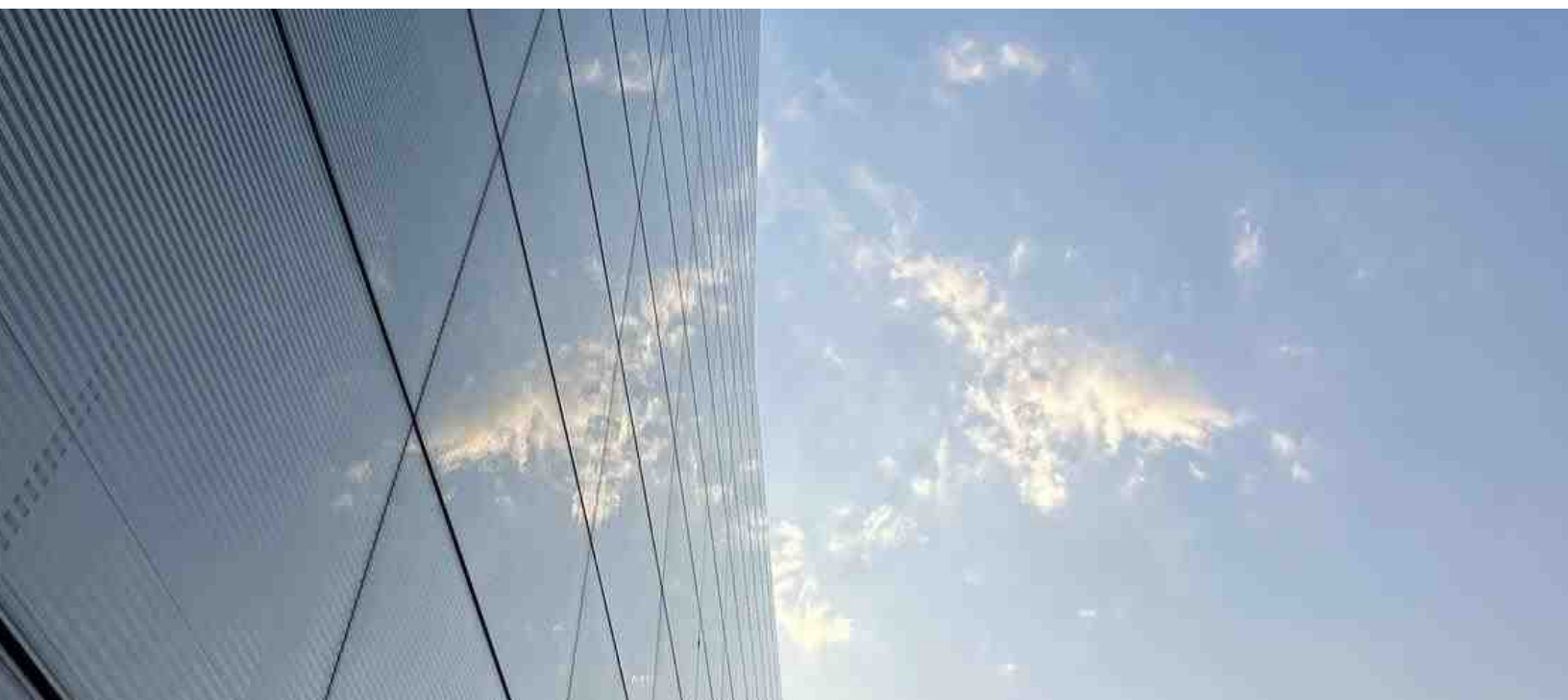


FIGGE ART MUSEUM *Events*



MEETING + EVENT GUIDE

Leave a lasting impression on your associates and guests at the Figge Art Museum. Our events department offers everything you need in a venue, plus a blend of breathtaking river views, an immersive art experience, and modern yet timeless aesthetic. Discover the allure that has made us the premier choice for events in the Quad Cities.



