VENUE RENTALS
AT THE BAKKEN MUSEUM
ABOUT THE BAKKEN MUSEUM

The Bakken Museum is Minnesota’s only Smithsonian-Affiliate and features a world-renowned collection of books and artifacts, multiple galleries focusing on the wonders of invention, plant medicine, bio-technology, and science, and nearly three acres of gardens and grounds.

The museum is a 501(c)3 nonprofit institution serving 45,000 individuals annually through exhibits and STEM-focused events, camps, and outreach programs.

ABOUT OUR VENUE

Located on the shore of Bde Maka Ska, The Bakken Museum campus includes the West Winds Mansion, exhibit spaces and classrooms, meticulously kept gardens, and a rooftop patio and lawn.

Our distinct venue provides the ideal backdrop for a variety of events. From intimate, garden-side weddings to full museum fetes, The Bakken Museum stands uniquely poised to make your event a truly outstanding occasion. Our venue rental team has over 30 years of experience and will coordinate with you to ensure your event is exceptional.

In 2020, The Bakken Museum opened newly renovated spaces to the public.

The 2020 renovation includes:

» A stunning new entrance facing Bde Maka Ska featuring a new lobby;
» An expansive courtyard and walkway overlooking wetlands;
» A refurbished green roof;
» Flexible-use classrooms and rental spaces;
» And a 2,000 square foot gallery space featuring Spark, a new and engaging exhibit.
WEST WINDS

Historical ambiance reigns supreme in the beautiful West Winds mansion. Built in 1929 by William Goodfellow, West Winds combines English Tudor, European Gothic Revival, and other architectural styles.

A full West Winds mansion rental includes exclusive access to the gardens and rooftop terrace overlooking Bde Maka Ska and is open for activity and exploration in all rooms adjacent to the Great Hall.

GREAT HALL & SUNROOM

With high ceilings, ornately carved walnut paneling, and large windows overlooking the green roof, the Great Hall is perfect for meetings, receptions, and meals. The attached sunroom is bathed in light and offers event attendees the opportunity to access our beautiful courtyard gardens.

The Great Hall is outfitted with audio and video technology including projectors, retractable screens, microphones and speakers.

Museum visitors can access adjacent rooms during Great Hall rentals. For more privacy, please consider a full West Winds rental.

FRANKLIN ROOM

A charming spot for a sun-filled meeting best for small groups with access to a wall-mounted flat screen television and conference table. The Franklin Room can be closed off to the public for private meetings.
COLLECTIONS TOURS

Collections tours are an exclusive way to experience the museum and artifacts. During the tour, curatorial staff will share their broad knowledge of the contents of the vault and history of the collection. Tours may be personalized to fit the specific interests of your group.

For navigational ease, tours are available for two groups of up to 8. Additional tours may be purchased for an added fee.

CLASSROOMS

Our Classroom spaces are a great setting for corporate functions, such as meetings and workshops, as well as larger functions, such as plated dinners or cocktail receptions. Classrooms can be utilized individually or joined together to create one large unified space.

Classrooms are outfitted with audio and video technology including projectors, retractable screens, microphones and speakers.

Please note, availability during business hours is limited due to field trip and camps during the week.

FULL FACILITY RENTALS

Full Facility rentals encompass the entire museum including the West Winds mansion, exhibits, double classrooms, and all outdoor spaces. During full facility rentals the museum and grounds are closed to the public.
We pride ourselves on our excellent customer service and our attention to detail. To make planning your event as convenient as possible, the following amenities are available at no additional cost:

**AUDIO & VIDEO**

Available in both classrooms, the Great Hall, and Franklin Room.

