

Biggs Museum Facility Rental: Overview



Overview:

The Biggs Museum overlooks Legislative Mall in historic, downtown Dover, and offers a unique location for a number of events including receptions, cocktail parties, rehearsal dinners, weddings, showers and meetings. With our galleries open during the event, your guests will be inspired by our collection of over 1,800 works of historical and contemporary American art.

Choptank Gallery:

The museum's largest gallery features a number of contemporary permanent collection objects as well as close proximity to our temporary exhibition space. This space can accommodate 150 guests for a cocktail reception, 100 guests for a presentation or 64 guests for a seated dinner. A 92" drop screen, ceiling mounted digital projector and wireless microphone are available for your presentation needs. Music can also be projected through the sound system.

Child HELP Foundation Gallery:

Our educational space is perfect for meetings, lectures and seminars. This space can accommodate groups of up to 80 seated theater fashion or 50 if the use of tables is needed. This room features a 92" drop screen, ceiling mounted digital projector and wireless microphone for your presentation needs.

Founder's Gallery:

The museum's orientation gallery features some of the highlights from the permanent collection. This space may be utilized for 75 guests for a cocktail reception or intimate seating for up to 40 guests for dinner or a meeting.

Biggs Museum Facility Rental: Rates

Choptank Gallery	
-4 hours	\$1,500
-each additional hour	\$350
Founder's Gallery	
-4 hours	\$750
-each additional hour	\$100
Child HELP Foundation Gallery	
-8 hours	\$750
-4 hours	\$500
-each additional hour	\$125
Access to permanent collection on the 2 nd and 3 rd floors	
-During regular operating hours (9:00 a.m. to 4:30 p.m.)	Free
-After regular operating hours (two hours)	\$250

****Non-profit rates are available****

*****Additional fees may apply for events after regular operating hours*****

Biggs Museum Facility Rental: Guidelines

1. The maximum number of people the Biggs Museum can accommodate is 150.
2. The rental fee covers only the facility. Additional fees may apply.
3. A non-refundable deposit of \$250 is required to secure the date and time of your event. The balance is due the day of the event.
4. Facility rental is a member benefit. You must be a member at the \$100 level or above (\$30 level for non-profits).
5. The Biggs Museum has a list of approved caterers. It is preferable that one of the caterers on this list be utilized for your event. Other licensed caterers will be considered with proof of license and insurance.
6. All alcohol must be served by a licensed bartender provided by your caterer.
7. The caterer is responsible for all clean-up and may not leave the Museum until the guests have left. The Museum should be left in the same condition as it was found at arrival.
8. All events must end at their specified time, and all guests must leave the property by that time. The caterer may remain for one additional hour for clean-up.
9. The Biggs Museum is not responsible for trash. The caterer or rental company must provide trash cans, trash bags and dispose of all trash in the dumpster located behind the Museum prior to departure.
10. All decorative items or other materials that are brought into the Museum must be removed that same day.
11. Rentals must be scheduled for pick-up at 9:00 a.m. the day after your event. Saturday events may schedule pick-up for Monday.
12. Candles are strictly prohibited. LED lights are permitted.
13. All flowers must be coordinated by lessee. Time of delivery must be provided to Biggs Museum staff one week prior to date of event.
14. All entertainment must be coordinated by lessee. Arrival time and electrical needs must be provided to Biggs Museum staff one week prior to date of event.
15. Museum staff members will be present during the event to ensure the security of the Museum and its collections. Museum staff is not responsible for decorating, table settings, trash removal, food service or clean-up.

BIGGS FIRST FLOOR

