



DISCOVERY PLACE SCIENCE

Special Event Rental Guide



For Information or to Book Your Event

Jeanie Skii Ramirez, JeanieR@discoveryplace.org or 980.293.4386

Special Event Rental Guide

Rental Space	Daytime	Evening	Standing	Seated	Space
Level 1**	n/a	\$2,500	300+	100+	24,000
Level 2	n/a	\$3,000	1,500	300	38,000
Level 3	n/a	\$2,500	360+	60+	7,300
Full Museum	n/a	\$6,500	1,800	400+	67,000
Windows on Tryon (4-hour/full day)	\$750/\$1000	\$1000	55+	30+	1,500
Sun Terrace (4-hour/full day)	\$750/\$1000	n/a	100+	60+	1,500
Discovery Theater (4-hour/full day)***	\$1500/\$2000	\$1,200	n/a	200	2,860
IMAX® Dome Theatre	n/a	\$2,000	n/a	280	1,500
Education Studio (4-hour/full day) Spark or Flow Space	\$750/\$1000	\$1000	75+	50+	1,900

Choose any two Levels and receive \$500 off rental rates

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

***Level 1 Rental available with Discovery Theatre for \$3500*

****Discovery Theatre not available weekend daytime rentals*

Evening Rental Fees include

- Standard AV equipment
- Seated tables, high-top tables, chairs
- Set-up and breakdown of Museum equipment
- Manager, Special Events to help with planning a successful event

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.

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 and 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.

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Full Museum (Capacity: 1800)

Rental includes all three 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. Complimentary parking is included for your guests.

**The IMAX Dome Theatre and Discovery Theatre are not included in the rental. Some special exhibitions require additional ticket purchase.*



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Level 1 (Capacity: 300+)

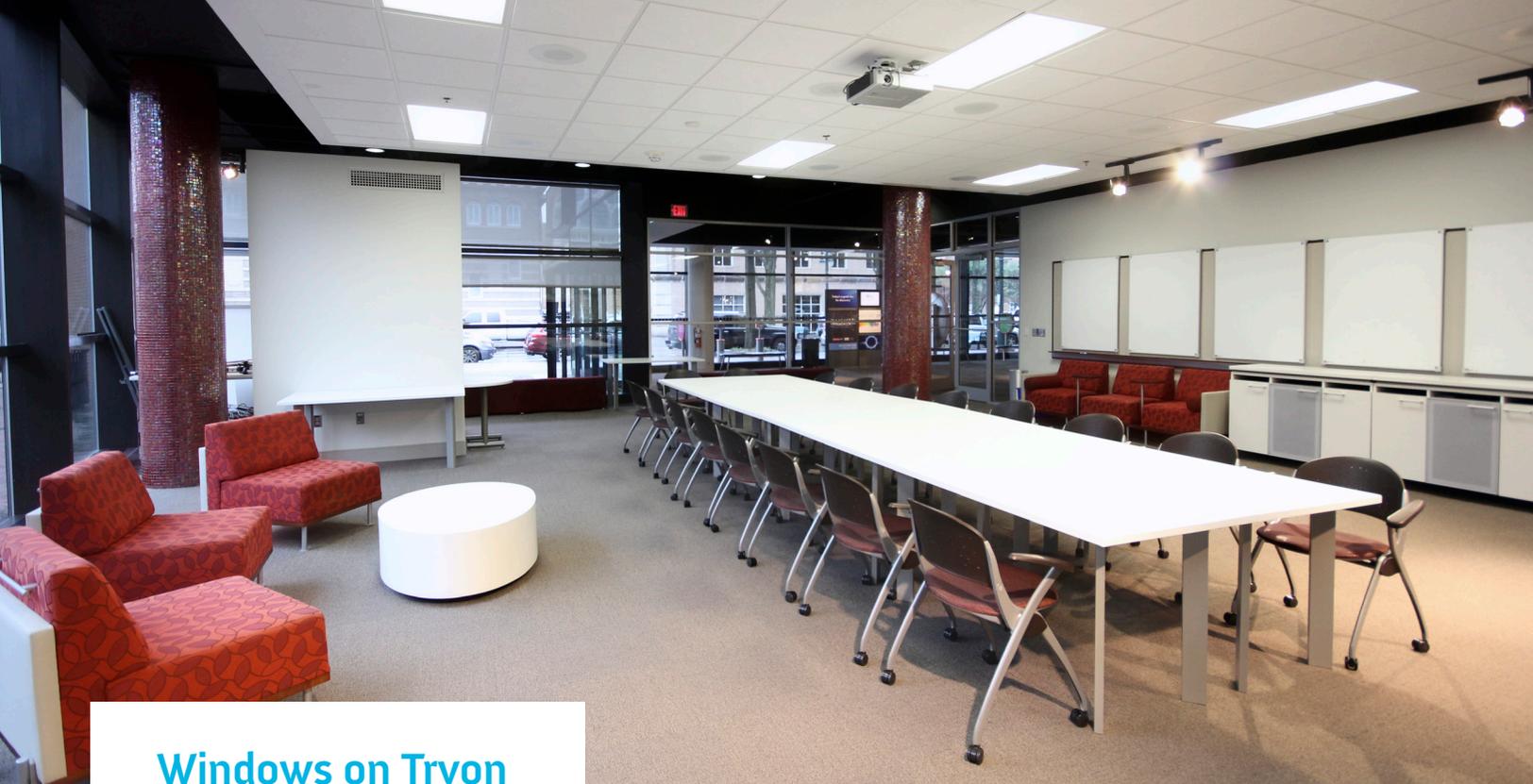
The Museum's award-winning World Alive exhibition featuring the Aquarium and three-story Rainforest make Level 1 ideal for cocktail receptions, smaller seated dinners or team building activities. Discovery Theatre access is not included with a standard rental; Level 1 may also be rented with Theatre 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.

Level 3 (Capacity: 360+)

An imaginative and innovative space, Level 3 features the inventive *Think It Up* exhibition and the accompanying *Thinker Space*, the Museum's design lab. Perfect for creative cocktail parties, team building activities or group gatherings. Every rental comes with a standard activity in the lab, or take your evening up a notch by adding a specialized activity.



Windows on Tryon (Capacity: 55+)

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.



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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.



Photo Credit: Samantha Laffoon Photography

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*

Spark (Capacity: 75+)

A brand new facility on Discovery Place Science's uptown campus, the Education Studio has state-of-the-art meeting spaces perfect for brainstorming, break-out sessions or group discussions. Spark 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 Spark on both sides with a capacity of 18 seated (per each space).



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Flow (Capacity: 75+)

A brand new facility on Discovery Place Science's uptown campus, the Education Studio has state-of-the-art meeting spaces perfect for brainstorming, break-out sessions or group discussions. Flow is a mirror image of Spark located on the opposite side of the building. Flow is adjacent to the Museum's Collections Department, providing a unique transition area for your event.

**Please note, food is not allowed in Flow.*



**Discovery Place Education Studio is an adult oriented facility and children are not permitted.*

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Policies and Procedures

Rates

Rental rates include event space, applicable staffing, event manager, building/security manager, janitorial services, set-up and break down of Discovery Place equipment 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. Daytime rentals do not include Museum admission or complimentary parking. Discounted admission and parking are available for daytime events.

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

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.