



UTAH VALLEY UNIVERSITY
MUSEUM OF ART
AT LAKEMOUNT



Event Facilities and Pricing
UPDATED APRIL 2024



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ABOUT EVENTS AT THE UVU MUSEUM OF ART

Thank you for considering the UVU Museum of Art at Lakemount as the setting for your special event or meeting. Lakemount Estate features beautiful gardens and timeless decor found nowhere else in Orem, Utah.

This usage guide serves as a tool to help interested parties understand what the UVU Museum of Art at Lakemount can and cannot offer as an event venue. **Please keep in mind that the Museum is not an event center and as such has limitations that other venues may not.**

The Museum is not equipped to furnish large events in-house. Catering for Museum events, including private rentals, must utilize Culinary Crafts. Events pose a risk to artwork, museum furnishings, flooring, and walls. The Museum's small elevator is not equipped to transport large equipment. The building itself is also considered an important part of the collection and must be preserved. Understanding these limitations, we ask that you carefully consider how your capacity, equipment, and catering needs match up with the capabilities of the Museum as a venue before moving forward to request a space rental at the Museum.

REQUEST FORMS AND PROCESSING

UVU-affiliated and private event rentals are both subject to rental fees. To reserve space for an event at the Museum, the renting party must complete the following:

UVUMOA Premise Use Agreement: This document contains the general UVU Premise Use Agreement with an additional attachment specific to the Museum as a venue. Information on liability, third-party vendors, and event plan documentation are included in this agreement.

UVUMOA Photography Agreement: This document must be filled out if any professional photography will take place during your event. If you are hiring a third-party photographer/filmographer, this form must be completed by that contracted third-party.

50% Deposit: Required to reserve your request dates, a financial deposit is due 90 days in advance of your event date.

UVUMOA Event Plan: This document details every aspect of your event, from setup to takedown, so the Museum can accommodate your event. Requirements vary; please check in with UVUMOA staff. The Event Plan is due to the Museum 30 days prior in advance of your event date.

Museum staff will request that you book an in-person or online meeting to go over the terms of the agreements required for event rentals. The venue booking process is laid out in full detail later in this document.



MUSEUM FOYER
AVAILABLE FOR PHOTOGRAPHY UPON
REQUEST; NON-RESERVABLE SPACE.





VENUE RESOURCES INFORMATION

PARKING

The Museum venue offers 50 wheelchair accessible, on-site parking spaces adjacent to the outdoor gardens. There is also a valet driveway around the building, with a drop-off circle at the front door. For larger events, street parking is available on the Museum side of 1800 S. When parking in the residential area surrounding the Museum, please be courteous of the Museum's neighbors. Our ability to offer event rentals hinges on the behavior of our guests.

MUSEUM ACCESS

The main Museum building is fully wheelchair accessible. Depending on the scale and duration of your event, the main Museum building may or may not be open and available for your party to browse. For full-day rentals, the Museum will be closed to the public and to event parties. If you'd like to incorporate access to the galleries into your event plan, please let the Museum staff know in advance.

EVENT FURNISHINGS

The Museum is not equipped to provide tables, chairs, linens, A/V equipment, etc. for event rentals. Private events must contract third-party sources- see preferred vendors (pg. 8). Furnishings are not included in venue rental prices. Please factor in set-up and take-down time into your venue rental.

CATERING

In accordance with UVU Dining Services Policy 221, all private events must contract Culinary Crafts for private events at the Museum. **There are no exceptions.** While on site, catering staff will have access to the blue kitchen, Art Haus kitchen, or basement kitchen for food preparation. Please factor in set-up and take-down time into your venue rental.

RESTROOM ACCESS

When renting space at the Museum, please keep in mind restroom access for your party. All-gender restrooms are available in the Museum's basement level, first floor, and second floor. Male and female restrooms are available in the Museum's Art Haus. There is an additional female restroom in the bridal suite area of the Art Haus.



SPACE USE FEES



WEDDING RENTALS

The UVU Museum of Art is a premium wedding venue in Orem, Utah. Offering exquisite architecture, state-of-the-art catering options, and serene landscape views, the Museum is a preferred venue for luxury and high-end weddings.

Our Wedding Rate packages include:

- Closure of the Museum to the public during reserved times.
- Full access to the Art Haus (including male/female restrooms, catering and seating area, and the bridal suite)
- Full use of Museum parking facilities, outdoor patio and outdoor gardens spaces.
- Access to the Museum's galleries and additional spaces (foyer) upon advanced notice and request.
- Photography and videography permissions (fees included in price) during venue rental times.
- Priority fulfillment from our preferred vendors.

WEDDING PRICING

- \$5,350 for Monday Afternoon Events (12pm – 5pm)
- \$7,350 for Wednesday to Saturday Evening Events (5:00pm – 10pm)
- \$8,000 for All-Day Events on Mondays or Saturdays or another single day approved by the Museum (10am – 10pm)

Time spans not included above will be charged at the closest rate given the number of hours (ex. \$7,350 for a Thursday event from 10:00am–3:00pm).

