



NUMU Wedding Rental Guide

New Museum Los Gatos offers a boutique wedding venue located in Los Gatos, California. Surrounded by art and local history, our spaces create a unique backdrop for your special day. We offer two wedding packages that include either a gallery wedding ceremony, and a cocktail hour on our outdoor patio or a gallery wedding ceremony, cocktail hour, and a reception on our outdoor patio.

Classic Wedding Package

Perfect for intimate weddings

Includes: Wedding Ceremony, Cocktail Hour & Ceremony Rehearsal

Spaces + Pricing:

- Upper Floor, includes the Galleries + Outdoor Patio
 - Monday-Thursday: \$2,100
 - Friday or Sunday: \$2,250
 - Saturday: \$2,500

Amenities Included:

- Wedding:
 - 5 hours, includes 3 hours of event time, 1 hour set-up, and 1 hour breakdown.
 - Up to 50 guests
 - Event occurs between: 4pm - 11pm (including set-up and breakdown times)
 - NUMU equipment set-up + breakdown
 - (100) White Folding Chairs

- (4) 4ft Cocktail Tables
 - (2) 6ft Bar Tables
 - (4) 6ft Tables
 - (2) Visitor Service Representatives
 - Ceremony Rehearsal:
 - 1 Day Before Wedding
 - 1 hour
 - Capacity 20 people max
 - Between the hours 4pm - 8pm
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Deluxe Wedding Package

Perfect for a full wedding experience

Includes: Wedding Ceremony, Cocktail Hour, Reception + Ceremony Rehearsal

Spaces + Pricing:

- Upper Floor + Lower Floor, includes the Galleries, Outdoor Patio, Mike + Alyce Parsons History Hall and NUMU Lounge
 - Monday - Thursday: \$2,750
 - Friday or Sunday: \$3,250
 - Saturday: \$3,750

Amenities Included:

- Wedding:
 - 7 hours, includes 5 hours of event time, 1 hour set-up, and 1 hour breakdown.
 - Up to 100 guests
 - Event occurs between: 4pm - 11pm (including set-up and breakdown times)
 - NUMU equipment set-up + breakdown
 - (100) White Folding Chairs

- (4) 4ft Cocktail Tables
 - (2) 6ft Bar Tables
 - (4) 6ft Tables
 - (3) Visitor Service Representatives
 - Use of Flick Studio for Catering Services
 - Ceremony Rehearsal:
 - 1 Day Before Wedding
 - 1 hour
 - Capacity 20 people max
 - Between the hours 4pm to 8pm
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Additional Fees & Amenities:

Add-on Amenities:

- Additional hour of event: \$200 per hour
- Additional hour of set-up: \$90 per hour
- Art-O-Mat Party Favors: \$5 per token
- Catering Service Set-up in Flick Studio: \$250
- A/V Equipment: \$150.00

Additional Fees:

- \$1,000 security deposit
- \$200 cleaning fee per level
- \$40 per hour: Additional Visitor Service Representative
- \$200 fee to close museum during operating hours (Fr-Sun 10-4pm)
- Special event insurance (see requirements in contract)*
- Waiver of Subrogation*

Potential fees:

- Amplified sound permit (outdoor music)*

- Liquor liability Policy*
- Civic Center Plaza Permit**

*Obtained through a 3rd party vendor / **Town of Los Gatos.

Rental Notes

We require rentals to confirm their date with a signed contract and deposit at least 6 weeks prior to the event.

All permits, including sound and alcohol, are the responsibility of the contract signer.

Packages do not include linens, flatware, glassware, decorations, catering, bar, or entertainment.

Special event insurance & liquor liability insurance is required and is the responsibility of the contract signer.

NUMU exhibition galleries are open and accessible during the event.

To protect the art and artifacts on display, only clear beverages (including white wine) and light fare/hors d'oeuvres/finger foods are permitted in exhibition galleries.

Food, drinks, and/or decorations may be set up in the Admissions Area, MakerSpace, Flick Studio, and Outdoor Patio, with prior approval.

May not hold classes, workshops, or programs that are marketed and sold to the general public. Please contact education@numulosgatos.org for more information on holding these types of events.

Animals are not permitted at NUMU. The only exception is for service animals under their owner's control as authorized by applicable law.

FAQs

Who is responsible for Set-up/Clean-up?

Party hosts are responsible for all set-up and clean-up. Space must be returned in the original condition it was received. If you would like assistance with set-up and clean-up, NUMU may arrange for additional staff. Please arrange in advance, additional fees apply. Please see the “additional amenities” section.

Can I decorate?

Yes! Feel free to decorate the Admissions Area, Lounge, MakerSpace, outdoor patio, and Studio - decorations are not permitted in the exhibition galleries. Glitter, and other glittered decorations are not permitted anywhere inside the museum. All decorations must be removed at the end of the event. All damages will be the responsibility of the Contract Signator and will be deducted from the security deposit.

Can I hire a food or beverage provider(s)?

Yes! You are responsible for all food and beverages, including set-up and clean-up, and any necessary permits. NUMU does not have a food prep area. Food and beverage stations may be only set-up in the Reception, Studio, Admissions Area, Patio and Lounge. Alcohol must be served by a licensed bartender.

Securing a Rental Date

Subject availability. To secure a rental date and reserve the space, the client must sign NUMU’s facility rental contract and pay a \$1,000 security deposit. This deposit is refundable after the conclusion of the event, if any damages or additional fees are incurred they will be deducted from the security deposit. Event payment is due in full three weeks prior to the event. A client is not guaranteed a date until the contract and deposit are received by NUMU. All clients are required to comply with all policies and procedures outlined in the facility rental contract.

Cancellation

Cancellations must be received in writing at least 45 days before the event date to receive a full refund, and may be emailed to events@numulosgatos. If canceled within 45 days of the event, NUMU will retain 50% of the event cost, not to exceed \$1,000. The amount will be deducted from the security deposit. The remaining balance (if applicable) will be returned within 30 days. NUMU retains the right to cancel an event for any reason at any time.

Will the Museum be open during my event?

No, for all weddings the museum will be closed to the public, however, there is an additional \$200.00 fee to close the museum during operating hours.