

Bell Museum Facility Rental Guidelines

Food

Food must be provided by catering or deli services licensed through the Minnesota State Department of Health. A permit must be approved for the caterer or vendor through the University of Minnesota. Under no circumstances are patrons allowed to bring in and serve food. Patrons may bring in the caterer of their choice and are under no obligation to work with a specific caterer through the museum.

Alcohol

Alcohol is allowed pending the approval of a permit through the University of Minnesota. Kegs and cash bars are not allowed.

Decorations

The Bell Museum is an elegant event venue, which doesn't require many decorations to make a spectacular reception. However, we are available to work with you on specific decorating needs. Just let us know what you have in mind.

Music

Amplified music and DJs are allowed.

Equipment

The Bell Museum has 24 6' tables, 8 30" high-top cabaret-style tables, and 48 black folding chairs for use during receptions and events. Two weeks notice is required to reserve these items and rental fees apply. Additional tables and chairs (i.e. round tables, a dance floor or a stage) are available for rental through an outside vendor. All rental costs will be added to the final invoice.

Parking

Guests may park in one of the many convenient ramps or garages located within one block from the museum. Special restrictions may apply during other University of Minnesota events. We'll be glad to work with you on specific parking options and rates for your event or to discuss valet parking.

Staffing/Security

The Bell Museum will provide an on-site event coordinator and lobby staff. Their duties can include but are not limited to: assisting caterers and other vendors with museum access, directing guests and serving as hosts, registering guests (if applicable) and generally providing a museum presence throughout the event.

The University of Minnesota Police Department offers a variety of services for special security needs on the Twin Cities Campus. There are a few options for receiving special police and security assistance depending on the type of event you are hosting and your specific needs.

Contract

A "Use/License Agreement" is required for all rentals at the Bell Museum. This document outlines responsibilities and details of the event. A copy of the contract is available upon request.

Deposit

A nonrefundable deposit of 25% of the total rental fee is required at the time of signing the contract. This will secure your event date. Dates will not be held without payment of the deposit.

Billing

An invoice will be sent to the patron immediately following the event and is due within thirty days. The deposit will be deducted from this invoice and all rentals or other fees will be included. Payment by cash, check, Visa, Mastercard or Discover is accepted.

Insurance

Patrons must provide proof of insurance for the event either through Commercial General Liability Insurance or by purchasing Special Event Coverage through the University of Minnesota.