» Available in both classrooms, the Great Hall, and Franklin Room.
» Three ceiling mounted projectors and retractable screens
» One wireless lapel microphone and one wireless handheld (Great Hall)
» One wireless lapel microphone and two wireless handheld microphones (Classrooms)
» Wall mounted speakers and sub-woofer (Great Hall)
» Two K28 portable speakers (indoor/outdoor) with mixer, stand, and microphone
» Blu-Ray and DVD players
» iPhone/Android/MP3 connection
» 50-inch flat screen wired for computer use
» (Franklin Room)
» Applicable power strips and cables
» Presentation remote and laser pointer
» HDMI/VGA/Apple connectors (others available by request)

**TABLES, CHAIRS, & LINENS**

» White or black linens provided for bar service stations and banquet buffet table by request
» 26 6-foot banquet table, seats six each, black or white linens
» 16 48-inch round tables, seats four to six
» 15 high-top tables, black linens
» Nine 4-foot banquet tables, seats four
» Six 60-inch round tables, seats six to eight
» Three 30-inch low round tables
» 10 8-foot banquet tables, seats eight, with black linens
» 50 outdoor chairs, red vinyl wood
» 8 72-inch round tables, seats 10
» 2 foldable 60-inch round tables, seats six to eight
» 30 outdoor folding chairs, white
» Five bistro tables and chairs, seats two
» 18 stone benches (Gardens)
» 2 picnic tables, six seats each (Rooftop Terrace)

**INDOOR ONLY**

» 100 armed chairs, padded brown
» 100 folding chairs, dark wood with burgundy-red seats
» 80 Herman Miller chairs, black plastic

**CATERING KITCHEN**

» One commercial ice machine
» Three mobile water stations
» Ice coolers and water jugs
» Refrigerator with small freezer
» Two 100-cup coffee makers and two 40-cup coffee makers
» Three electric kettles
» Commercial rolling cart

**MISCELLANEOUS**

» Tabletop lectern
» Lawn games and board games
» Five 10x10’ shade structures
» LED Candles and Flower Vases

Missing something? Please contact us with specific questions about our audio/video and amenities. We will do our best to accommodate your needs.
651.926.3878 | events@thebakken.org
## CORPORATE EVENTS AND MEETINGS

The pricing outlined below reflects the rate for an eight-hour time window for daytime events, and a four-hour window for evening events. For events that are less than this time-frame, please request a prorated quote. We offer a 10% discount to nonprofit organizations.

<table>
<thead>
<tr>
<th></th>
<th>Max Occupancy</th>
<th>Daytime (8 AM - 5 PM)</th>
<th>Evening (5 PM Forward)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>West Winds Mansion</strong></td>
<td>Social: 80</td>
<td>$2,200</td>
<td>$2,800</td>
</tr>
<tr>
<td>(full mansion rental, includes the Franklin Room, Great Hall, Sunroom, common areas, closed to public)</td>
<td>Presentation: 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seated Meal: 42</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>West Winds Mansion + Gardens</strong></td>
<td>Social: 100</td>
<td>Contact for pricing</td>
<td>$4,000</td>
</tr>
<tr>
<td>(full mansion rental, includes the Franklin Room, Great Hall, Sunroom, full outdoor dinning and common areas, closed to public)</td>
<td>Presentation: 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seated Meal: 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Great Hall and Sunroom</strong></td>
<td>Social: 60</td>
<td>$1,450</td>
<td>N/A**</td>
</tr>
<tr>
<td><strong>Great Hall &amp; Sunroom only, open to public</strong></td>
<td>Presentation: 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seated Meal: 42</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Double Classrooms</strong></td>
<td>Social: 150</td>
<td>$2,800</td>
<td>$3,000</td>
</tr>
<tr>
<td>* Availability during business hours is limited due to field trips and camps.</td>
<td>Presentation: 150</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seated Meal: 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>East/West Classroom</strong></td>
<td>Presentation: 50</td>
<td>$1,200</td>
<td>$1,500</td>
</tr>
<tr>
<td>* Availability during business hours is limited due to field trips and camps.</td>
<td>Seated Meal: 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Franklin Room</strong></td>
<td>Occupancy: 8</td>
<td>$100/hr</td>
<td>$100/hr</td>
</tr>
<tr>
<td><strong>Collection Tours</strong></td>
<td>Occupancy: 8</td>
<td>$400</td>
<td>$400</td>
</tr>
</tbody>
</table>

* Availability during business hours is limited due to field trips and camps.
** Great Hall rentals after 5 p.m. limited to full venue and West Winds.
WEDDING PACKAGES

The pricing outlined below reflects a six-hour window for evening events. For events that are less than this timeframe, please request a prorated quote.

