Book the Bechtler
The Bechtler Museum of Modern Art is a jewel of a museum, only the second in this country designed by the Swiss architect Mario Botta. It is intimate in scale, delightfully arresting in its spaces and vistas, and simple yet elegant in its design. Located at the Levine Center for the Arts, within walking distance of the Charlotte Convention Center, the Bechtler is a powerful and imaginative setting for events and meetings.

Make this iconic museum the backdrop of your upcoming wedding, social event, corporate reception or non-profit function. With four distinct event spaces, we offer a variety of rental options for your unique and memorable event. Our team of experienced venue coordinators are dedicated to making sure your event runs smoothly, from the earliest planning stages to the final touches. Surround your guests with modern art and Book the Bechtler!

INTRODUCTION

WHY YOU SHOULD BOOK THE BECHTLER

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For a detailed quote and availability, call: 704.353.9215 or email: events@bechtler.org. Visit bechtler.org/About/Museum-event-rentals to learn more.

#BookTheBechtler
The Bechtler’s Lobby can comfortably accommodate up to 120 guests for a sit-down function and 180 for a standing reception. The Lobby’s glass façade and doors provide stimulating visual interplay between the city’s street life and a special event taking place inside. Offering airy, modern surroundings, granite floors and a colorful 23-feet-tall wall drawing by conceptual artist Sol LeWitt, the Lobby delivers an inspired atmosphere for events and celebrations.

The Bechtler’s Plaza is the covered, outdoor space connected to the Lobby. Events on the Plaza take place under the museum’s cantilevered fourth-floor gallery which is suspended by a voluminous column. The whimsical Firebird sculpture serves as a backdrop for all Plaza events. The Plaza can accommodate about 120 guests for a seated event and about 150 guests for a standing reception. The space can also be tented by the client to prevent against weather.

Clients can book both spaces to offer their guests a mixture of indoor and outdoor options for their event. The Lobby/Plaza combination accommodates up to 375 for a standing reception and 250 for a seated event.
For meetings, workshops, retreats and programs, consider the Bechtler Classroom, which offers a Wi-Fi connection and access to audio visual equipment. A number of classroom layouts are available; most room configurations accommodate up to 50 people.

The Classroom can be rented as a private space during operational hours and is equipped with a projector and screens for AV presentations.

SCULPTURE TERRACE

The second-floor Sculpture Terrace is an artful setting for a cocktail reception, offering sweeping views of the Levine Center for the Arts and The Green Park. The terrace can accommodate up to 50 people for a standing reception and 30 people for a seated event.
The Bechtler’s modern, yet elegant aesthetic is also what makes it a great venue for weddings and wedding celebrations. Art lover, or lover of non-traditional venues, the Bechtler creates a backdrop your guests are sure to remember.

Our Lobby/Plaza combination ($2,800 space rental fee) is ideal for wedding receptions and cocktail hours only. For wedding receptions the Lobby’s seating capacity is 120 guests with room for a dance area and DJ/band setup. We do not recommend splitting seating between the Lobby and Plaza as the spaces are separated by the glass façade. However, clients can tent the covered, outdoor Plaza if they would prefer additional protection from the elements.

For ceremonies and receptions, our wedding package includes the Lobby/Plaza combination for the cocktail hour and reception, as well as the fourth-floor gallery for the ceremony, Sculpture Terrace for the first look and pictures, and Classroom as a changing area. Seated ceremony capacity in the fourth-floor gallery is 120 guests, pending the layout of the exhibition on display. The wedding package is $3,500 for a six-hour rental (pricing does not include staffing, equipment rental, and bar package). Black resin folding chairs for a seated ceremony and/or reception are available for rental. Dinner tables and linens must be provided by the caterer or another outside vendor.

Clients can host just a ceremony at the museum. Dependent on the anticipated guest count, the client can choose between the galleries, Lobby, Plaza, or Sculpture Terrace for the ceremony. Inquire about pricing with our Events staff for ceremony only weddings.

Already have your wedding venue booked? Consider the Bechtler for your engagement party, welcome reception, rehearsal dinner, and other wedding celebrations!
POLICIES

PLANNING AN EVENT
When planning an event at the Bechtler Museum of Modern Art, rental clients work closely with the Events staff and contracted vendors. The Events staff coordinates event logistics, manages facility and art collection compliance, and serves as a liaison between client, vendors and museum staff. The Events staff does not perform the duties of an event planner.

For all weddings held at the museum, the client is required to secure at least a month of licensed wedding planner to coordinate guest experience, develop design elements, assist with travel hospitality arrangements, and supply materials/decor for the rental. The client must confirm the licensed wedding planner with the Events staff 60 days prior to the scheduled wedding.

The Bechtler Museum of Modern Art reserves the right to review event plans, including decor and entertainment.

GALLERIES AND TOURS
The viewing of the galleries is not included in the general license fee for events taking place after museum hours. Event guests may self-explore the galleries at the cost of additional support staff.

