



Mingei  
International  
Museum

**Located in the heart of Balboa Park, Mingei International Museum celebrates human creativity through folk art, craft, and design.**

With its newly transformed award-winning building designed by architect Jennifer Luce of LUCE et studio, Mingei International Museum has redefined its relationship to Balboa Park, the San Diego region, and the world while reaffirming its mission to become a space where all are welcome, the community can gather and individuals can find respite, beauty, and creative inspiration.

With three levels of breathtaking architectural surprises and commissioned artworks, make your important gatherings or special moments shine in incredible new event spaces within our historic building.

Special Events  
at Mingei



## Exciting New Spaces in the Park

Freshly revealed, upper level **Terraces** that overlook the historic Plaza de Panama with beautiful views of the California Bell Tower, Prado, and Organ Pavillion.

**Theater** for performances, lectures, receptions, and dinners with an impressive 40' glass door that opens to an amphitheater and a view of Palm Canyon.

**Education Center** with a separate entrance offering a space for small gatherings or workshops.

Stunning new **Commons** Level and adjoining **Courtyard** for large parties and events.

Our Events team is ready to work with you to create an unforgettable event. With spaces on three levels, we can help create a gathering according to your needs.

Host your Memorable  
Moments at Mingei



## Elegant Catering and On-Site Restaurant

Housed within Mingei International Museum's new ground floor Commons, is the Urban Kitchen Group's (Cucina restaurants, Michelin Bib Gourmand award winner 2019) newest full-service restaurant and bar, **ARTIFACT at Mingei**. The Museum's primary food and beverage catering is overseen by the Urban Kitchen Group and owner Tracy Borkum.

The restaurant can also be booked in its entirety.

### EVENT CONTACTS

**Sue Preis**

[www.mingei.org/events](http://www.mingei.org/events)

[events@mingei.org](mailto:events@mingei.org)

## ARTIFACT at Mingei

ARTIFACT is also home to Urban Kitchen Catering at Mingei, which is the Museum's preferred caterer and exclusive on-site bar service. Clients must contract with Urban Kitchen Catering at Mingei for bar service if alcohol will be served at their event. Certain areas of the Museum have food and beverage restrictions due to art on display.



# Event Spaces

## MAC Commons + Neeley Courtyard (Commons Level)

The Commons Level is the main floor of the Museum, accessible from the Plaza de Panama and Alcazar Garden. This varied space provides an opportunity to view a significant art installation of permanent collection objects, a restaurant, bar, and outdoor courtyard which can be utilized for your event.

### Public Museum Hours

SAT-WED 10am • 5pm / THU-FRI 10am • 8pm

### COMBINED CAPACITY

315 Reception / 220 Seated Dinner

### PRICING

\$5500 / 4 hour minimum

## MAC Commons Only

A beautiful and sophisticated reception space finished with stunning materials. Light flows into the space from multiple large glass doors, giving guests glimpses of the Plaza de Panama and Alcazar Garden outside. Groups can easily flow from here to the Museum's Courtyard.

**CAPACITY** 170 Reception / 140 Seated Dinner

**PRICING** \$3000 / 4 hour minimum

## Neeley Courtyard Only

The outdoor Courtyard is floored with Manitoba stone and makes a picture perfect backdrop provided by the mid-century wall sculpture, *Variations on a Gold Theme* by Ellamarie and Jackson Woolley. The area can accommodate presentations, ceremonies, projected films, receptions, and seated meals. The space is open to the public during Museum and restaurant hours but can be utilized privately or in conjunction with restaurant operations.

### CAPACITY

148 Reception / 80 Seated Dinner

### PRICING

\$3000 / 4 hour minimum



\*Exclusive use of the Commons and Courtyard clear of restaurant operations for private events is periodically available. Requests requiring the closure of ARTIFACT at Mingei must be approved 60 days in advance and only a limited number are available per year.



# Event Spaces

## La Atalaya Theater (Lower Level)

Mingei's new flexible 115-seat Theater includes a retractable 40-foot glass wall opening to an adjoining amphitheater with unobstructed views of historic Palm Canyon. Featured in the space is a commissioned artwork by British-born Dutch designer, Petra Blaisse. Her work *Sessions*, is a billowing felt and organza curtain inspired by Balboa Park's jacaranda trees which run along the wall of the Theater or in front of the glass doors. This adaptable space is equipped with radiant flooring, movable seating, and AV capabilities. It may accommodate presentations, performances, meetings, receptions, and seated dinners.

### CAPACITY

165 Reception / 115 Performance Seating /  
100 Buffet-style seated dinner

### PRICING

\$3000 / 4 hour minimum



# Event Spaces

## Smoyer-Dickinson Terrace (Gallery Level)

Open to the public for the first time in over a hundred years, the Smoyer-Dickinson Terrace (North Terrace) reveals breathtaking views of the Plaza de Panama and California Bell Tower and is a stunning space for smaller gatherings. Enjoy a unique setting for an exclusive open air gathering, cocktail party, or dinner overlooking historic Balboa Park.

