



## **Staley Museum Reservation Policy and Procedures**

### **Hours**

- The museum can be reserved Monday - Saturday, between the hours of 10 AM & 10 PM.
- Events must end no later than 9 PM with clean-up finishing no later than 10:00 PM.

Events that coincide with museum hours (Tuesday - Saturday 1-4PM, and the last Sunday of the month, March - November, 1-4PM) may be subject to additional fees and require approval from the museum's Director.

### **Fees**

The Reservation Fee is \$100.00 per hour with a minimum reservation of 4 hours. An additional \$50.00 will be charged per hour after the minimum.

The Reservation Fee includes use of facilities, tables & chairs, and staff attendance/tour guides.

The Reservation Fee DOES NOT include the following:

- Catering (food, beverages, serving costs)
- Liability insurance
- Applicable Permits
- Additional furniture that is not on the premise (chairs, tables, coat racks)
- Table Service/Decor (table cloths, vases, plates, cups, silverware, etc.)

A \$200.00 deposit, signed contract, and signed waiver are required to reserve a date. The remainder of the bill is to be paid the day of the event prior to its start. Proof of liability insurance and liquor license (where applicable) are required no later than 24 hours prior to the start of the event.

Checks should be made payable to The Staley Museum.

### **Cancellation Policy**

In the event of a cancellation, the \$200 deposit to reserve your date is non-refundable.

### **Size of Group**

Seventy-five (75) guests can be accommodated for most receptions. Due to the museum floor plan and existing museum exhibits, sit down meals are limited to 15-20 guests.

Please call the museum with any questions regarding your anticipated attendance so that we can best suit your needs.

### **Host Responsibilities**

The Host is responsible for providing all food, beverage, and catering services, as well as table service, napkins, cups, glassware, etc.

All professional caterers must provide proof of liability insurance and liquor license if applicable.

Decorations cannot be applied in any form to any part of the building or furnishings without the permission of museum staff—no glue, tape, staples, etc. are to be used on the building or furnishings. No rice, confetti, glitter, or birdseed is permitted anywhere on the site. Only flameless, LED candles may be used on site.

Flower arrangements are permitted with proper protection and staff approval.

All refuse must be placed in plastic bags in the provided trash containers during the event. After the event, all trash bags must be placed in the outdoor garbage bins located on the rear/west end of the home.

All counter tops, tables, and chairs must be wiped down with museum provided cleaning supplies.

All floors must be swept with the provided broom & dust pan or vacuum, as necessary.

### **Caterer's use of Museum Furniture**

Foods must be prepared prior to arrival at the Staley Museum. No cooking is permitted in the house. Beverage makers and warming plates/ovens may be used in the kitchen only and are the responsibility of the host/caterer. Proper use of warming plates must be used and supervised to ensure museum surfaces are protected. Refrigeration is not available and caterers should plan accordingly.

Acceptable Beverages: Colorless soft drinks, some punches, coffee, and tea are permitted. Beer & white wines are only permitted if the caterer has a liquor license and insurance.

Prohibited Beverages: Red wines and fruit punches, juices, and colored soft drinks are prohibited due to staining potential.