

# VENUE RENTALS

## AT THE BAKKEN MUSEUM







## ABOUT THE BAKKEN MUSEUM

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The Bakken Museum inspires a passion for innovation by exploring the potential for science, technology, and the humanities to make the world a better place. Located on the West shore of Bde Maka Ska, the museum features interactive exhibits for all ages, a world-renowned collection of artifacts, and exceptional STEM education programs.

The museum is a 501(c)3 nonprofit institution serving over 50,000 individuals annually through exhibits and STEM-focused events, camps, and outreach programs.



## ABOUT OUR VENUE

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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.

Our one-of-a-kind facility includes:

- » A stunning entrance facing Bde Maka Ska featuring an open and inviting 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 hands-on and engaging exhibit.



## WEST WINDS

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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

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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.

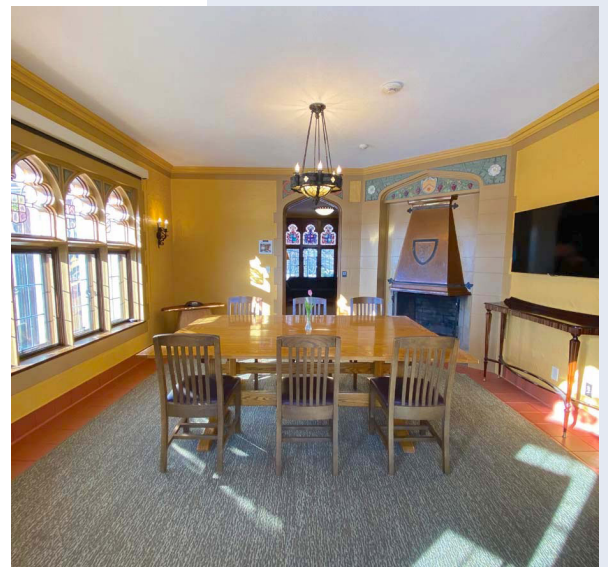
Museum visitors can access adjacent rooms during Great Hall rentals. For more privacy, please consider a full West Winds rental.



## FRANKLIN ROOM

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A charming spot for a sun-filled meeting best for small groups with access to a wall-mounted flat screen television and conference table.







## COLLECTIONS TOURS

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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.



## CLASSROOMS

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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