**CAPACITY** 55 Reception / 40 Seated Dinner

**PRICING** \$1500 / hour



## Prebys Terrace (Gallery Level)

Opposite the Smoyer-Dickinson Terrace and through the Terrace Gallery is the more intimate Prebys Terrace (South Terrace). Similar views of the Plaza de Panama and Organ Pavilion are an unforgettable backdrop and the perfect host for a dinner, reception, or a very special meeting.

**CAPACITY** 25 Reception / 16 Seated Dinner

**PRICING** \$1000 / hour





# Event Spaces



## Founder's Gallery (Gallery Level)

The Founder's Gallery is home to the Museum's iconic Nakashima table complemented by newly commissioned works of art by artist Christina Kim, founder of eco-conscious Los Angeles design house dosa. Kim has created a pair of diaphanous window screens, each an abstraction of a George Nakashima drawing. The screens, Nakashima table and a stunning 25 foot door, inspired by a Japanese shoji screen make the space an intimate and inspiring setting for meetings.

**CAPACITY**      38 / Seating around Nakashima Table for 24  
**PRICING**        \$200 / hour



## Library (Gallery Level)

The Frances Hamilton White Art Library offers a backdrop of iconic floor to ceiling Vitsoe shelving housing Mingei's unique collection of art publications and reference materials. Housing the Museum's second Nakashima table while also featuring optional access to the beautiful North Terrace, this space is an excellent choice for a small meeting before gathering outside on the Terrace to enjoy the view and refreshments. Food and beverage are not allowed within the library.

**CAPACITY**      13 / Seating around Nakashima Table for 6  
**PRICING**        \$100 / hour

# Event Spaces

## Education Center (Commons Level)

The Museum's new, modern and spacious Education Center is the ideal space for workshops, hands-on activities, presentations, and even meetings. Fully equipped with private gender neutral restrooms, storage space for personal belongings, sinks, AV capabilities, and ample workspace.

**CAPACITY**      36 stools seated at worktables

\*Stools are child height and can also be replaced with 30 full sized chairs.

**PRICING**      \$200 / hour



# Policies and Procedures

## **HOLD YOUR DATE**

Upon initial request, from phone or email inquiry, the Museum will hold your reservation for 14 days as a tentative hold. Within that time frame, a site visit may be scheduled and the reservation may be held for an additional seven days.

## **EVENT HOURS**

Events taking place in the Commons or Terraces are allowed during limited open Museum hours with advance permission. Setup is permitted during open hours with Museum staff supervision. All events must end by 11pm, including breakdown/clean up, or additional fees may apply. Other rules and restrictions related to setup and breakdown vary by space.

## **SECURITY**

Although the Museum provides building security during public hours, rental events may require extended hours. This service is included in rental fees. If additional guards are requested or the Museum deems it necessary to have additional security staff, the user may be billed beyond the rental fee.

## **MAINTENANCE**

Most events require in-house maintenance staff to handle facility needs and cleaning after events. This service is included in rental fees. If additional assistance is deemed necessary, prior arrangements should be contracted and made through the special events office.

## **PARKING**

Parking in Balboa Park is open and free to the public. Valet parking services may be contracted with ACE parking, with a valet kiosk located across from the Museum on the Plaza de Panama between the Prado restaurant and the Japanese Friendship Garden.

## **CATERING AND BAR SERVICE**

Urban Kitchen Catering at Mingei is the primary caterer and exclusive bar service for rental events. Certain areas of the Museum have food and beverage restrictions due to art or other items on display.

# Policies and Procedures

## **CATERING**

While we encourage the utilization of Urban Kitchen Catering at Mingei for ease of event logistics, we will also be adding the option of using select preferred catering vendors in the upcoming year.

## **AMENITIES AND RENTALS**

The Museum has a limited supply of furnishings and equipment available to rent upon request. Rentals contracted through other vendors must have a valid business license and be able to provide liability insurance to the Museum.

## **DECORATION**

Decorations may not be fixed to the Museum walls, floors or ceilings, exhibition pedestals/cases, and signs/decor may not be fixed to the building exterior without prior approval from staff. Potted plants are not allowed inside the Museum.

## **CLEANUP**

Rental items and decorations must be removed immediately following the event unless other arrangements have been made. The Museum is not responsible for any materials, rentals or decorations left behind. Additional fees may apply if substantial mess or items are left behind.

## **INSURANCE**

All rental clients and subcontracted vendors must provide liability insurance in the amount of \$1 million aggregate and \$2 million per occurrence and must name Mingei International Museum as additional insured. Copies of the insurance documents must be received at least 30 days in advance of the contracted event.

## **SMOKING**

Smoking is not permitted on Museum property or anywhere within Balboa Park.

## **ACCESSIBILITY**

All spaces within the Museum are ADA accessible.

# Policies and Procedures

## **SOUND ORDINANCE**

Sound ordinances may apply for outdoor space rentals.  
Contact the special events office with your specific needs.

## **STAFFING**

Museum staff will be on site during your event to assist with event logistics. Staff is not responsible for setting up, tearing down, moving materials or assisting contracted vendors during the event. Day-of Coordinators are required for all weddings and large scale events. Please ensure that vendors have ample staff scheduled for your event.

## **RENTAL FEES**

Please contact the Special Events Department for a quote for your unique event needs. Email [events@mingei.org](mailto:events@mingei.org) or call (619) 331-3565.

## **EVENT CONTACTS**

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