

# Packwood House Museum Rental Policy

Packwood House Museum grounds, garden, and Tour Center are available for rental for private functions. In order to maintain the historical integrity of the Packwood House Museum, its garden, and Tour Center, the following guidelines must be met. Upon request, Packwood will furnish additional copies of this document for your caterer, florist, or event planner.

The **Miriam Fisher Terrace** features a walled brick courtyard with access to the adjoining walled museum garden. This space will accommodate 75 people for a stand-up reception. For larger parties the grassy lot across the alley from the courtyard may also be rented.

**The Kelly Gallery**, located on the first floor of the historic Tour Center, has a capacity of 75 individuals.

**The Second Floor** of the Tour Center contains two rooms. Each room has capacity for 30 individuals. Room arrangements may include theatre style or small meeting room. One or both of these rooms are often used as a bride's area before weddings as well.

## **RATES:**

### **Exhibit Rentals (Exhibits may be mounted up to one week)**

Second Floor of Tour Center	\$100.00 per week (includes both rooms)
Kelly Gallery	\$250.00 per week
Second Floor & Kelly Gallery	\$300.00 per week

### **Conference and Meeting Rentals**

Second Floor of Tour Center	\$100.00 per day	\$ 75.00 four hours
Kelly Gallery	\$250.00 per day	\$ 150.00 four hours
Second Floor & Kelly Gallery	\$300.00 per day	\$ 200.00 four hours

### **Event Rentals (Parties, receptions, weddings)**

Terrace and Garden <i>Includes access to kitchens and bathrooms</i>	\$250 per day	\$150 four hours
Terrace, Garden, and lot	\$300 per day	\$175 four hours
Kelly Gallery	\$250 per day	\$150 four hours
Second Floor + Kelly Gallery	\$300.00 per day	\$175 four hours
Second Floor + Garden	\$300.00 per day	\$175 four hours

### **Non-Profit Organizations**

Meeting + Tour <i>(Tour of museum and available meeting space)</i>	\$5.00 per person (non-members) or \$75 flat Fee
Meeting only up to 4 hours	\$40.00
Meeting only up to 8 hours	\$75.00

A \$15.00 per hour, per staff person charge will apply for all events held during non-museum operating hours.

### **Museum Tours:**

Guided tours of the Museum are available for an additional fee of \$5.00 per person during normal operating hours. An additional \$15.00 per guide charge will apply for tours during non-operating hours. We require one guide for each group of ten. **NO FOOD, DRINK, OR PHOTOGRAPHY WILL BE ALLOWED IN THE HOUSE.**

### **Deposits:**

Your reservation will be held for 14 days without a deposit. After the hold period, the signed contract and payment of 50% of the rental fee are required to hold the date. The balance is due 14 days prior to the event. Deposits are refundable at the following percentages: cancellation within 4 months of the event, 100%; cancellation within 2 months of the event, 75%; cancellation within one month of the event, 50%; cancellation within 3 weeks of the event, non-refundable.

### **Decorating:**

All decorations must be able to be installed and dismantled without damage to the historic walls and floors of the Tour Center. No nails, staples, or duct tape are allowed in any room of the Tour Center. You may not hang anything without the permission of the Executive Director. Additional lighting in the garden must be approved by the Board before the hanging of the lights. All candles must be placed in glass and placed away from anything flammable. All items must be removed after the event had ended.

### **Photography:**

Outdoor photography is allowed for private use. Interior photography of the Tour Center must be approved by the Executive Director. No photography is allowed inside the Museum.

### **Catering:**

The Museum does not require you to use specific vendors for your function. Caterers may have use of the kitchen facilities in the Tour Center. The kitchen must be cleaned after each event and all premises must be vacated by midnight. Table and chairs are permitted in the Tour Center and on the terrace but not in the garden itself. Tents are allowed on the grassy lot across the alley from the terrace. Alcoholic beverages may be served to adults over the age of 21. Alcoholic beverages may not be sold unless you are a 501(c)(3) organization with a special permit to do so.

**Liability Insurance:**

Caterers and suppliers scheduled to work at the Packwood House Museum must provide a certificate of insurance to the Museum staff 30 days prior to the event. The Fetherston Foundation must be named as an additional insured, and a minimum \$500,000 liability is required.

**Insurance Assurances**

In the event a caterer does not have a liquor license and/or liquor liability, it is the renter's responsibility to provide such assurances.

Sometimes, such liability is covered by the renter's homeowner's policy. Check this first. If so, get a copy of that policy for the museum to have on file. If not, the renter must get his/her insurance agent to name the Packwood House Museum as additionally insured through a certificate of insurance. The museum must have from the renter a license of insurance from the renter's insurance agent naming Packwood House Museum as additional insured.

**Smoking:**

SMOKING IS NOT PERMITTED ANYWHERE ON THE PREMISES.

**Sales**

Any renter selling merchandise (paintings, jewelry, etc.) is subject to a commission fee of 25%, payable within seven days after the rental use ends to avoid any penalties. The renter is also responsible for collecting the state's 6% sales tax. Any sales using credit cards will be collected by the museum shop, which will include the appropriate tax.

**Parking:**

**Parking at the Museum is very limited.** Prior arrangements must be made with the Masonic Lodge in order to use their lot at the rear of the Tour Center. Other arrangements may be possible; please check with the staff if you need parking beyond what is available on the street.

**Setup and Break Down:**

Setup is available beginning at 9:00 a.m. Monday – Saturday.

Take down must occur at the end of the event. The premises must be vacated by midnight. All premises must be returned to the condition in which they were found. Should additional cleaning or repair be necessary charges will be assessed.

Approved by Board of Directors  
12/19/13