SPACES + RENTALS

GRAND LOBBY

\$3000 Sun-Thurs | \$4000 Fri & Sat | \$250 Lunch Hour

Banquet seating for up to 220 people

Cocktail/Open House Events up to 400 people

Includes the bar area, Dining Room, River Room and Patio

Includes standard linens in black or white

RIVERVIEW DINING ROOM

\$750 Sun-Thurs | \$1000 Fri & Sat | \$150 Lunch Hour Use

Dining seating for up to 60 people

Cocktail/Open House Events up to 125 people

Includes the bar area and River Room

JOHN DEERE AUDITORIUM

\$1200 Full Day | \$600 Half Day

\$500 Film Screening Only (2.5 Hours Limit)

Theatre style seating for up to 150 people

Includes audio-visual capabilities

Includes a scheduled one-hour test run prior to event date

NOBIS BOARDROOM

\$700 Full Day | \$350 Half Day | \$125 Per Hour

Conference style seating for up to 22 people

Includes Touch Screen Monitor (per availability)

STUDIOS + COMMUNITY GALLERY

BASED ON AVAILABILITY + EVENT NEEDS

Our studios and Community Gallery are heavily tied to programs that drive the museums mission. Availability and pricing is provided on a case-by-case basis.

Your event supports our mission and the arts in our community

PACKAGES + ENHANCEMENTS

AUDIO VISUAL		LINENS	
GRAND LOBBY PROJECTOR	\$ 100.00	TABLECLOTHS	
TOUCH SCREEN PRESENTATION MONITOR	\$100	BLACK, WHITE OR COLOR	\$ 20.00
BOSE SPEAKER SYSTEM W/ WIRELESS MICROPHONE	\$ 150.00	NAPKINS	
HDMI APPLE ADAPTOR	\$10.00	BLACK, WHITE OR COLOR	\$ 1.00
LED UPLIGHTS	\$25 per	CHAIR COVERS	
		WHITE FITTED CHAIR COVERS	\$3.00
		BLACK AVAILABLE PER REQUEST	
		*Price for Black Subject to Change	
Please inquire if you believe your event will require additional technical support.		Looking for a different texturee, color or pattern? We can assist! Please inquire with our events department.	

OTHER

MUSEUM GALLERY ACCESS

Make your event truly a unique experience by allowing your guests access to the galleries. (2 Hour Maximum)

\$500

DOCENT TOURS

Take your guests on a specialized tour of the galleries and more by educated volunteers dedicated to the Figge Art Museum.

COMPLIMENTARY

*Based on availability

REAL CHINA & SILVERWARE

Includes real plateware, silverware, cloth napkins & Service Staff to manage servicewares. *Does not Include management or service of food. (200 person max)*

\$10.00
per person

SIGNATURE FIGGE VASES & FLORAL CENTERPIECE

24 Vases Available

\$10.00

CUSTOM SOCIAL EVENT SIGNAGE

Need signage for your wedding shower, baby shower or other social event? We can help! Each request is approved and handled individually. Pricing per request.

\$75+

PIPE & DRAPE

White draped backdrop for photobooth or other.

\$350*

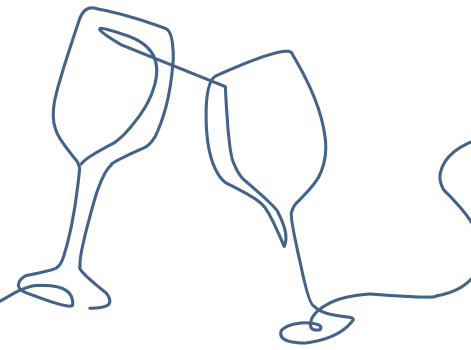
*Other colors available and subject to price adjustment.

Your event supports our mission and the arts in our community

Prices are subject to a 22% service charge. We are a tax-exempt facility.