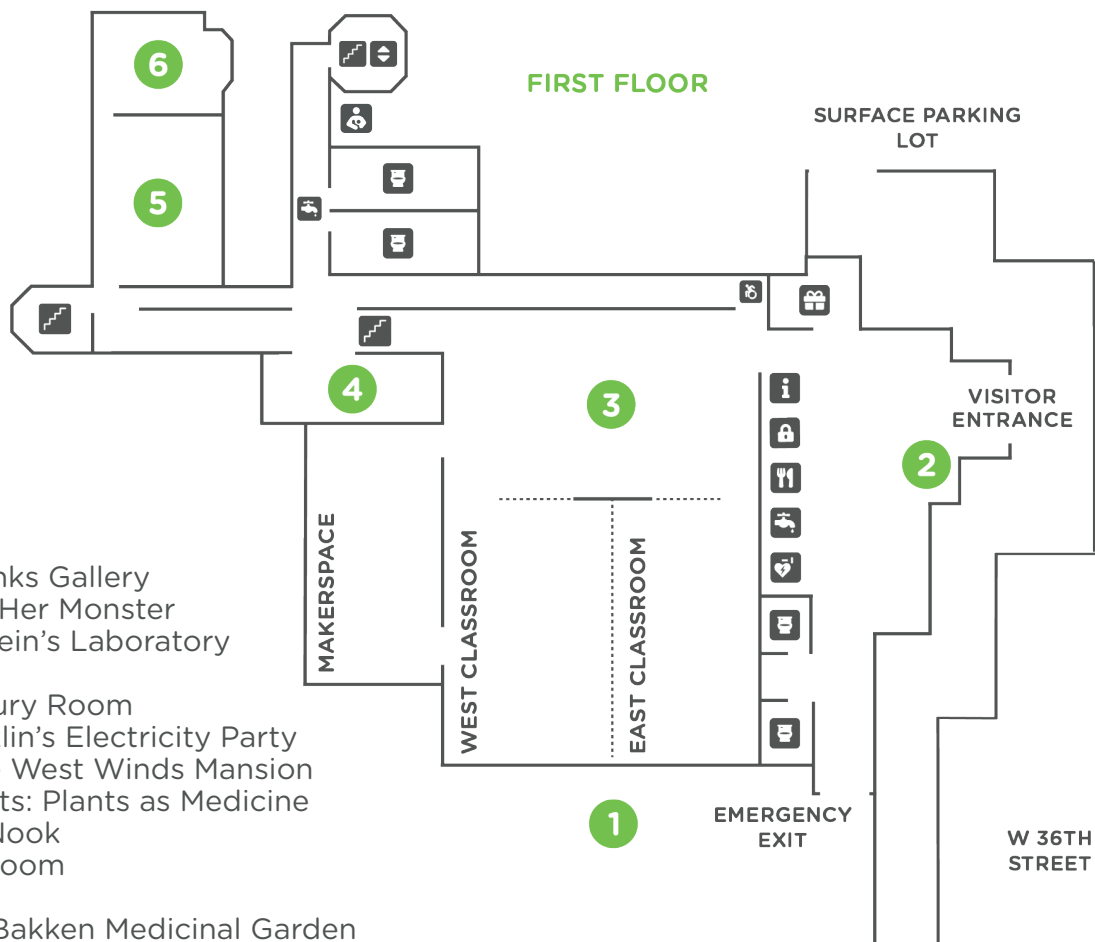
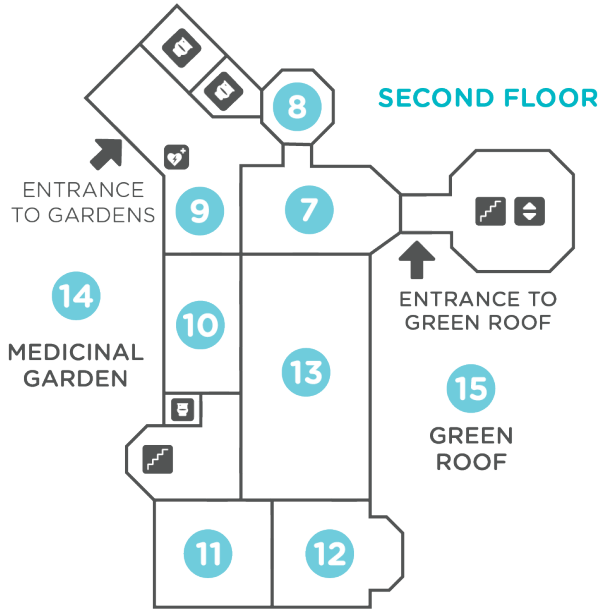
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Full Facility rentals encompass the entire museum including the West Winds mansion, exhibits, double classrooms, and all outdoor spaces. During full facility rentals the museum and grounds are closed to the public.

# MUSEUM MAP

## KEY

	Visitor Services		Vending
	Museum Store		Lockers
	Restroom		Stairs
	Water Fountain		Elevator
	AED		Wheelchair Accessible
	Lactation Room		



- 1 Courtyard
- 2 Lobby
- 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

# PRICING

## 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.

	Max Occupancy	Daytime (9 AM - 5 PM)	Evening (5 PM Forward)
<b>West Winds Mansion</b> (full mansion rental, includes the Franklin Room, Great Hall, Sunroom, common areas, closed to public)	Social: 60 Presentation: 60 Seated Meal: 42	\$2,300	\$3,200
<b>West Winds Mansion + Gardens</b> (full mansion rental, includes the Franklin Room, Great Hall, Sunroom, full outdoor dining and common areas, closed to public)	Social: 120 Presentation: 60 Seated Meal: 120	Contact for pricing	\$4,000
<b>Double Classrooms*</b>	Social: 120 Presentation: 120 Seated Meal: 120	\$2,900	\$3,100
<b>East/West Classroom*</b>	Presentation: 50 Seated Meal: 40	\$1,300	\$1,600
<b>Full Facility</b>	Social: 120 Presentation: 120 Seated Meal: 120	Contact for pricing	Peak: \$5,200 Off-peak: \$4,000
<b>Collection Experience</b>	Occupancy: 8	Contact for pricing	Contact for pricing

\* 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





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 three wireless handheld microphones (Classrooms)
- » Wall mounted speakers and sub-woofer (Great Hall)
- » 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)
- » Access to a Meeting Owl 3 intelligent conference camera, mic, and speaker with 360° video in 1080p HD and 360° audio up to 18' (5.5m)

## CATERING KITCHEN

- » One commercial ice machine
- » One commercial refrigerator
- » Three mobile water stations
- » Ice coolers and water jugs
- » Refrigerator with small freezer in the garage
- » Commercial rolling cart

