

Venue

Maximum Capacity seated/standing

Price/hr/min hrs

Availability

Adelaide Bunker Sink Gallery

75 or 87

\$150/hr/2+

6pm-11pm

Conference/Board Room

31 or 31

Facility Rentals

\$50/hr/2+

10am-11pm

Classroom

20 seated only

\$30/hr/2+

10am-11pm

Courtyard

50 or 100

\$100/hr/2+

10am-11pm

Merritt Program Space

30 seated

\$50/hr/2+

6pm-11pm

Library / Breakout Room

7 seated only

\$20/hr/1+

10am-11pm

□ **RENTAL RATE**

Rates include time for the use of the space, set-up, use and breakdown of equipment as well as a standard cleaning fee. Pricing does not include security or set up and breakdown charges outside the rental period. Contract Total does not include cost for catering and/or alcohol, décor, linens, or additional furniture rented. The User will be responsible for additional fees for an event that goes beyond the contracted rental time and/or additional staff

and/or additional expenses incurred. The User will be invoiced within 7 days after the event date for the additional charges. The User agrees to pay these charges to the Museum within 30 days from the date of the invoice. A late fee of 5% will be applied if payment is not received by the due date.

At the discretion of the Director, security may be required and will be selected from a list of providers, maintained and approved by Museum. The rate is \$25.00/hour per security officer with a 2 hour minimum. Payment for the security officer(s) is the responsibility of the User and must be paid separately in cash. One security officer is required for every 75 people expected to attend.

For additional information or if you have questions, please call Emily Morgan at 336-786-4478 ext. 229.