HOSTING EVENTS AT C.N. GORMAN MUSEUM

Thank you for inquiring to host your event at the C.N. Gorman Museum. We welcome panel discussions, lectures, readings, screenings, and receptions based upon available space in relation to the current exhibition installation.

To check availability, contact Veronica Passalacqua. Email: VPassalacqua@ucdavis.edu.

**Spaces:**
- the central floor of the museum
- the rotunda (for food & overflow)
- the portico (for outdoor/covered seating)

**Chairs:**
Contact Vern (752-9309) at Storehouse & Special Services to reserve chairs and arrange delivery. 30 chairs max. in the museum. The cost for rental, delivery and pickup is usually around $70. Please schedule delivery as close to your event as possible and advise Veronica of the scheduled delivery time. Museum staff will meet the delivery and oversee setup.

**Food:**
Depending upon the current exhibition & event attendance, on exception, food can be set up inside the museum. Normally, food should be set up just outside the museum main door. Table cloths, serving bowls, and trays are available for your use; as well as a decanter for hot water/tea, cutting board & knife.

If catered, you are bound to employ an approved University caterer. For a current list please see: http://www.cevs.ucdavis.edu/dept_cont/caterers/

Please advise your caterer that napkins, plates, cups, cutlery, etc. needs to be provided. We also do not allow alcoholic beverages. Museum staff will meet your caterer, but I strongly advise that you or your representative meet the caterer to ensure your order is correct. Alternatively, you can purchase refreshments for reimbursement, or by purchase order at Safeway. Museum staff will assist you in preparation and setup.

**A/V:**
The Museum’s A/V facilities are limited and depend upon the current exhibition installation. We can offer use of an amplified lectern/microphone, slide projector, and data projector (for video/powerpoint). However, you will need to rent a screen from Classroom Technologies (call John or Jessie at 754-8885). If you pick it up, the cost is less than $20 depending on the screen size you select.
Publicizing your event:

- As a public venue, all events held at the C.N. Gorman Museum should welcome the entire UCD community and the general public.
- If you provide a digital file, we will include your event on the museum website.
- In your public materials, please refer to the museum as “C.N. Gorman Museum”, 1316 Hart Hall.

Lastly, please be aware that the museum space and staff are making every effort to accommodate your event at no charge. If there is excessive debris you may be charged the costs for supplemental custodial cleaning.

Paramount for all events, is the care of the artwork on display. Placement of chairs, tables, and food must always consider the current installation and will be overseen by museum staff.

Thank you for your interest and we look forward to your event! If you have any further questions, please do not hesitate to contact us.

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