<table>
<thead>
<tr>
<th>Max Occupancy</th>
<th>Nov. 1 - March 31</th>
<th>April 1 - Oct. 31</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Facility</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(All West Winds spaces, Galvani and Volta classrooms, all exhibits, and workshop for catering use, museum closed to public)</td>
<td>Social: 300</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td>Presentation: 150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceremony: 120 Seated</td>
<td>$7,500</td>
</tr>
<tr>
<td></td>
<td>Meal: 120</td>
<td></td>
</tr>
<tr>
<td><strong>West Winds Mansion</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Full mansion rental, includes the Franklin Room, Great Hall, Sunroom, outdoor spaces, and common areas, West Winds mansion closed to public)</td>
<td>Social: 100</td>
<td>Contact for pricing</td>
</tr>
<tr>
<td></td>
<td>Presentation: 80</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td>Seated Meal: 100</td>
<td></td>
</tr>
</tbody>
</table>
GENERAL SCHEDULING AND PRICING POLICIES

» A signed Space Use Agreement and 50% deposit are required to reserve the event date and times.
» All private events that begin before 8 a.m., or require the museum to open prior to 8 a.m. for vendor access, will be charged an additional $100 per hour.
» Evening social event and wedding pricing reflects a six-hour time frame from guest arrival to guest departure.
» Event set up and photography may begin up to two hours prior to the event. All other events reflect an eight-hour time frame. Please note the museum closing time when scheduling your event.

CATERING & BEVERAGE SERVICE

» Food and beverage services, both plated and passed, are permitted with prior approval. Caterers and bartenders must hold the proper catering licensing.
» All clean-up, bussing, serving, and handling of food must be performed by a catering service and/or by members of the renting party.

DECORATIONS AND SET-UP (FOR WEDDINGS)

» All delivery, including food and decoration delivery, must be coordinated and implemented by the wedding party. The Bakken Museum requires either the wedding party or an outside wedding planner to set up and take down any linens not provided by the museum, decorations, and all catered food.
» Floral arrangements and decorations are permitted. Please communicate your vendor of choice in advance for delivery.
» Personal event signage within the museum and on museum grounds is permitted with prior approval.
» Candles, glitter, confetti, and the use of tape on walls is prohibited.

EQUIPMENT

» External equipment brought into The Bakken Museum for the event must receive prior approval.
» The Bakken Museum is not liable for the theft or destruction of personal or rented equipment while on-site, or if left behind.
» In the event of inclement weather, outdoor events can be moved into the double classrooms.

MUSIC

» Live music is permitted if it falls within the volume limitations set by The Bakken Museum. Please note: amplified music tends to be overwhelming within the museum spaces and is therefore discouraged.
» Amplified music outside is permitted, but must comply with Minneapolis City ordinances.
MUSIC (CONTINUED)

» Music played utilizing The Bakken Museum’s audio system is permitted. Event hosts are responsible for providing their own devices. Only the primary venue renters are permitted to operate The Bakken Museum’s A/V equipment.
» The Bakken Museum is not liable for the theft or destruction of personal audio equipment.
» Tampering with the Bakken A/V equipment is prohibited. Costs incurred for any damage to The Bakken Museum’s A/V equipment will be the responsibility of the event host.

PHOTOGRAPHY

» Event attendees are permitted to take photographs with personal cameras while on-site for their event.
» Professional photographers/videographers are allowed, with prior approval, permitting that set up is not disruptive to overall museum and program functions.

PARKING

» The museum has a free visitor parking lot that can accommodate up to 25 vehicles. Additional free parking is available on the streets surrounding the museum.
» Event attendees should remove valuable items from their vehicles. The Bakken Museum is not responsible for items left in vehicles.
» Large groups are encouraged to carpool or use corporate bussing.
» Commercial vehicles are allowed on museum grounds if engaged in event services, such as deliveries or guest transportation.
» Additional photography sessions can be booked separately.

SECURITY

» The safety of our visitors, event attendees, and community members is of the utmost of importance to us. As such, we reserve the right to require special security arrangements for on-site events, on an as-needed basis. Should it be determined that your event warrants this measure, applicable charges will be the responsibility of the event host.
» All event attendees under the age of 12 must be supervised by an adult at all times.

