

Booking the Bechtler FAQS

Q) Can I find my own caterer?

A) Clients are required to use the Bechtler's preferred caterer, Best Impressions Caterers, for all rental events.

Q) How early can I arrive to setup my event?

A) The museum is open to the public until 5 p.m. Based on a client's event setup needs, Events staff will coordinate an approved setup start time before 5 p.m. with the client and all vendors. Setup that occurs before 5 p.m. cannot negatively impact museum guests experience, and Events staff will direct vendors and clients accordingly.

Q) Can I provide my own alcohol?

A) 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.

Q) Can I schedule a site visit?

A) We are currently not scheduling any site visits of the museum this Fall due to a construction projected tied to the Fall exhibition's installation in several museum spaces. We apologize for any inconvenience and hope that you are flexible schedule a site visit starting in late November once many of the museum spaces reopen. In the meantime, you can virtually tour the Lobby and Plaza via the Google link at the bottom of this webpage.

Q) How do I confirm the date I want?

A) 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. 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.

Q) What is event insurance, and do I need it?

A) The Bechtler requires all clients to purchase standard event insurance through their personal or business insurance when they sign the rental contract. The contract outlines the required insurance policy for the museum. Once the client has obtained the event insurance policy, they must send a copy of the confirmation to Events staff 60 days before the scheduled event.

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

A) 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 setup voucher tickets for both decks upon request.

Q) Can I bring/hang my own decorations?

A) 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.

Q) Can I bring in a cake for my wedding? (non-caterer provided)

A) 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.

Need additional information about hosting your event? Click [here](#) to view the museum's rental event policies in full.