

Discover a new  
way to meet



# FOUR DISTINCT RENTAL OPTIONS

Located in the heart of downtown Reno, The Discovery boasts 67,000 square feet of hands-on galleries and exhibits along with well-appointed private spaces where the inspirational energy of the museum creates a truly unique venue. Treat guests to an innovative experience and hold a gathering at The Discovery.



## THE COLLABORATORY

Ideally suited for larger groups for seminars, lectures, retreats, training sessions, dinners or receptions, the Collaboratory offers seating, in a variety of arrangements, for up to 125 people and audio/visual capabilities. The Collaboratory also works well for musical performances, theater troupes, film screenings, small trade shows, large presentations, and community events.



## COMPASS ROOM

This smaller, more intimate room is perfect for training or breakout sessions and for social events. It can be set up with a variety of seating arrangements for up to 60 people and is located near the heart of the museum for easy access.



## FULL MUSEUM RENTAL

Wow your guests with a party unlike any other, with private, unlimited access to all 67,000 square feet of the learning, exploration, and fun The Discovery has to offer.



## CUSTOMIZED RENTAL

Contact us to create a customized event for your next gathering or special celebration.



# MUSEUM RENTAL PRICING

	Within normal museum hours Includes museum admission for all attendees		Outside normal museum hours	
	Up to 4 hours	8 hours	2 hours; no museum admission	2 hours; with museum admission
<b>Collaboratory</b> (up to 125 people)	\$500	\$875	\$550	\$850
<b>Compass Room</b> (up to 60 people)	\$400	\$675	\$450	\$850

	2 hours; up to 100 people	2 hours; 101-200 people	4 hours; up to 100 people	4 hours; 101-200 people
	\$850	\$1,200	\$1,800	\$2,500

	One room, within museum hours	One room, outside museum hours	Full museum additional hours
	\$100	\$175	\$400

## DEPOSIT AND PAYMENT

A 50% nonrefundable deposit and a signed agreement with The Discovery are required to reserve the space and time for an event. Payment is due in full no later than five (5) business days in advance of the Event.

## GUEST COUNT

Additional requested services, such as museum store operation and guided tours, determine the number of museum staff needed for each event. To allow The Discovery to be sure your event is staffed appropriately, please select optional event additions at the time of reservation. Optional additions added after the reservation is confirmed cannot be guaranteed.

## AUDIO/VISUAL EQUIPMENT

Each rental space has unique audio/visual capabilities. A portable audio system consisting of two speakers and a wireless microphone is also available. The system has an auxiliary input for external sources such as an iPhone, iPod or other MP3 device. The Collaboratory has a built-in audio/visual system that includes wireless handheld and lapel microphones, an LCD projector, Windows computer, and large screen.

# POLICIES AND GUIDELINES

## PLANNING AN EVENT

When planning an event at The Discovery, rental clients work closely with the Sales Manager and contracted vendors. The Sales Manager coordinates event logistics, manages setup and execution of the event and serves as a liaison between client, vendors and museum staff. The Sales Manager does not perform the duties of an event planner.

The Discovery is available at a nonprofit rental rate (discounted 20% from the corporate rate) upon receipt of nonprofit documentation. In general, The Discovery does not allow other nonprofit organizations to host fundraising events at the museum. However, exceptions can be made—please inquire. Fundraising for political parties, political action committees and individual candidates is not allowed.

The Discovery reserves the right to review event plans, including décor, entertainment and marketing materials.

## EXHIBITIONS AND TOURS

Access to galleries and exhibitions is not included in all event rentals at The Discovery. Please inquire at the time of reservation to arrange for a guided tour at an additional cost. Events guests may self-explore the museum if arrangements are made in advance.

## EVENT PARKING

Event attendees are welcome to park in The Discovery's private lot on the north side of the building. Metered street parking is also available. Please ask attendees to adhere to the enforcement hours shown on the meters.

## EVENT INVITATIONS

All invitations (hard copy and digital), advertisements, flyers, e-mail communications or other forms of announcements that include The Discovery's logo, name or address must be reviewed and approved by the museum prior to dissemination.

If the rental client plans to use a photograph of The Discovery on the event invitation, please submit the request for use to the Sales Manager ([rentals@nvdm.org](mailto:rentals@nvdm.org)) a minimum of one week prior to distribution.

## MERCHANDISE

The Discovery's museum store offers a wide variety of items that provide guests with unique reminders of their museum experience. The museum store may be open and staffed during events by request in advance. With advance notice, The Discovery's staff is able to assist in selecting and wrapping museum store gifts for guests. Special orders may be placed prior to the event for attendees.

## SIGNS AND DECORATIONS

The Discovery reserves the right to pre-approve all signage, printed materials, decorations and décor. Signs and decorations may not be affixed to any interior or exterior surface of the museum, including the entryway, without prior approval. At the conclusion of the event, all decorations and any other articles brought into The Discovery must be removed from the premises.

## FOOD & BEVERAGES

The Discovery does not currently offer catering services. Rental clients will work directly with their chosen caterer and/or beverage supplier. The Discovery offers a list of recommended caterers who are familiar with the facility on page 5 of this booklet.

# POLICIES AND GUIDELINES (continued)

## ALCOHOLIC BEVERAGES

Alcoholic beverages of any kind may not be served at events during museum hours. The Discovery reserves the right to discontinue the service of alcoholic beverages at any time during a function. Food must be served in conjunction with alcohol service.

## TOBACCO AND FIREARMS

Firearms are not permitted on the premises at any time. Smoking, including electronic cigarettes and vapor devices, is not permitted anywhere on the museum premises, including outdoor spaces (plaza, parking lot, etc.) or areas directly adjacent to the museum building.

