoush Conference Room

The Conference Room is located on the Northwest corner of the Museum with a beautiful view of the surrounding landscape. It is the perfect space for meetings, staff retreats, and trainings. The Conference Room table seats 14 around with additional seating available (maximum seating capacity: 20) The room is conference call capable and DirecTV equipped. The room also has wireless internet. Food and beverage are permitted in this space.

Jim and Donna Barksdale Lobby

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Paul and Lucy Janoush Front Porch

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SPACE	SEATED THEATRE STYLE	SEATED AT TABLES	STANDING (RECEPTION STYLE)
Jim & Donna Barksdale Lobby	200	130	250
Paul & Lucy Janoush Front Porch	200	200	350
Sanders Soundstage	130	N/A	N/A
Guaranty Bank Classroom	N/A	25	N/A
Lucy Richardson Janoush Confer-ence Room	N/A	14	N/A

SPACE	Day Rate Member	Day Rate Non-Member	Nigh Rate Member	Night Rate Non-Member
Jim & Donna Barksdale Lobby	$750	$1,000	$1,000	$1,250
Paul & Lucy Janoush Front Porch	$500	$750	$750	$1,000
Sanders Soundstage	$750	$1,000	$500	$625
Guaranty Bank Classroom	$250	$400	$500	$625
Lucy Richardson Janoush Classroom	$250	$400	$500	$625

Custom proposals are available upon request.

- All day rentals of the Classroom and Conference Room are eligible for special pricing.*
  - Pricing includes 3 hours of setup and 1.5 hour of cleanup
  - Member rate only applies to members at the Headliner level or above

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EVENT POLICIES

Cancellations

Deposits are non-refundable. All cancellations must be received in writing and acknowledge by the Special Events Coordinator. Cancellations via email are not valid, unless acknowledge via email by the Special Events Coordinator. If deposits are not made within the required time frame, the event date may be released.

Staffing

For the event, the Museum will provide all personnel required to staff Venue, including, but not limited to, manager on duty, IT/AV technician, security, retail sales associates, housekeeping and such other personal as the Museum deems required, together with such additional personnel as the facility renter requests.

Force Majeure

If the Event cannot take place, in whole or in part, or the Museum cannot perform any of its obligations because of an act or regulation of public authority, fire, riot or civil commotion, lock or strike or other labor dispute, terrorist acts, acts or declamations of war, substantial interruption in, or substantial delay or failure of, technical facilities, war conditions, acts of God or other occurrence outside the reasonable control of the Museum, the Museum will have no obligation or liability whatsoever to the facility renter. The Museum reserves the right to determine, in its reasonable discretion, when the Event should be cancelled because of Force Majeure Event. The facility renter is entitled to a refund of the Deposit and Additional Expenses to the extent the Event is cancelled by a Force Majeure Event; provided that such fees are prorated, in the reasonable discretion of the Museum, if the facility renter has made partial use of the Premises or if any expenses have already been paid or incurred by the Museum.

Smoking

The Museum is a smoke-free facility.

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Deposits

A deposit of the rental fee is required to reserve the date, time, and location of the event. Once a deposit is received, the payment will be given to the Museum Administrative Coordinator. Once the payment is processed, the Special Events Coordinator will email you a receipt. The Museum cannot guarantee that your deposit payment will be processed the day that you bring it in. All deposits will be applied to the balance of the event. Deposits can be made in the form of cash, check, or credit card. All deposits paid with a credit card will be charged a 4% processing fee. PAYMENT IN FULL FOR RENTAL, CATERING, BAR SERVICE, EVENT DÉCOR AND SUPPLIES, AND AUDIOVISUAL SERVICE QUOTE IS DUE NO LATER THAN SEVEN DAYS AFTER YOUR SCHEDULED EVENT DATE.

Reservation Times

We generally do not schedule private events when the Museum is open which is 10 AM to 5:30 PM, Monday through Saturday, and noon to 5:30 PM on Sunday. The Guaranty Bank Classroom, Lucy Richardson Janoush Conference Room, and Sanders Soundstage are private settings and are available during public hours (subject to scheduling.) Event set up is permitted during public hours. The Museum reserves its facilities in three (3) hour blocks of time. Additional time may be contracted. Cost for additional time will be calculated by the hour based on staffing consideration. All events past midnight are subject to additional fees. The Museum would prefer that all events conclude on or before midnight. Set up and break down are not included in the block time.

