



YOUR
WEDDING
AT MAG



MEMORIAL ART GALLERY
UNIVERSITY *of* ROCHESTER

500 University Avenue
Rochester, NY 14607
mag.rochester.edu
events booking: 585.276.8950
catering: 585.697.0491

photos: Brandon Vick Photography





"The wedding went off like a dream, thanks in no small part to the efforts of you and your staff."
Dave & Kerry

"I don't think there is a better place to hold a wedding."
Pat & Jessica

An extraordinary event requires an extraordinary setting.

Rochester's landmark art museum is the perfect venue for weddings, receptions and rehearsal dinners. Whether you're planning an intimate gathering or an elegant formal affair, the Memorial Art Gallery offers such superb amenities as:

- dramatic architecture
- historic rooms for large and small groups
- artful menus and impeccable service by Max Rochester
- accessible location one mile from downtown in the Neighborhood of the Arts
- ample free parking
- private viewing of great works of art



photos: John Griebisch (above); Brandon Vick Photography (center and right)

GENERAL INFORMATION



Richard P. Wersinger

MEMORIAL ART GALLERY
500 UNIVERSITY AVE., ROCHESTER, NY 14607

Important phone numbers

General Gallery number: 276.8900
Events Office: 276.8950 or 276.8949
Events Office fax: 276.8948
Max Rochester (catering): 697.0491

Please make an appointment to view our spaces. Museum offices are open Monday–Friday during regular business hours.

Visiting the museum

Your Wedding Package includes free admission to the museum during public hours: Wednesday–Sunday 11 am–5 pm and Thursday until 9 pm. Closed Mondays, Tuesdays and major holidays.

For an additional charge we are happy to open the museum after hours for your guests; please inquire at the Events Office.

Catering



Please make your food and beverage arrangements directly with Max Rochester, operator of Max at the Gallery and our caterer of choice.



Jeff Blackman



Brandon Vick

Special Arrangements

You are responsible for making your own arrangements for entertainment, flowers, centerpieces, table and chair upgrades, and wedding cake. There is no charge for using the Gallery's tables and chairs. For more information call the Events Office.

Gallery Store

The Memorial Art Gallery Store offers handcrafted housewares, jewelry, original work by regional artists and other items perfect for wedding gifts and favors. We are also happy to assist you in setting up a gift registry; call 276.9010.

Open Tuesday–Saturday 10 am–5 pm and Thursday until 9 pm; Sunday 11 am–5 pm.



Victoria Moore

Parking and accessibility

Free parking is available in the Goodman and Prince Street lots, with handicapped-accessible spots near the University Avenue entrance.

The Memorial Art Gallery is accessible to the handicapped through the University Avenue entrance. A limited number of wheelchairs are available at this entrance for museum visitors.

No smoking, please

The Memorial Art Gallery is a smoke-free building.

Thank you to our sponsors

The Memorial Art Gallery is supported primarily by its members, the University of Rochester and public funds from Monroe County and the New York State Council on the Arts.

Website:

mag.rochester.edu



Gary Graham

WEDDING SPACES

SPACE / CAPACITY

Reception: food stations and 30 in. cocktail rounds
 Sit-down dinner: 60 in. rounds of eight people

PACKAGE A

Both packages include: museum admission for guests; staffing; setup; A/V; basic tables, chairs and security.

PACKAGE B



Jeff Blackman

VANDEN BRUL PAVILION

Dramatic skylit space with indoor sculpture garden; designed by award-winning architect Frank Grosso

Wedding Ceremonies: 200 people (seating for 30)
 Receptions: 200 people

not available during public museum hours

\$5500 includes all four spaces on this page

N/A



Brandon Vick

M&T BANK BALLROOM

Historic space featuring oak paneling, colorful stained glass windows, richly detailed vaulted ceiling and balcony with fixed seating

Receptions: 350 people
 Sit-Down Events: 225 people
 Sit-Down Events with Dance Floor: 180 people

\$3000 includes M&T Bank Ballroom, Bausch & Lomb Parlor, Lynne Lovejoy Parlor



Brandon Vick

BAUSCH & LOMB PARLOR

Historic space featuring oak paneling and bay window overlooking garden space; perfect for mid-sized gatherings, intimate wedding ceremonies, cocktail receptions

Receptions: 125 people
 Sit-Down Events: 72 people



Gary Graham

LYNNE LOVEJOY PARLOR

Elegant small space often used as a bridal suite

Receptions: 44 People
 Sit-Down Events: 32 People

Individual spaces also available for showers and rehearsal dinners. For more information call the Events Office at 585.276.8950.