LIABILITY & DAMAGES

» The Bakken Museum is not responsible for any damages, thefts, or losses to the event host or attendee’s items stored or displayed on the property before, during, or following a private function.
» The event host is responsible for any damages/thefts/losses that occur to the facility and grounds as the result of negligent guest/vendor/agent behaviors or activities.
The following vendors have established relationships with The Bakken Museum, produce exceptional products, and have superior customer service. The Bakken Museum is always interested in expanding our vendor relationships; please inquire to discuss additional options.

### CATERING

**Catering Only**

**Ace Catering (lunch drop off)**
Part of the D’Amico Catering family, specializing in drop-off food service, including gourmet salads, box lunches, morning starters, buffets, and more.
612.238.4016 | damicocatering.com/ace

**Open Arms Minnesota (lunch drop off)**
Open Arms of Minnesota is a nonprofit that cooks and delivers free, nutritious meals to people living with life-threatening illnesses in the Twin Cities. For each catering meal purchased, Open Arms donates one free meal to one of their clients.
612.872.1152 | openarmsmn.org

**Food Trucks:**

**Turbo Tacos**
612.770.7660 | turbotaco.com/

**Gastrotruck**
gastrotruck.mobi

**Catering & Bar**

**Chowgirls Catering**
Emphasis on quality, professional service, and the freshest available ingredients.
612.203.0786 | chowgirls.net

**Kafe 421 (full food service)**
Custom-designed menus featuring top-notch fare, made from the finest ingredients. 612.623.4900 | kafe421.com/new/catering

**D’Amico Catering**
Chef-driven menus featuring fresh, authentic cuisine, from artisan to organic.
612.238.4444 | damicocatering.com

**France 44**
Specializing in exquisitely beautiful cheese and meat trays, from scratch comfort appetizers, lush platters and generous sandwiches all made from the finest ingredients. Beverages, alcohol and non, are also available to compliment your food choices (delivery only).
612.278.4431 | france44cheeseshop.com/catering
Catering & Bar (Continued)

Common Roots Catering
Modern take on American cuisine using local and organic ingredients.
612.353.4261 | commonrootscatering.com

BEVERAGE SERVICE

Hire-a-Host
952.426.2004 | hireahost.net

Liquid Motion
612.293.5247 | 4liquidmotion.com

With a Twist
612.424.2858 | twistbartendingservice.com

PHOTOGRAPHY

Katie Thering
612.801.8823 | katiethering.com

Michael Anderson Photography
763.785.1177 | adesignerportraits.com

Twin Birch Studios
612.910.0405 | twinbirchstudios.com

ADDITIONAL SERVICES

Apres Party and Tent Rental
Katiee Wandmacher | 952.903.4260 | apresparty.com

AV for You
952.500.889 | AVforYou.com

Browne and Greene Floral
612.928.3778 | bgfloral.net

MapleLane Media: A/V technologies
763.478.8184 | maplelanemedia.com

Ultimate Events
763.559.8368 | ue-mn.com

Richfield Flowers and Events
612.866.8416 | richfieldflowers.com
1 Courtyard
2 Meet Earl Bakken
3 Spark
4 KEVA Planks Gallery
5 Mary and Her Monster
6 Frankenstein’s Laboratory
7 18th Century Room
8 Ben Franklin’s Electricity Party
9 About the West Winds Mansion
10 Deep Roots: Plants as Medicine
11 Reading Nook
12 Franklin Room
13 Great Hall
14 Florence Bakken Medicinal Garden
15 Green Roof/Dakota Native Plants Garden
Our dedicated venue rental team has over 30 years of experience hosting events at The Bakken Museum. They will coordinate all of the details with you to make sure that your event runs smoothly.

**Maggie Peck**  
Museum Operations Manager  
Direct: 612.446.3114  
peck@thebakken.org

**Chris Lundeen**  
Director of Facilities & Rental Events  
Cell: 612.382.4271  
lundeen@thebakken.org
THE BAKKEN MUSEUM
3537 Zenith Avenue South
Minneapolis, MN 55416

CONTACT US
events@thebakken.org

MUSEUM HOURS
Mon:  Closed
Tue-Sun: 10 AM - 5 PM

ADMISSION

- Adults: $11
- Seniors (62+): $9
- Students (with ID): $8
- Children (4-17): $6
- Children (3 and under): Free
- Members: Free
- Limited Income Admission: $1

thebakken.org/venue-rentals
@thebakkenmuseum