Security

A basic contingency of Museum security is required for all events with bar service. The number of security required at an event is determined, based on the number of guests at the event, by the Museum. One security guard is included in the rental fees, but any additional security guards needed will be $30 per hour per security guard.

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Restrooms

Restrooms are available inside the Museum for all guests.

Parking

Public parking is available on site. There are approximately spaces in the Museum parking lot. Parking is also available at the Delta State University Alumni House, located next to the Museum.

Furniture and Rental Equipment

The Museum has 120 chairs, 20 60" round banquet tables, 10 60" rectangle banquet tables, and 20 cocktail tables on site. Use of these tables and chairs is included in rental fees. If any additional tables or chairs are required for an event, you must request these through the Special Events Coordinator. Additional tables and chairs are contracted through off-site vendors, and you will be charged additionally for them.

Audiovisual (AV) & IT

Use of audiovisual (AV) equipment is available for an additional fee of $125. Wi-Fi is available in most areas of the building besides the Sanders Soundstage. The Museum has several microphones and microphone stands as well as a podium available for use. We typically use a Triflex Sound System for all event AV needs.

Band/DJ

The Museum allows clients to book bands, DJs, and other performers for events. All entertainment must be pre-approved by the Special Events Coordinator at least a month before your scheduled event date.

Photography/Filming/Recordings

Photography/filming/recordings are absolutely prohibited in the Venue, unless expressly permitted by the Special Events Coordinator in advance and in writing.

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Floral & Event Décor

Delta Party Rental and Magnolia Rental are the exclusive event supply and floral vendors for the Museum. Other event supply and floral decorations are not permitted for Museum facility rentals unless other specified and permitted in writing by the Special Events Coordinator. All floral and event décor expenses are billed through the Museum and incur an 18% janitorial fee.

The following items are not allowed in the Museum or on the Front Porch or Pedestrian Plaza; glitter, decorative shredded paper, excelsior, confetti, rice, and birdseed. Bubbles are not allowed inside the Museum.

All live flowers or plants delivered on behalf of the client must be removed from Museum property immediately after the event. The Museum staff has the right to remove any plant brought into the Museum or onto the Museum's property if pests are present. The fee for violating this policy starts at a mandatory $500 and is subject to increase depending on circumstances.

Catering

Once a facility reservation has been confirmed, the Special Events Coordinator will provide you with a list of our approved catering vendors and sample menus. Outside catering is not permitted. Our exclusive caterers will work with you to crate the perfect menu for your event.

All catering expenses are billed through the Museum and incur an 18% janitorial fee.

Leftover Policy

In accordance with the Mississippi Department of Health's official requirements that food remaining within temperature danger zones for extended amounts of time may not be released to your or your guests, the Museum will not send any food items home with guests, in any form. THERE ARE NO EXCEPTIONS.

We enforce this policy to minimize the risk of food borne illnesses due to improper handling or storage of leftover food items. We appreciate your cooperation.

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Alcohol

Delta Beverage Services is the Museum's exclusive bar service vendor. You can choose between an open bar or a cash bar, a full bar or wine and beer only. The Museum does not allow outside beverage service of any kind.

Wedding Rehearsals

Rehearsals for weddings are permitted for one (1) hour; but the rehearsal time must not interfere with other scheduled events. Rehearsals must be scheduled in advance with the Special Events Coordinator.

Insurance

All facility renters must procure and maintain during the term of your event agreement between move-in date and time and move-out date and time commercial general liability insurance, on an occurrence form, including fire damage coverage and personal injury coverage for the mutual benefit of the Museum and the facility renter. For more information on how to procure event insurance, communicate with the Special Events Coordinator

Disclaimer

The Museum is not able to guarantee which temporary exhibit will be on display at the time of the event. Some artifacts are considered "permanent" and cannot be moved. This includes, but is not limited to, display cases, signage, and the stanchioned piano in the Jim and Donna Barksdale Lobby. Museum artifacts cannot be moved, removed, covered, or changed out for an event. The events department has the right to require customers and service vendors to move any set up to protect Museum property, including artifacts. Food and beverage are NOT permitted in the Museum exhibits.