ADDITIONAL FEES

1. **Certificate of liability insurance.** Premise use of the UVU Museum of Art requires evidence of event insurance. This can be requested through your private insurance carriers, such as homeowners insurance, car insurance, renters insurance, or business insurance. Event insurance can also be acquired through UVU's Office of Risk Management. This is not paid to the Museum but rather to the insurance carrier. Please consider this cost when booking the Museum as a venue- we estimate around \$100.
2. **Cleanup.** If catering is used for events, there will be a \$50 cleaning fee per space unless all spaces are cleaned by the renting party and trash is removed (user expectations will be delineated upon space booking in the Event Plan).
3. **Outside Hours.** There will be an additional cost if extensive set-up/take-down is required or if the event is held outside of regular Museum hours.
4. **Catering and Event Equipment.** Catering and Event Equipment is not included in venue rental pricing. Catering must be coordinated with Culinary Crafts. Event equipment can be requested via a third party vendor of your choice. Please consider these additional costs when booking the Museum as a venue.

EVENT SPACES



ART HAUS

Adjacent to the Museum, the Art Haus space houses the Museum's educational and outreach programming. This space includes a full kitchen and bar, beautiful views of the grounds, and ample natural light. Catering services can access the kitchen space, including a refrigerator and sink; please note that the stoves throughout the home are non-operational. This space can accommodate up to 150 persons standing. The front area can accommodate 40 persons seated. Access to the bridal suite is included in wedding rental packages. The bridal suite comes equipped with two vanity counters, full length mirrors, two couches, and additional seating for bridal party preparation. Due to the regular use of this area for programming, events in this space will require advance notice to ensure Museum staff can accommodate your request.





PHOTOGRAPH BY HALEY ADELL PHOTO



OUTDOOR PATIO AND GARDENS

The Museum's outdoor grounds are the most accommodating to large groups. This area includes a large stone patio off of the home's kitchen, a tiled gathering area, and expansive grass-covered gardens. Restrooms are available both inside of the Museum and inside of the Art Haus. Catering services have access the kitchen in the Art Haus or main kitchen space. Wedding packages include the patio and gardens together. The Museum's grounds can accommodate up to 200 persons.





BOOKING PROCESS

1. Carefully review this Event Facilities and Pricing Guide to learn more about the Museum's available spaces and rental rates.
2. Visit the Museum during open hours to view the facilities; no appointment is required to see public areas.
3. Contact Caroline Marcyes, Visitor Services Coordinator, to inquire about venue availability. If your desired time/ date is available, Caroline will then schedule a meeting with you to review the use of Premise Use Agreement.
4. Submit a signed Premise Use Agreement to the Museum. Acquire a certificate of liability insurance for the Museum to keep on file. Any photographers on site during your event must submit a Photography Agreement.
5. Submit a 50% deposit of usage fees to UVU. Deposits are due 90 days prior to the scheduled event time. Payment is due in full immediately prior to the scheduled event time.
6. Submit an Event Plan to the Museum 30 days prior to the scheduled event time. Required elements of the Event Plan are included in the Premise Use Agreement.
7. The Museum staff will check in regularly as the event date approaches and to review the Event Plan.
8. On the day of the event, Museum staff will be on site to ensure the Agreement is observed. Renting parties must arrive during and clear the premises within the time window agreed upon in the Event Plan and Premise Use Agreement.

PHOTOGRAPH BY HALEY ADELL PHOTO

CONTACT INFORMATION

MUSEUM HOURS

Tuesday: 1 – 8 p.m.

Wednesday – Saturday: 10 a.m. – 5 p.m.

Closed Sunday – Monday

MUSEUM CONTACT

- UVU Museum of Art Front Desk
 - Phone: 801-863-4200
 - Email: uvumuseum@uvu.edu

MUSEUM EVENTS CONTACT

- Caroline Marcyes, Visitor Services Coordinator
 - Phone: 801-863-8441
 - Email: cmarcyес@uvu.edu

EVENT RENTAL VENDORS

- All Out Tent & Event Rental, LLC
 - Phone: 801-436-8733
 - Email: AllOutTent@gmail.com
- Diamond Event & Tent, Inc.
 - Phone: 801-262-2080
 - Email: bryanf@diamondevent.com

CATERING CONTRACTED VENDORS

- Culinary Crafts
 - Phone: 801-225-6575
 - Email: info@culinarycrafts.com
- Culinary Crafts- UVUMOA Specialists
 - Kayde Dexter: Kayde@culinarycrafts.com
 - Kate Morrow: Kate@culinarycrafts.com
 - Katie Carter: Katie@culinarycrafts.com



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