

FAQ about Renting UMMA

Q: Whom do I contact to book a space?

A: The Assistant Director of Finance, Administration and Membership will be your primary point of contact from your first inquiry to the moment your event ends. We do not offer event planning services, but will work with someone of your choice. Contact Kathryn Jovanelli at kathrynj@maine.edu or phone 207.581.3370.

Q: How much does it cost to rent a space?

A: It depends on if you are renting the entire Museum space, including access to the galleries, or just the multi-purpose room and the type of event you want to hold. Please note that UMMA's rental fees do not include the direct costs of catering, alcohol, servers, rental equipment, additional museum staff (if needed). Please contact Kathryn Jovanelli directly to find out what fees might be applicable to your event.

Q: How is renting a museum different than other types of venues?

A: Having your event at in a museum setting creates a unique and artistic environment for your guests. However, due to the nature of the venue, we must also ensure the safety of the art. With that in mind, beverages and food are limited to the lobby area and multi-purpose room, and are not permitted in the galleries.

Q: Am I allowed to serve alcohol at my event?

A: Yes. You are welcome to offer alcoholic beverages to your guests at a private event. However, if the event is open to the public, and/or you are selling drinks, you will need to have a licensed bartender with an off-site liquor license.

Q: Do you require a specific caterer to be used at my event?

A: You may hire a caterer or food supplier that suits your needs. Because we are a museum, we encourage your caterer to meet with Kathryn Jovanelli to become familiar with UMMA's facilities. For example, there is a small area that caterers can use to stage temporary warming equipment, but there is no full-service catering kitchen. The use of grills, fryers, etc. is not allowed. We can also give you the names of caterers already familiar with UMMA.

Q: Will the galleries be open during my event?

A: Yes. Having them open helps make your event a special one. In fact, you may request a museum staff person give a tour for your attendees.

Q: Can an artwork be moved to accommodate my event? Can I request a specific painting or sculpture to be on display?

A: Due to the complexities of safely moving works of art, we are unable to accommodate these kinds of requests. But we will be able to tell you about the exhibitions that will be on display during your event.