Discover a new way to meet
FOUR DISTINCT RENTAL OPTIONS

Located in the heart of downtown Reno, The Discovery boasts 67,000 square feet of hands-on galleries and exhibits along with well-appointed private spaces where the inspirational energy of the museum creates a truly unique venue. Treat guests to an innovative experience and hold a gathering at The Discovery.

THE COLLABORATORY

Ideally suited for larger groups for seminars, lectures, retreats, training sessions, dinners or receptions, the Collaboratory offers seating, in a variety of arrangements, for up to 125 people and audio/visual capabilities. The Collaboratory also works well for musical performances, theater troupes, film screenings, small trade shows, large presentations, and community events.

COMPASS ROOM

This smaller, more intimate room is perfect for training or breakout sessions and for social events. It can be set up with a variety of seating arrangements for up to 60 people and is located near the heart of the museum for easy access.

FULL MUSEUM RENTAL

Wow your guests with a party unlike any other, with private, unlimited access to all 67,000 square feet of the learning, exploration, and fun The Discovery has to offer.

CUSTOMIZED RENTAL

Contact us to create a customized event for your next gathering or special celebration.
## MUSEUM RENTAL PRICING

### DEPOSIT AND PAYMENT

A 50% nonrefundable deposit and a signed agreement with The Discovery are required to reserve the space and time for an event. Payment is due in full 10 business days after receipt of the final invoice.

### AUDIO/VISUAL EQUIPMENT

Each rental space has unique audio/visual capabilities. A portable audio system consisting of two speakers and a wireless microphone is also available. The system has an auxiliary input for external sources such as an iPhone, iPod or other MP3 device. The Collaboratory has a built-in audio/visual system that includes wireless handheld and lapel microphones, an LCD projector, Windows computer, and large screen.

### GUEST COUNT

Additional requested services, such as museum store operation and guided tours, determine the number of museum staff needed for each event. To allow The Discovery to be sure your event is staffed appropriately, please select optional event additions at the time of reservation. Optional additions added after the reservation is confirmed cannot be guaranteed.

<table>
<thead>
<tr>
<th></th>
<th>Within normal museum hours</th>
<th>Outside normal museum hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Includes museum admission</td>
<td>2 hours;</td>
</tr>
<tr>
<td></td>
<td>for all attendees</td>
<td>no museum admission</td>
</tr>
<tr>
<td></td>
<td>Up to 4 hours</td>
<td>2 hours;</td>
</tr>
<tr>
<td></td>
<td>8 hours</td>
<td>with museum admission</td>
</tr>
<tr>
<td><strong>Collaboratory</strong></td>
<td>$400</td>
<td>$450</td>
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<tr>
<td>(up to 125 people)</td>
<td>$775</td>
<td>$750</td>
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<tr>
<td><strong>Compass Room</strong></td>
<td>$300</td>
<td>$350</td>
</tr>
<tr>
<td>(up to 60 people)</td>
<td>$575</td>
<td>$750</td>
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</tbody>
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|                      | 2 hours; up to 100 people  |
|                      | 4 hours; up to 100 people  |
| **Full museum**      | $750                        |
| (up to 1,800 people) | $1,000                      |
|                      | $1,500                      |
|                      | $2,000                      |

|                      | One room, within museum    |
|                      | One room, outside museum   |
|                      | Full museum additional     |
|                      | hours                      |
| **Additional hours** | $75                         |
|                      | $150                       |
|                      | $375                       |
PREFERRED VENDORS

All catering vendors must be licensed in Nevada for food service and preparation. The rental client is responsible for assuring that all catering vendors adhere to the policies and guidelines outlined in the rental agreement.

CATERERS
Cherry Bomb Catering  
cherrybombcatering.com  
775-287-4121

Roundabout Catering & Party Rentals  
roundaboutcatering.com  
775-851-2091

Men Wielding Fire  
menwieldingfire.com  
775-324-3473

Great Basin Brewing Co.  
greatbasinbrewingco.com  
775-355-7711

Blend Catering Company  
blendcateringreno.com  
775-843-5297

Nothing Bundt Cakes  
nothingbundtcakes.com  
775-827-5151

Holey Schmidt Donuts  
facebook.com/Holey Schmidt Donuts  
775-683-3399

Fig Tree Catering  
figtreecatering.com  
775-770-1110

Food Evolution  
foodevolutionreno.com  
775-342-5069

Butter + Salt  
butterand-saltgatherings.com  
775-450-9111

Whole Food Market  
wholefoodsmarket.com  
775-852-8023

Hash House A Go Go  
hashhouseagogo.com  
775-788-2895

Liberty Food & Wine Exchange  
libertyfoodandwine.com  
775-336-1091

Bibo Freddo  
bibocoffeecompany.com  
775-683-9841

DoughBoys Donuts  
doughboysreno.com  
775-787-8586

EVENT RENTAL COMPANIES
Top Hat Party Rentals  
tophatpartyrentals.com  
775-358-3338