PARKING
Event attendees receive discounted parking at the Levine Center for the Arts garage on weekdays and after 5 p.m. on weekdays, located below the Bechtler Museum of Modern Art, and after 5 p.m. on weekends, located on West Stonewall Street. The visitor entrance to the parking garage is located on South Tryon Street upon receipt of a valid temporary unloading/loading permit.

The Bechtler Museum of Modern Art’s museum building, located on West Stonewall Street, is a “no cook kitchen” which is important to note in planning event menus. Sternos are approved on a case by case basis.

POLICIES

CREATING EVENT INVITATIONS
All invitations (hand-crafted and digital) for announcements, flyers, e-mail communications or other forms of announcements that include the Bechtler Museum of Modern Art logo, name or address must be reviewed and approved by the museum prior to dissemination.

The Levine Center for the Arts designation must be included in the event location address if the client plan to use a photographer. The Bechtler Museum of Modern Art or the Firebird event on the event invitation, please submit the request for use to the Events staff (events@bechtler.org) at least a minimum of one week prior to distribution.

Event invitations including Bechtler data may not be distributed without prior approval of the museum.

PHOTOGRAPHY

The Bechtler Museum of Modern Art reserves the exclusive supplier of alcoholic beverages for all events as per ABC permit. Rental clients will contract bartenders and non-alcoholic beverages must be provided by licensed caterer. All food and beverages are not permitted in the galleries. To protect the Bechtler collection, food and beverages are not permitted in the galleries.

The Bechtler Museum of Modern Art’s kitchen is a “no cool kitchen” which is important to note in planning event menus. Sternos are approved on a case by case basis. The Bechtler Museum of Modern Art reserves the right to discontinue the service of alcoholic beverages at any time during a function.

Firearms are not permitted on the premises at any time. Smoking and vaping is not permitted in the Bechtler Museum of Modern Art or second-floor sculpture terrace. The decisions will be based upon Charlotte City Code, venue compliance, the safety of guests/employees, and current and/or forecasted weather conditions.

Events requiring entertainment on the plaza and/or second-floor terrace, must comply with the City of Charlotte Noise Ordinance Policy. Requests will be considered on a case-by-case basis.

The Bechtler Museum of Modern Art reserves the right to refuse any delivery that does not arrive at the designated time and set up may not occur until the agreed time noted in the license agreement.

OUTDOOR EVENTS

The Bechtler Museum of Modern Art reserves the right to pre-approve all signage, printed materials, decor and decorations, including plant and floral arrangements.

Sighs and decorations may not be affixed to any interior or exterior surface of the Bechtler Museum of Modern Art, including the entryway unless prior approval granted by designated Events staff.

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Open flames of any kind, including tea light candles (including floating or in glass vases) are not permitted inside the museum.

Confetti, rice, glitter, bubbles, bird seed, helium balloons, flamboyant props or live animals (except for service animals) are not permitted on the property.

Plants and flowers must be free of insects and damage from a licensed florist. Please check any plants prior to entering the museum.

Ice sculptures and water fountains are not permitted on any interior or exterior surface of the Bechtler Museum of Modern Art.

Merchandise

The Bechtler Museum of Modern Art’s museum store offers a wide variety of items that provide guests with unique reminders of their museum experience. The museum store may be open and staffed during events for an additional charge.

With advance notice, the Bechtler Museum of Modern Art staff is able to assist in selecting and wrapping museum store gifts for guests. Special orders may be placed prior to the event for attendees.

Signs and decorations may not be affixed to any interior or exterior surface of the Bechtler Museum of Modern Art, including the entryway unless prior approval granted by designated Events staff.

DELIVERIES AND CLEAN UP

Client is required to provide a list to the Events staff one month in advance of the event of all vendors and those authorized by your group to enter the museum during set up.

Scheduled deliveries and rental removal must be coordinated with the Events staff and contracted along Levine Avenue of the Arts or South Tryon upon receipt of a valid temporary unloading/loading permit.

Upon checking in with Events staff, the Bechtler Museum of Modern Art reserves the right to refuse any delivery that does not arrive at the designated time and set up may not occur until the agreed time noted in the license agreement.

At the end of the event, all decorations and any other articles brought into the Bechtler Museum of Modern Art must be removed from the premises.

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The Bechtler Museum of Modern Art is the exclusive supplier of alcoholic beverages for all events. Open bar pricing as outlined below includes alcohol only. Bartending services and set up including sodas, mixers and glassware are to be secured by the rental client via their chosen caterer.

If alcohol is served, food must also be served. A signature on the contract serves as a waiver of responsibility for the Bechtler Museum of Modern Art at any event where alcoholic beverages are served.

**BEER AND WINE**

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<th>Duration</th>
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<th>Additional Charges</th>
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**BEER, WINE AND LIQUOR**

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</tr>
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**BEVERAGE PRICING**

- **Liquor** $9/drink
- **Wine** $8/drink
- **Beer** $6/drink

The client is required to utilize one of the caterers listed below. All catering vendors must be licensed in North Carolina for food service and preparation and provide a Certificate of Liability Insurance adding the Bechtler as an additional insured 30 days prior to the scheduled event.

