



Moody Center for the Arts
Rice University
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moody.rice.edu
713-348-ARTS

RICE

SPACE RENTAL FREQUENTLY ASKED QUESTIONS

What types of events can I host at the Moody?

The Moody is available to host a wide variety of private and corporate events, but fundraising and political events are not permitted. Weddings are not permitted. Events that may disrupt the primary use of the Moody as a public cultural and educational facility are not permitted.

How do I go about booking and planning an event at the Moody?

The first step is to fill out the Rental Request Form on the Moody's website. Our Event Coordinator will be in touch shortly after that to determine which space will best fit your event, and if the space is available on the desired date. Once a date and location are established, the Moody will issue a rental agreement. After the agreement is signed by both parties, you can proceed with booking catering and any other supporting vendors.

When can events be held at the Moody?

Events can take place any day of the week between 7:00 am and 10:00 pm. Events taking place during the Moody's public visiting hours, however, must not interfere with the normal operations of the galleries and classrooms.

How do I reserve a date?

Once the event has been approved and a rental agreement has been signed, the date is considered reserved.

May I use my own caterer?

Yes. All licensed catering companies are welcome at the Moody. Catering is booked directly by you or your organization. Any associated costs are not included in the Moody's rental rate.

Can alcohol be served at my event?

Yes, as long as a vendor with a valid liquor license provides the beverages. Beverages are restricted in certain areas to protect the artwork.

Is rental liability insurance required?

Yes. Liability insurance must be provided and is not included in the rental cost. The liability coverage required is \$2 million general aggregate and \$1 million per occurrence. If the licensee is unable to obtain insurance on her/his own, s/he may contact Rice University's Risk Management office at 713-348-4751 to obtain coverage.

What are the rental charges and what is included in that cost?

Please contact the Moody's Event Coordinator for more information about pricing. Rental prices include four hours of facility usage, a portable AV unit, a podium, and a limited number of cocktail tables, dining tables, and chairs, as well as the services of a dedicated Event Coordinator. Security, janitorial, technical support, and catering costs are separate. Additional hours will incur an incremental fee.

Can I visit the Moody to see the various spaces available for rental?

Yes. The Moody's Event Coordinator is available by appointment from Tuesday through Saturday between 10:00 am and 5:00 pm. Please email moodyevents@rice.edu to schedule a convenient time.

How does parking work at the Moody?

There is a public parking lot immediately adjacent to the Moody. Parking for events at Rice involves an additional cost. There are a variety of ways to organize parking, from pre-purchasing vouchers to allowing guests to pay themselves. The Moody's Event Coordinator will work with you to find the best solution for your event.

What type of decorations can be brought in for an event?

Decorations are limited to floral arrangements, signage on easels, and freestanding displays. All decorations must be approved by the Moody's Event Coordinator. Signage cannot be adhered to the walls, floors, or ceiling under any circumstances. All decorations, equipment, and materials must be removed at the end of the event. If damages occur due to decorations and/or set-up, during the event itself or during break down, the rental deposit will be applied against the damages, not toward the rental cost.

Are the art galleries open during events to provide rental guests the opportunity to view the artwork?

During regular public hours, the art galleries are open and available to rental guests. After hours, the galleries can be opened with advance notice for an additional fee.

What if art is on view in the space I would like to rent?

The Moody is primarily a facility dedicated to the arts. It is not possible to remove artwork to accommodate an event.

Is music permitted during an event?

Yes, as long as it is not during public hours and volume levels are moderate.

Are there any other restrictions regarding the rental of the Moody Center for the Arts?

Restrictions include no open flames, fireworks, sparklers, fog machines, berries, or bubbles on site. No tossing of birdseed, rice, flower petals, streamers, or confetti. Smoking is not permitted at the Moody. No photography of artwork without express, prior written approval. The sale of products or services in conjunction with an event is prohibited. No animals other than service dogs are permitted onsite.