FAQs

Where should we have our receiving line?

We recommend the same location as the ceremony. Our space is limited, and a receiving line in the reception area might delay your guests' access to the bar and food.

How many people can sit at each dinner table?

The gallery provides 60" dinner rounds. The maximum number of people we seat at each table is eight. Twenty-four rounds of eight people (total 192) is the Ballroom's maximum capacity. You may also rent 72" rounds that seat 10 to give you 24 tables of 10 (total 240). The fewer rounds you have, the bigger your dance floor will be.

Do you require a deposit?

Yes, a non-refundable deposit of 50% is required for a wedding reception. No dates will be held without a deposit. Upon request you may put a tentative hold on a room for one week while you coordinate with your other vendors. The deposit is due with your signed contract.

May we have candles?

Yes, you may order candles through your florist. Please inform the florist that no exposed flames are permitted. All tall taper-style candles must be hurricane globe protected, and all votives must be at least three inches deep, using tealight candles only. Maximum allowances are three tall candles per table or five votives per table. Our wait staff will light the candles.

Is there a piano that we can use?

Yes, a baby grand piano is available for your use, free of charge.

Do you have a microphone for the toasts and blessing?

The Memorial Art Gallery does not provide a microphone. Your band or DJ should provide one for you to use during your event. Make sure to request a microphone when you are making arrangements with your band or DJ.

Who does the announcements?

Your hired band or DJ does your announcements for the evening. You will provide them with a timeline of what you want to happen and when (dances, toasts, cake cutting, etc.). This timeline is often discussed during your meeting with the Events and Catering Managers as well. The finalized timeline should be copied to the DJ, the restaurant and the photographer. (If your band or DJ does not provide announcement services, you will need to hire or designate another party to do this for you. The Memorial Art Gallery/Restaurant Staff does not provide announcement services.)

Can we rent special chairs? Who puts on chair covers if I rent them?

You can rent chairs and/or chair covers from an outside company (we suggest Nolan's Rental, Inc., 288.3231). If you are renting chair covers, you must request the rental company put on the chair covers for you. The Memorial Art Gallery does not offer this service.

What happens to our gifts, money box, cake, champagne flutes, guestbook, etc.?

Once your guests are seated for dinner, the gifts and money box are locked in the Events Office. All items must be removed from the building at the conclusion of your event. Please designate one person who will be here at the end of the event to collect and sign for the return of your belongings. The Memorial Art Gallery assumes no responsibility for items left behind. This includes flowers, centerpieces and leftover favors.

continued...

more FAQs

When can my vendors (florist, DJ, band, cake bakery) access the Gallery to set up?

Please let your vendors know that they may set up on the day of your event any time after 10 am. They must use the main Gallery entrance to load-in; an elevator is available to the banquet level.

Will I receive a room diagram to assist me with my seating assignments?

Yes. We will provide a blank template to get you started. Approximately one week prior to your event, we will schedule an appointment at the MAG Events Office to go over your completed diagram, confirm the wedding reception timeline and discuss any last-minute details. (If you cannot meet face to face, we can finalize the diagram and timeline by email or fax.)

How will the servers know what my guests ordered?

For served dinners, please provide us with alphabetized place cards the week of your event. Each card should show guest's name, table number and a code for the entrée choice (e.g. "C", "B" or "V" for chicken, beef, or vegetarian). Color codes are difficult to read in the Ballroom lighting and not recommended.

What is meant by "guaranteed number of people"?

At least **four** business days before your event, the restaurant will use your final guest count for your food and beverage order, as well as for staffing purposes. This is the **minimum** number on which your restaurant charges will be based. Once submitted, it cannot be reduced. The restaurant will be prepared to serve only 5% over your final number. If you anticipate last minute RSVPs, factor them into the guaranteed number. Please also remember to include any event vendors you are feeding, such as the band, DJ and photographer(s). Accurate counts are equally important for buffets. The more accurate your count, the more successful the event will be.