FIGGE ART MUSEUM

Event Bar



NEED TO KNOW

- We hold our own liquor license and insurance so you can celebrate, worry-free!
- All alcohol and beverages must be ordered through the Figge Art Museum.
- Outside alcohol is strictly prohibited.
- We always use glassware in our main bar, for indoor events within our capacity (200 person event).
- We will use upscale clear disposable cups for water and NA stations for large events and weddings.
- You can choose a hosted signature cocktail. Bring your idea to us or allow us to create the perfect cocktail or mocktail for your event.
- A \$150 Bartender Fee per bartender is applied, unless a minimum in bar sales of \$3500 is met before service charge. We automatically schedule at least 1 bartender per every 100 guests and 2 for cocktail hour.
- A service fee of 22% is applied to all hosted bars, beverages and all other items, excluding the rental.
- We do not serve shots.
- We are a tax-exempt nonprofit organization. You will never be charged tax in our facility.





We offer our events flexibility with our NEW Open Catering Policy.

You may use the caterer of your choice and we are happy to provide recommendations for experienced and trusted caterers. Please review our policies below.

CATERING POLICIES

- All caterers must be licensed and insured and willing to sign our caterer policy agreement.
- Full Service & Banquet Staffing is REQUIRED for all events with hot food and/or more than 25 people.
 - Drop-off lunch or charcuterie options may be permitted. Please inquire with our events department for your specific event. *This excludes weddings - Weddings of any size require Full Service Catering.*

**Full Service Catering: Caterer provides complete set up of food, manages and oversees food service during event, clears plates and all food related items, during and after event. Also provides adequate banquet/catering staff to service event. This provides and ensures the absolute best possible experience for you and your guests.*

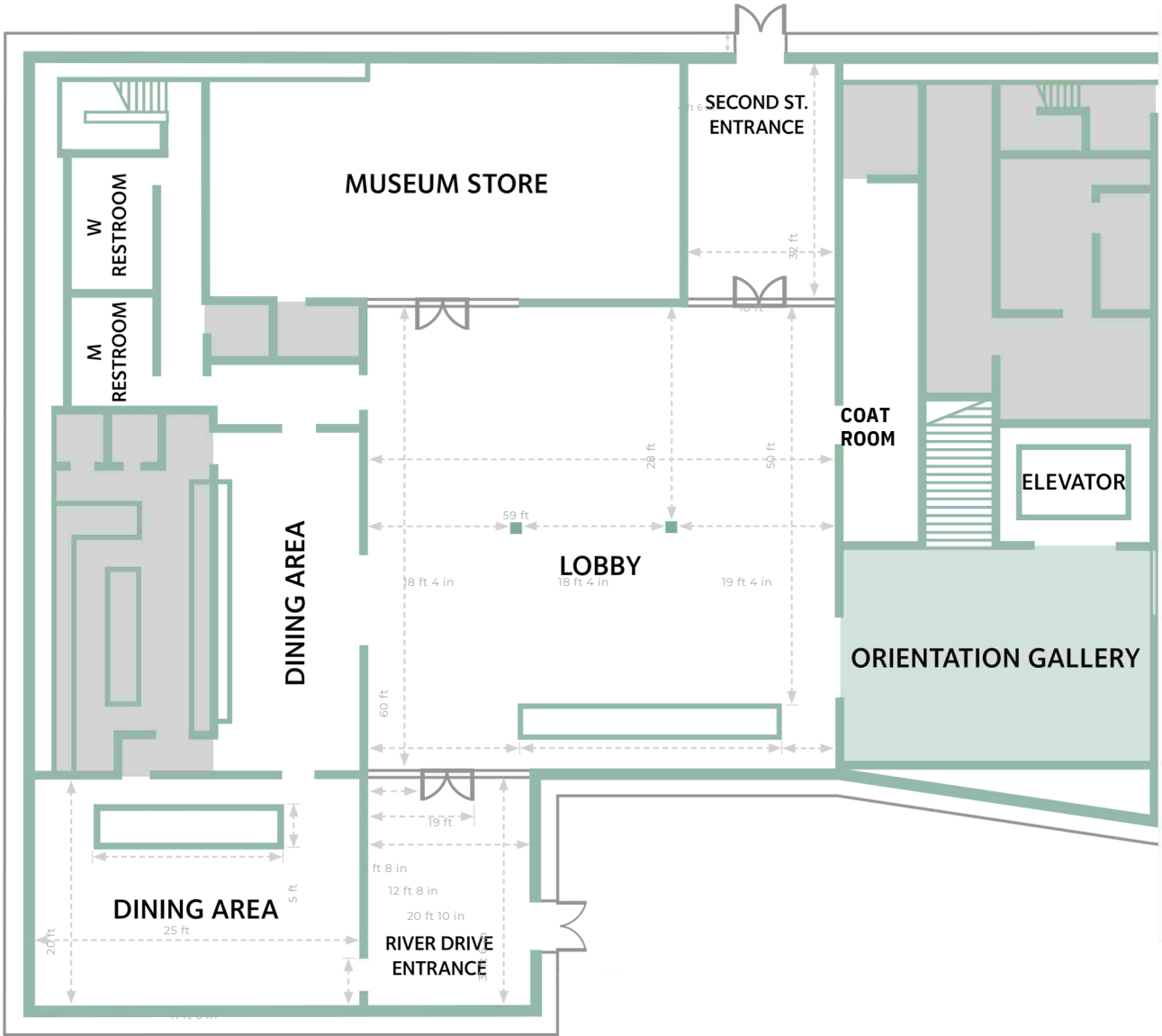
- China, silverware or disposables must be provided by the client or caterer. *We do have options for this if your caterer cannot provide servicewares.*
- Desserts that will be available to all guests must be provided by a licensed bakery.
- Outside alcohol is strictly prohibited.

