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.
Host your Memorable Moments 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 Pavillon.

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.
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. Select additional preferred catering vendors will be available in 2022.

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

Claire McKee and Shannon Warnagiris
www.mingei.org/events
events@mingei.org
**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. With ample gathering space the Commons and Courtyard are adaptable for events with up to 315 guests.

**Public Museum Hours**

SAT–WED 10AM • 5PM
THU–FRI 10AM • 8PM

**Capacity**

Full Space: 315 reception / 220 seated dinner

**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

**Neeley Courtyard Only**

The stunning 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**

Full Space: 148 reception / 80 seated dinner

*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.*
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 newly 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 runs 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
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

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 very special meeting.

Capacity
25 reception / 16 seated dinner
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

Library (Gallery Level)

The Francis 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 6–8
**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.*
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. Select additional preferred catering vendors will be available in 2022. Certain areas of the Museum have food and beverage restrictions due to art or other items on display.
PREFERRED VENDORS

CATERING

While we encourage the utilization of Urban Kitchen Catering at Mingei for your catering needs for ease of event logistics, we will also be adding the option of using select preferred catering vendors in 2022.

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 or 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.
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 or call 619-331-3565.

EVENT CONTACTS

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www.mingei.org/events
events@mingei.org