OHR-O'KEEFE MUSEUM OF ART

Rental Information & Guidelines

OVERVIEW

Consider the Ohr-O'Keefe as the setting for your special event. The Mississippi Sound Welcome Center opens to a brick Plaza accented by ancient Live Oak trees offering a beautiful view of the Mississippi Sound. The Center for Ceramics has two intimate spaces with stunning views, as well.

CAPACITY

- **The Mississippi Sound Welcome Center:** Standing capacity up to 220, seating capacity for 125 inside with room to expand outside.

- **The Plaza** has a standing capacity of 300+ and a seating capacity of 200. Tenting is allowed via built-in anchor points. Tent sizes are:
  - 40'x20'
  - 40'x40'
  - 40'x90'

- **The CFC 2nd Floor & Terrace:** Standing capacity up to 100 including terrace, seating capacity up to 70 inside.

- **The CFC 4th Floor & Patio** has standing capacity up to 50, seating capacity up to 30 inside.

AVAILABILITY

Set up can begin at **8:30 am** the day of the event. Keep in mind that the Museum is open **Tuesday - Saturday from 10 am – 5 pm**. Please do not impede guest flow.

Rental is not available for:

- Rallies/fundraisers/functions of any political nature
- Religious activities other than wedding ceremonies

The Museum reserves the right to decline any and all rental applications.

Note: The City of Biloxi has a noise ordinance after 10:00 p.m.

FEES

- $125 non-refundable booking fee and $500 refundable damage deposit due at time of booking.
- Event Insurance is required for all rentals
  - The renter must provide an original certificate of insurance of no less than $1,000,000 combined single limit for the event date(s) **or**
  - Insurance can be purchased through the Museum. (see attached fee list)
- Security guard & fire watch required after regular museum hours.(Provided by Biloxi PD & FD)
- 2 Staff Members are present at all after hours events to answer any questions, etc.
- OOMA Members receive 10% off facility rental fee. (Does not include security, or other event fees.)

CATERING & FOOD SERVICE
Renter may use a licensed caterer of choice

ALCOHOL SERVICE
Renter can bring in alcoholic beverages to serve. If alcohol will be sold, a licensed bartender must be on hand.

DELIVERY, SET-UP, BREAKDOWN, PICK-UP
Museum staff will work with renter to determine the plan for delivery & pick up of rented equipment.

PARKING
The Museum has four parking areas:

1. In front of the museum by Hwy 90 (Beach Blvd.)
2. Directly behind the museum on Meaut St.
3. Behind the Creel House (Dusti Bonge Foundation)
4. Behind the museum at the corner of Sophie St and Howard Ave

SMOKING
Our No Smoking Policy in buildings & on grounds is in effect at all times. Staff will point out smoking areas.

MUSEUM STANDARDS
The Ohr-O'Keefe Museum of Art is foremost an art museum and all rental policies are guided by the need to ensure the safety of our art collection, care for the buildings themselves, and maintenance of the reputation of the Museum. No Museum cases or exhibits in the Mississippi Sound Welcome Center or other buildings may be moved from their original positions.

The Museum reserves the right to refuse or cancel User Agreements on the basis of availability, safety or inappropriateness of the proposed event as it pertains to the Museum's overall mission or standards of quality as determined by Museum representatives.