Proposal on the Grounds Reservation and Contract

- **The Museum offers two locations for reservations on the grounds:**
  - The Gazebo & Fish Pond area is located in the shade in a natural area inspired by a Japanese garden complete with mature trees and large boulders.
  - The Main Fountain is in full sun, set in a circle of paved stones. An area to the right of the Main Fountain, a formal shaded brick walkway surrounded by hedges, may also be used.
- **Payment of $400 and completing the proposal on the grounds reservation contract reserves the date, time, and location selected**. **First come, first served.** Cash, check, and credit/debit cards accepted. *Please note Saturday reservations are typically not booked after 2pm - depending on evening receptions.*
- **The McNay Art Museum Grounds are open daily from 7 am to 7 pm during Daylight Savings.** The $50.00 photography fee is waived if you have secured a reservation on the grounds and have paid the $400 fee. Please, no photography on the Mansion Porch or Main Entrance when the Museum is open. Indoor Photography is permitted in the Main Collection Lobby or the Courtyard by an **advance appointment only for a fee of $200**.
- **Proposal reservations are limited to 25 people and the specified space is reserved for one hour.** Museum Security will place a sign at the planned site reserving the area.
- **All cars must be parked in regular parking spaces.** The client and any guests requiring special accommodations may be dropped off and picked up in the Circle Drive, but no cars may be parked or left running in the driveway.
- **Music is permitted.** Guitars, violins, harps, flutes and other instruments are allowed. The Gazebo/Fish Pond area does not have an electrical outlet so those needing power will want to select the Main Fountain.
- **The Museum prohibits drones, helium balloons, glitter, or confetti on our property.**
- **No alcohol consumption is permitted on Museum property.**
- **Refunds will be made only due to bad weather.** The reservation is transferable to other available dates. No other refunds will be provided. The rain plan is a small, covered porch to the right of the Main Collection entrance.
- **There is no access inside the Museum building, including the Blackburn Patio Courtyard.** There is a bathroom located at the back of the property (behind the green building) for emergency use.

Proposal on the Grounds Reservation Contract

McNay Art Museum Special Events Department

6000 North New Braunfels (P.O. Box 6069), San Antonio, TX 78209
Ph: 210.805.1782; E-mail: rentals@mcnayart.org

- The McNay Grounds are open from 7 am to 6 pm daily (7 pm during Daylight Savings). First come, first served. **Reservation time will be confirmed based on availability.**
- Reservations are limited to 25 people and the space reserved for no more than one hour.
- Please park only in regular parking spaces. Decorations must be approved by the McNay prior to contracting and remitting payment. Music is permitted.
- **Payment of the $400 fee** reserves the date and time selected. Payment can be mailed or delivered in person to the Events & Rentals Manager if a prior appointment has been made.
- Security will place a RESERVED sign at the planned site.
- NOTE: **Reservation does not include access inside the Museum. A bathroom for emergency use is located at the back of the green building (Stieren Center)**
- The Rain Plan is a small, covered porch to the right of the Main Collection entrance.
- By signing and remitting this contract, you agree to all terms and conditions. Reservations are transferable to other available dates. Refunds will be made due to bad weather only. No other refunds will be provided.

Day & Date of reservation: _____

Time: _____ Number Attending: _____

Location (check one): ☐ Main Fountain ☐ Fish Pond/Gazebo

Name: _____

*Address: _____

City/State/Zip: _____

Phone:_____

E-mail: _____

Signature: _____

if paying by credit card, please note the billing address

Please make your check payable to "McNay Art Museum" in the amount of $400.00.

If paying by credit card please complete the information below:

Credit Card Name (ex. Visa, MasterCard): _____

Name as it appears on the credit card:

_____

Credit Card Number:

_____

Expiration Date: Security Code:

_____

Main Fountain:

Gazebo:

Covered Porch:

Engagement photo courtesy of Pine and Blossom