Camelot Party Rentals  
camelotpartyrentals.com  
775-355-9004

Celadon Events  
celadonevents.net  
775-240-3048

Creative Coverings  
creativecoverings.com  
775-410-6367

A/V RENTAL COMPANIES
Craft Productions  
www.craft.productions  
775-287-2741

DJ SERVICES
DJ Stax of Waxe  
775-762-1848

Dan Dumond  
775-453-8713
POLICIES AND GUIDELINES

PLANNING AN EVENT

When planning an event at The Discovery, rental clients work closely with the Visitor Services Manager and contracted vendors. The Visitor Services Manager coordinates event logistics, manages setup and execution of the event and serves as a liaison between client, vendors and museum staff. The Visitor Services Manager does not perform the duties of an event planner.

The Discovery is available at a nonprofit rental rate (discounted 20% from the corporate rate) upon receipt of nonprofit documentation. In general, The Discovery does not allow other nonprofit organizations to host fundraising events at the museum. However, exceptions can be made—please inquire. Fundraising for political parties, political action committees and individual candidates is not allowed.

The Discovery reserves the right to review event plans, including décor and entertainment.

EXHIBITIONS AND TOURS

It is recommended that rental clients arrange for a guided tour of the museum for event attendees. Tours are led by a Discovery staff member and are available for an additional fee.

Access to galleries and exhibitions is not included in all event rentals at The Discovery. Please inquire at the time of reservation to arrange for a guided tour at an additional cost. Events guests may self-explore the museum if arrangements are made in advance.

EVENT INVITATIONS

All invitations (hard copy and digital), advertisements, flyers, e-mail communications or other forms of announcements that include The Discovery’s logo, name or address must be reviewed and approved by the museum prior to dissemination.

If the rental client plans to use a photograph of The Discovery on the event invitation, please submit the request for use to the Visitor Services Manager (rentals@nvdm.org) a minimum of one week prior to distribution.

MERCHANDISE

The Discovery’s museum store offers a wide variety of items that provide guests with unique reminders of their museum experience. The museum store may be open and staffed during events by request in advance. With advance notice, The Discovery’s staff is able to assist in selecting and wrapping museum store gifts for guests. Special orders may be placed prior to the event for attendees.

SIGNS AND DECORATIONS

The Discovery reserves the right to pre-approve all signage, printed materials, decorations and décor. Signs and decorations may not be affixed to any interior or exterior surface of the museum, including the entryway, without prior approval. At the conclusion of the event, all decorations and any other articles brought into The Discovery must be removed from the premises.

FOOD & BEVERAGES

The Discovery does not currently offer catering services. Rental clients will work directly with their chosen caterer and/or beverage supplier. The Discovery can offer a list of recommended caterers who are familiar with the facility.
POLICIES AND GUIDELINES (continued)

ALCOHOLIC BEVERAGES

Alcoholic beverages of any kind may not be served at events during museum hours. The Discovery reserves the right to discontinue the service of alcoholic beverages at any time during a function. Food must be served in conjunction with alcohol service.

TOBACCO AND FIREARMS

Firearms are not permitted on the premises at any time. Smoking, including electronic cigarettes and vapor devices, is not permitted anywhere on the museum premises, including outdoor spaces (plaza, parking lot, etc.) or areas directly adjacent to the museum building.

DELIVERIES AND CLEAN UP

Please provide a list to the Visitor Services Manager one week in advance of the event of all vendors and those authorized by your group to enter the museum during set up.

Scheduled deliveries and rental removal must be coordinated with the Visitor Services Manager and conducted in a way that does not interfere with normal museum operations or impact the experience of museum visitors.

LOST AND FOUND

The Discovery will not assume or accept responsibility for damage or loss of any items or articles left on the premises by the rental client prior to, during, or following the event.