If the client would like to secure valet parking, Preferred Parking is the required vendor. All other vendors listed (rental companies, florists, and DJ’s) are only recommended by the museum.

**PREFERRED CATERER**

- Best Impressions Caterers
  - 704.333.9779
  - nikki.hansen@bestimpressionscaterers.com
  - bestimpressionscaterers.com

**RECOMMENDED CATERERS**

- QC Catering
  - 704.305.7778
  - QC Direct Team
  - gnorthrup@qccatering.com
  - qccatering.com

- La-Tee-Da’s Catering
  - 704.338.6864
  - events@lateadas.com
  - lateadas.com

- Roots Catering
  - 980.495.6454
  - rootsfarmfood@gmail.com
  - rootscatering.com

**REQUIRED VALET PARKING**

- Preferred Parking Service
  - 704.375.6014
  - events@preferredparking.com
  - clt.preferredparking.com

**RECOMMENDED EVENT RENTAL COMPANIES**

- Party Reflections
  - 704.332.8176
  - partyreflections.com

- Elegant and Classy Events
  - 704.291.0008
  - info@elegantandclassyevents.com

- CE Rentals
  - 704-525-9300
  - charlotte.terminal.com

**RECOMMENDED WEDDING PLANNING AND FLORAL DESIGN**

- Todd Murphy Events
  - Todd Murphy
  - 704.904.0545
  - toddmurphyevents.com

- In Bloom Ltd.
  - Jay Lugibihl
  - 704.416.7890
  - inbloomltd.com

**RECOMMENDED DJ’S**

- Carolina DJ Professionals
  - Todd Murphy
  - 704.904.0545
  - toddmurphyevents.com

- Split Second Sound
  - 704.907.9507
  - info@splitsecondsound.com
  - splitsecondsound.com

**BEVERAGE PRICING INFORMATION**

- **5 hrs.** $30/person $33/person
- **4 hrs.** $28/person $31/person
- **3 hrs.** $26/person $29/person
- **2 hrs.** $24/person $27/person
- **1 hr.** $22/person $25/person

**CONSUMPTION BAR PRICING INFORMATION**

- **LIQUOR** $9/drink
- **WINE** $8/drink
- **BEER** $6/drink
**FAQS**

**Can I bring in a cake? (non-caterer provided)**

Clients are allowed to bring in a cake from a licensed bakery for their wedding. Client must provide cutting utensils and serving equipment for the cake, or have the caterer provide the necessary utensils and plates. Events staff is not responsible for setting up and cutting the cake. Client must designate an individual from the wedding party, family, or caterer to handle the setup and cutting of the cake.

**Can I bring/hang my own decorations?**

Clients are permitted to provide their decorations, however no decor can be affixed or hung by adhesive or nails on any exterior and interior space in the museum. Events staff are not responsible for the setup and breakdown of decorations. Please see policy (pages 10-11) on "Decorations" and "Deliveries and Clean-up" for more information.

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**Can I find my own caterer?**

The venue provides a list of preferred and recommended caterers for the client to choose from (page 13).

**How early can I arrive?**

Work with the Bechtler volunteer staff to make sure that guests can check out the artwork if they wanted to take a break from the festivities. Not to mention, the coordinator and crew at the museum were incredible to work with! They were extremely accommodating and flexible with the intricacies of our timeline. If we had to do it all over again, Bechtler Museum would still be our top choice.

**What is event insurance and do I need it?**

The Bechtler requires all clients to purchase standard event insurance through their personal or business insurance. The contract outlines general liability as well as our museum policies. Due at the signing of the contract is the deposit, which is 50% of the space rental fee. You can pay via check or card for the deposit. The date is secure once the contract is signed and the deposit is paid.

**How do I confirm the date I want?**

Once you are ready to move forward with your event and have selected a date, Events staff will send you a contract for your review and signature. The contract outlines general liability as well as our museum policies. The contract outlines the required policy. Once the client has obtained the event insurance policy, the coordinator will send a copy of the confirmation to Events staff 60 days before the scheduled event.

**Can I provide my own alcohol?**

As per the museum’s ABC permit and ABC law, the museum must provide all alcohol for a client’s event. Events staff can work with the client to order specialty alcohol through our licensed distributors. Pricing adjustments to the bar package may be applied based on requested specialty orders.

**Parking**

Parking is located at: The Green Parking Deck and the Duke Energy- Levine Avenue of the Arts Parking Deck. Both decks are across the street from the Bechtler and Events staff can provide a parking map for a client and their guests. Parking is $5 after 5 p.m. and $5 all day on weekends. If clients would like to cover the cost of their guests parking, the Events staff can set up voucher tickets for both decks upon request.

**Where can I (+ guests) park? Is parking validated?**

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BECHTLER MUSEUM OF MODERN ART
AT LEVINE CENTER FOR THE ARTS
420 SOUTH TRYON STREET CHARLOTTE, NC 28202