



Great Room Rental Details

Room Rental

- \$1000 donation for 3 hours; \$100 donation per hour for each additional hour
- \$150 cleaning deposit paid in advance to hold the date; returned upon event conclusion at museum staff's discretion.
- Donation includes:
 - Tables & chairs for up to 80 (eight 60" round tables with 8-10 chairs each)
 - 3 serving tables (two 8'-long tables and one 6'-long table)
 - Use of museum catering and serving implements
 - Bagged trash removal

Extras Table Linens

- \$5 donation per tablecloth
 - Round: ask about color options
 - Serving: white
- \$5 donation per topper (ask about color options)
- \$7 donation per serving table skirt (white)

Audio/Visual Equipment Available Upon Request

Expectations

- Room rentals are only available after 5 PM on evenings with no scheduled museum events and/or Sundays after 12 PM.
- The organization or caterer will be responsible for any cleanup that is necessary to have the museum ready for visitors the following day. This will include removing and bagging all linens from tables, emptying all trash cans used during the event, removing all food and beverages, and cleaning any dishes and/or serving implements.
- The museum will be responsible for cleaning linens.
- A catering kitchen is available with serving implements (including food warmers), two ovens, and two microwaves.
- The safety of museum exhibits and collections is to be considered a top priority for all event guests. Any damage to museum property warrants the potential loss of deposit and/or reparations.