## TABLES & CHAIRS

- » 18 6-foot banquet table, seats six each,
- » 16 48-inch round tables, seats four to six
- » 15 high-top tables, black linens
- » Six 4-foot banquet tables, seats four
- » Six 60-inch round tables, seats six to eight
- » Two foldable 60-inch round tables, seats six to eight
- » Three 30-inch low round tables
- » 120 outdoor chairs, white composite
- » 10 72-inch round tables, seats 10
- » Five bistro tables and chairs, seats two
- » 6 picnic tables, six seats each (Rooftop Terrace)

## INDOOR ONLY

- » 50 armed chairs, padded brown
- » 100 folding chairs, dark wood with burgundy-red seats
- » 150 Herman Miller chairs, black composite

## MISCELLANEOUS

- » Four 10x10' shade structures
- » LED Candles and Flower Vases
- » One 8'x8' shade structure

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Missing something? Please contact us with specific questions about our audio/video and amenities. We will do our best to accommodate your needs.  
[rentals@thebakken.org](mailto:rentals@thebakken.org)

# POLICIES & PROCEDURES

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## 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 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.

## 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. Any additional charges will be sent after the event.

## 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.
- » Our spaces cannot host bands with more than two amplified musicians. Chat with our team to learn about options.

## 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.
- » The Bakken Museum's facilities team is available and happy to direct your guests and assist with parking.

## 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.

# PREFERRED VENDORS

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

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### Catering Only

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#### **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](http://openarmsmn.org)

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#### **Chef Jeff**

763-321-4725 | [chef-jeff.com](http://chef-jeff.com)

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### **Food Trucks:**

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#### **Turbo Tacos**

612.770.7660 | [turbotaco.com](http://turbotaco.com)

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#### **Gastrotruck**

[gastrotruck.mobi](http://gastrotruck.mobi)

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### **Catering & Bar**

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#### **Chowgirls Catering**

Emphasis on quality, professional service, and the freshest available ingredients.  
612.203.0786 | [chowgirls.net](http://chowgirls.net)

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#### **Kafe 421 (full food service)**

Custom-designed menus featuring top-notch fare, made from the finest ingredients. 612.623.4900 | [kafe421.com/new/catering](http://kafe421.com/new/catering)

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#### **D'Amico Catering**

Chef-driven menus featuring fresh, authentic cuisine, from artisan to organic.  
612.238.4444 | [damicocatering.com](http://damicocatering.com)

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#### **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](http://france44cheeseshop.com/catering)

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#### **Create Catering**

612.441.4002 | [createcaters.com](http://createcaters.com)

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## BEVERAGE SERVICE

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### Hire-a-Host

952.426.2004 | [hireahost.net](http://hireahost.net)

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### Liquid Motion

612.293.5247 | [4liquidmotion.com](http://4liquidmotion.com)

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## PHOTOGRAPHY

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### Nate Smith

612.219.7875 | [natesmith.us](http://natesmith.us)

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### Michael Anderson Photography

763.785.1177 | [adesignerportraits.com](http://adesignerportraits.com)

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### Twin Birch Studios

612.910.0405 | [twinbirchstudios.com](http://twinbirchstudios.com)

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## ADDITIONAL SERVICES

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### Apres Party and Tent Rental

Katiee Wandmacher | 952.903.4260 | [apresparty.com](http://apresparty.com)

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### AV for You

952.500.889 | [AVforYou.com](http://AVforYou.com)

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### Browne and Greene Floral

612.928.3778 | [bgfloral.net](http://bgfloral.net)

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### Ultimate Events

763.559.8368 | [ue-mn.com](http://ue-mn.com)

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### Richfield Flowers and Events

612.866.8416 | [richfieldflowers.com](http://richfieldflowers.com)

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### Milestone Event Rental

612-490-1323 | [milestoneeventrental.com](http://milestoneeventrental.com)

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### PHOS Events

612-730-5690 | [phosevents.com](http://phosevents.com)

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**BAKKEN**  
MUSEUM

## NEXT STEPS

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. Reach out to learn more and start planning your day!

## CONTACT US

**THE BAKKEN MUSEUM**  
3537 Zenith Avenue South  
Minneapolis, MN 55416

**EMAIL**  
[rentals@thebakken.org](mailto:rentals@thebakken.org)

## SEE MORE

[thebakken.org/venue-rentals](http://thebakken.org/venue-rentals)  
[@thebakkenmuseum](https://www.instagram.com/thebakkenmuseum)