PRO PLANNING TIPS

- When choosing hors d'oeuvres you will need to provide 2-3 pieces, per item, per person for light hors d'oeuvres. Heavy Hors d'oeuvres should consist of at least 3-6 pieces per item, per person.
- Schedule your tasting within the same calendar year as your event. Caterers often re-evaluate and make any necessary menu and pricing changes at the start of the new year.
- For a plated meal, Place Cards and Seating Assignments are Required. Place cards MUST have coding that indicates your guests meal selection. The caterer and Figge must receive a detailed spreadsheet with meal selections and seating/table assignments. *Please ask Josie about creative ways to code - you don't need to do pictures of animals or RBYG. Your caterer will thank you!!*
- Add a Late Night Snack or Designer Cookie - They are a huge WIN every time!

FLOOR PLAN | FIRST FLOOR

We will create a floor plan that is tailored to your event at the Figge Art Museum.



<i>Capacities</i>	SEATED DINNER/EVENT	THEATER SEATING	COCKTAIL EVENT (LITTLE OR NO SEATING)
GRAND LOBBY	200	230	400
DINING ROOM	60	100	125



PARKING

- Figge Art Museum Lot on 2nd Street. Directly outside the front entrance. Both sides available after 5pm on Weekdays and All Day Saturday & Sunday.
- River Drive Parking Lot (directly South from the Figge) has ample parking.
- Free Street Parking on 2nd Street, Main Street and Harrison Street after 5pm on Weekdays and All Day Saturday & Sunday.
- Parking Ramps: There are several parking ramps available in Downtown Davenport. The closest parking ramp is on Harrison and 2nd Street.
- Hotel Parking: For guests staying Hotel Blackhawk, The Current or the Double Tree in Downtown Davenport they can remain parked at their hotel (pending weather) and walk a short distance to the Figge Art Museum. Some hotels may have a shuttle available and guests can arrange on their own with their hotel.
- Busses and Shuttles can drop guests off in the bus loading area, at the end of our 2nd Street plaza and parking lot.



LET'S SAVE THE DATE

You've selected your date and you're ready to begin planning your event at the Figge Art Museum. What's Next?

Your full rental rate is due at booking, along with your e-signature contract.

Should you have any questions regarding the packages, payment, the contract, booking process or other please do not hesitate to contact us.

Contact Josie Cochuyt, Director of Events,
to reserve your event at the Figge Art Museum!

(563) 345-6657

events@figgeartmuseum.org

We cannot wait to work with you!