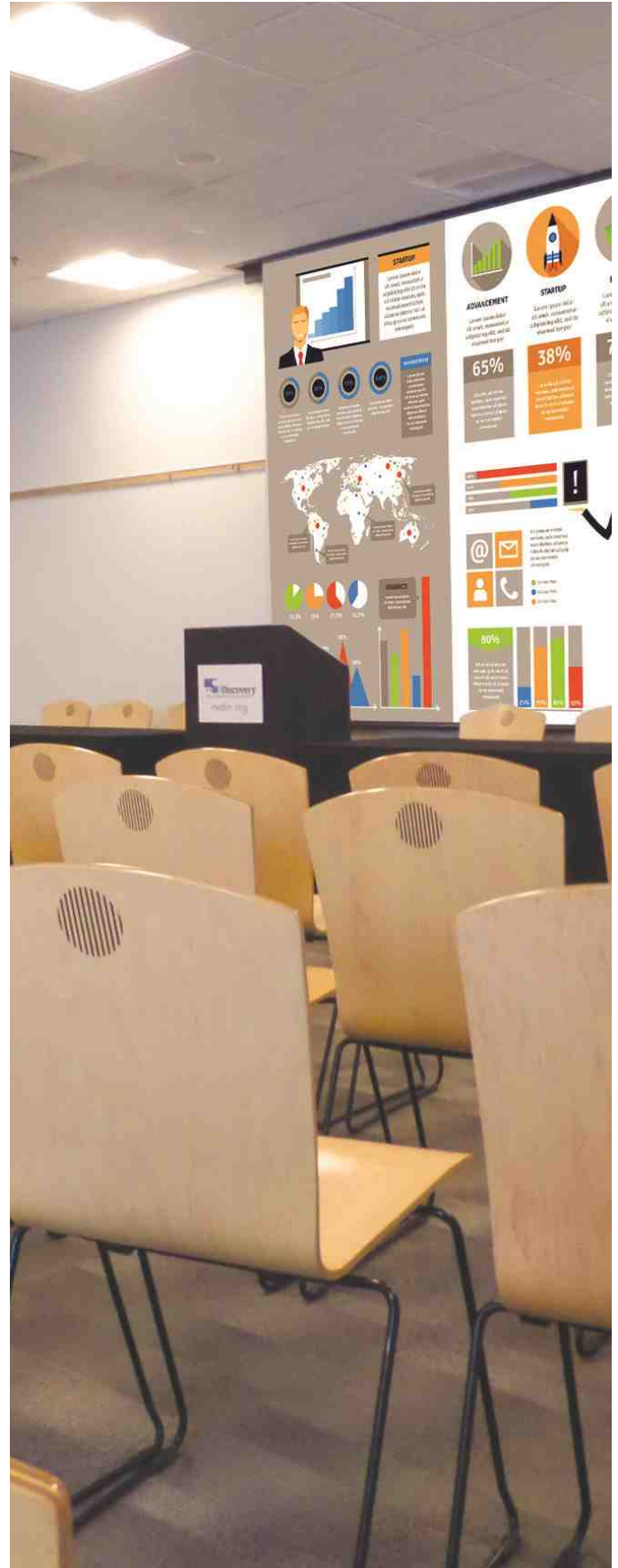
## DELIVERIES AND CLEAN UP

Please provide a list to the Sales Manager one week in advance of the event of all vendors and those authorized by your group to enter the museum during set up.

Scheduled deliveries and rental removal must be coordinated with the Sales Manager and conducted in a way that does not interfere with normal museum operations or impact the experience of museum visitors.

## LOST AND FOUND

The Discovery will not assume or accept responsibility for damage or loss of any items or articles left on the premises by the rental client prior to, during, or following the event.



# PREFERRED VENDORS

All catering vendors must be licensed in Nevada for food service and preparation. The rental client is responsible for assuring that all catering vendors adhere to the policies and guidelines outlined in the rental agreement.

## CATERERS

**Washoe Public House**  
washoepublichouse.com  
775-322-2710

**Cherry Bomb Catering**  
cherrybombcatering.com  
775-287-4121

**Roundabout Catering & Party Rentals**  
roundaboutcatering.com  
775-851-2091

**Men Welding Fire**  
menweldingfire.com  
775-786-1117

**Great Basin Brewing Co.**  
greatbasinbrewingco.com  
775-355-7711

**Blend Catering Company**  
blendcateringreno.com  
775-843-5297

**Fig Tree Catering**  
figtreecatering.com  
775-770-1110

**Food Evolution**  
foodevolutionreno.com  
775-342-5069

**Liberty Food & Wine Exchange**  
libertyfoodandwine.com  
775-336-1091

**Bibo Freddo**  
bibocoffeecompany.com  
775-683-9841

**DoughBoys Donuts**  
doughboysreno.com  
775-787-8586

**TukTuk YumYum**  
TukTukYumYum.com  
775-895-3353

**Sugar. Cotton Candy**  
www.sugarccstudio.com  
775-741-1728

## EVENT RENTAL COMPANIES

**Top Hat Party Rentals**  
tophatpartyrentals.com  
775-358-3338

**Celadon Events**  
celadonevents.net  
775-240-3048

**Creative Coverings**  
creativecoverings.com  
775-410-6367

## A/V RENTAL COMPANIES

**Craft Productions**  
www.craft.productions  
775-287-2741

## DJ SERVICES

**DJ Stax of Wax**  
775-762-1848

# MUSEUM FLOOR PLAN

