Special Event Rental Guide

For Information or to Book Your Event: Gigi Ochs, GigiO@discoveryplace.org or 704.337.2668
Special Event Rental Guide

Discovery Place Science offers creative, intelligent and fun spaces for your event. From board meetings to large banquets, the Museum’s unique setting ensures a successful event every time. Whether you need one room with smart technology or the whole Museum, our experienced staff will take care of all of the details to create a customized experience.

Rental Spaces At-a-Glance

<table>
<thead>
<tr>
<th>Rental Space</th>
<th>Fee</th>
<th>Standing*</th>
<th>Seated*</th>
<th>Space (Sq Ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Museum</td>
<td>$5,500</td>
<td>1,800+</td>
<td>400+</td>
<td>67,000</td>
</tr>
<tr>
<td>Level 1 (incl. Discovery Theatre)**</td>
<td>$3,500</td>
<td>300+</td>
<td>100+</td>
<td>21,000</td>
</tr>
<tr>
<td>Level 2</td>
<td>$3,500</td>
<td>1,500+</td>
<td>300</td>
<td>38,000</td>
</tr>
<tr>
<td>Discovery Theatre</td>
<td>$1,000</td>
<td>n/a</td>
<td>200</td>
<td>3,800</td>
</tr>
<tr>
<td>IMAX® Dome Theatre</td>
<td>$2,000</td>
<td>n/a</td>
<td>280</td>
<td>6,400</td>
</tr>
<tr>
<td>Windows on Tryon</td>
<td>$1,000</td>
<td>75+</td>
<td>30+</td>
<td>1,500</td>
</tr>
</tbody>
</table>

Additional meeting and event spaces available at Discovery Place Education Studio (see page 6).

*Maximum capacity may be impacted by set up (tables and equipment) and special exhibitions.

**Level 1 rental without Discovery Theatre available for $2500.

Catering as Innovative and Creative as Your Event

Local, fresh and healthy food and beverages are catered through Something Classic Catering, the Museum’s exclusive caterer. Something Classic offers a variety of menus that can take you from a team building activity to a black tie event. Catering is invoiced separately.

For menu options and pricing contact: Karen Teed 704.377.4202 | karen@somethingclassic.com.

More Options to Make Your Event a Success

Part of what makes Discovery Place Science event rentals and your event a success is the ability to enhance your experience with the latest technology, dynamic demonstrations, participatory activities such as scavenger hunts, exclusive live shows, animal encounters and special exhibitions. Smart boards, live science presentations and demonstrations start at $125 and can be added to any event or meeting. (See list of Add-Ons on page 4).

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Spaces & Experiences
Discovery Place Science offers an exceptional event experience at a great value.

Rental fees include
• Standard AV equipment (projector, screen etc.)
• Seated tables, high-top cocktail tables, chairs
• Set-up and breakdown of Museum equipment
• Complimentary parking for guests in Discovery Place Science Parking Deck
• Museum admission (daytime rentals)
• Manager, Special Events to help with planning a successful event

Full Museum (Capacity: 1800)
Rental includes both levels of the Museum plus access to exhibits and special limited engagement exhibitions (please inquire about our upcoming exhibition schedule). A full Museum rental is the top choice in Charlotte for conferences and large company parties. *The IMAX Dome Theatre is not included in the rental. Some special exhibitions require additional ticket purchase.

Level 1 (Capacity: 300+)
The Museum’s award-winning World Alive exhibition featuring the Aquarium and three-story Rainforest make Level 1 ideal for cocktail receptions, smaller seated dinners or team building activities. Discovery Theatre access is included with a standard rental; Level 1 may also be rented without Theatre access.

Level 2 (Capacity: 1500+)
One of the most vibrant and interactive locations in the Museum, Level 2 is packed with ever-changing exhibits and experiences. The options are endless for ways to program an unforgettable event. We suggest adding on an animal program or live science demonstration for a fun and dynamic experience.
Spaces & Experiences (cont.)

Windows on Tryon (Capacity: 75+)
Arguably one of the best meeting locations in the city, Windows on Tryon offers the latest in technology in a bright open space sure to inspire innovation and collaboration. Plus, your guests have direct access to the beautiful outdoor patio space nestled on Tryon St.

Discovery Theatre (Capacity: 200 seated)
Perfect space for presentations, speakers and discussion panels. Discovery Theatre offers exceptional audio/visual capabilities in a comfortable state-of-the-art environment. Take advantage of the large screen by showing your own pre-approved film.

The Charlotte Observer IMAX Dome Theatre (Capacity: 280 seated)
With its unique and giant dome screen, the IMAX Theatre offers an unparalleled immersive experience. Lots of options allow you to customize your event experience working with an extensive selection from the Museum’s film library. *Note: Rental includes the space with seating for up to 280 guests; additional fees may apply depending on the film selected.

Discovery Place Education Studio
A brand new facility on Discovery Place’s uptown campus, Discovery Place Education Studio has state-of-the-art meeting spaces perfect for brainstorming, break-out sessions or group discussions. See page 5 for more detail.

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Add-On Options
Your event will run smoothly with unique and memorable options that incorporate the latest technology and hands-on, minds-in fun that bring your group together like nowhere else.

Technology Options
Smart Boards, $125
Showcase video, connect to the internet, deliver an interactive presentation. State-of-the-art smart boards make any kind of presentation easy to deliver and compelling for guests.

Photo Booth, $500
Make sure everyone leaves with a photo memento of your special event. Photo booth rentals include printer and paper plus staff to run the booth for up to 4 hours.

$125 Add-On Options (applicable to each Add-On Option listed below)

Animal Encounter
Meet one of the Museum’s animal residents during an up-close encounter.

Catapult Pong
A new twist on an old game using the principles of catapults to launch balls into buckets. Always a crowd favorite!

Live Science Show
Performances run approximately 20 minutes with an extensive list of Shows to choose from to customize your event.

Beer Goggles Challenge
Alter your perspective and explore a new reality as you and your guests take the Challenge.

Giant Jenga
A life-size version of the game of building, balance and blocks.

Corn Hole
Play by yourself or in teams. Corn Hole is simple, fun and a great way to bring your group together.

Cockroach Races
It’s as strange as it sounds. Choose your bug, place your bet and you are off to the races!

$250+ Add-On Options (applicable to each Add-On Option listed below)

Liquid Nitrogen Wine Slushies ($400)
Wildly popular, the liquid nitrogen demonstration produces dramatic smoke and delicious slushie wine samples for up to 150 guests.

Fear Factor Lab
Dare to eat a bug. Light your hand on fire. Stick your hand in a bucket of night crawlers. Do you have what it takes to overcome your fears? Great team building exercise!

Scavenger Hunt
Get your group working together and explore Discovery Place Science with a Museum-wide Scavenger Hunt.

Oculus Rift
A 3D virtual reality experience that you have to see to believe and that everyone in your party will enjoy.

(Availability of activities subject to change. Inquire about new activities that may be available.)
Discovery Place Education Studio

Uniquely located adjacent to Discovery Place in Bank of America STEM Center for Career Development, the Education Studio provides ongoing and personalized opportunities for professional development.

When the Education Studio is not being used for classes, it is the perfect venue for corporate events and customized group sessions. *Discovery Place Education Studio is an adult-oriented facility, and children are not allowed during special events.*

**Included in Education Studio rentals**

- Use of space for half day
- Standard AV in Spark and Flow Studios
- Tables and chairs
- Complimentary parking in Discovery Place Parking Deck
- Museum admission (daytime rentals)
- Manager, Special Events to help with planning a successful event

**Spark Studio, $1000 (Capacity: 65+)**

Spark Studio is a large open space with two adjoining ‘break-out spaces’. The main area comfortably seats 30 at round tables of 5. The space is equipped with white boards and a flat screen smart board for PowerPoint presentations or films. Break-out spaces are adjacent to the Studio on both sides with a capacity of 18 seated (per each space).

**Flow Studio, $1000 (Capacity: 65+)**

This space is a mirror image of Spark Studio located on the opposite side of the building. This space is adjacent to our Collections Department, providing a unique transition area for your event. *Please note, we do not allow food in the Flow Studio*

**Catering Options**

Catering needs and contracts are handled directly between the client and caterer and considered separate from the event space rental contract. However, we are here to help and ensure your event is a success; the Manager, Special Events will work with the selected caterer on building access and guidelines for set up and breakdown.

**Preferred Caterers**

The Asbury at The Dunhill Hotel, 704.332.4141, kjohnson@shgltd.com
La Tea Da’s Catering, 704.338.6864, tiffany@l Mateadas.com or madison@lateadas.com
Newks’ Eatery, 866.999.3799, catering@karashospitality.com
Rock Bottom Brewery, 704.334.2729, kmccrobie@cwrestaurants.com
Something Classic, 704.377.4202, karen@somethingclassic.com

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Policies and Procedures

Rates
Rental rates include event space, applicable Museum staffing, event manager, building/security manager, janitorial services, set-up and break down of Discovery Place equipment, parking on a first-come, first-serve basis in Discovery Place Science Parking Deck and standard AV equipment. Seated tables, high-top cocktail tables and chairs are included (limitations apply).

Reservations
Requests to reserve space are accepted up to two years in advance of the event date. Only two holds per client are permitted. A client’s requested date will be held for ten business days, by the end of which Discovery Place requires a signed contract and deposit. If a signed contract and deposit have not been received within ten business days, the date will be released. If a definite request from a potential client is received for a date on hold prior to the expiration of the ten-day period, Discovery Place will contact the client with the hold to make a final decision, sign a contract and make a deposit within three business days.

Exclusions
The facility rental fees do not include the following services: Add-On Options, additional staff, on-site AV technician, food or beverage service, linens, additional security or special limited engagement exhibition admission. All of the services will be itemized in client’s contract as necessary.

Exhibits
Discovery Place strives for 100% exhibit operation. Occasionally, some exhibits undergo maintenance or removal from the Museum. Special limited engagement exhibitions, permanent exhibits and IMAX films are subject to change. No discounts or refunds will be made for these changes.

Banners (signage)
Banners are not permitted to be hung within Discovery Place. Event signage must be displayed on an easel or pop-up/free standing banner system.

Decorations
Pins, nails, staples or tapes of any kind on the walls or floors, birdseed, confetti and pyrotechnics are not permitted. Helium balloons are not permitted unless secured to an arrangement. The client is responsible for removing all decorations immediately following the event.

Equipment
Discovery Place staff does not take responsibility for delivering, storing, moving, setting up or taking down any equipment that does not belong to the Museum. Any delivery to the Museum must be arranged in advance with the Manager, Special Events.

Media/Filming
The Manager, Special Events must be informed if the client plans to invite media or film crew to the event. The client will be contacted by the Director, Public Relations to discuss procedures. If the Manager, Special Events is not informed of media or filming intentions at least 48 hours prior to the event, the media/film crew will not be permitted on the Museum’s property.

Film Screenings
Only IMAX films currently being shown in The Charlotte Observer IMAX® Dome Theatre, or films held in the Museum film library may be shown in the IMAX Dome Theatre or Discovery Theatre unless pre-approved.

Smoking
All Discovery Place facilities are smoke free, tobacco free and vape free. These regulations are in effect for all interior and exterior parts of the property.