



## VENUE RENTAL INFORMATION

### **GREAT HALL - Entire Event Space \$39,000 \***

- Space for up to 2,000 guests
- Three adjoining courts that can be used individually or together
- Capacity for large-scale staging (film, video, music, lighting)
- Grants access for vendors to set up starting as early as 6:00 am. *Vendor Load Out is until 1:00 am.*
- *Four (4) Private Security Officers*
- *Restroom Porters during the event*
- *Onsite prep kitchen with adjacent loading dock*
- *Post-Event Cleaning*
- *On site Museum Management during the event*

### **PENSION COMMISSIONER SUITE - \$7,500 \***

- Space for up to 150 guests
- Grants access for vendors to set up starting as early as 6:00 am. *Vendor Load Out is until 1:00 am.*
- *Two (2) Private Security Officers*
- *Restroom Porters during the event*
- *Onsite prep kitchen with adjacent loading dock*
- *Post-Event Cleaning*
- *On site Museum Management during the event*

### **AUDITORIUM - \$5,000 \***

- Space for up to 150 guests
- Grants access for vendors to set up starting as early as 6:00 am. *Vendor Load Out is until 1:00 am.*
- *Two (2) Private Security Officers*
- *Restroom Porters during the event*
- *Onsite prep kitchen with adjacent loading dock*
- *Post-Event Cleaning*
- *On site Museum Management during the event*

**\* Please ask us about our non-profit rate and discounts.**

### EXTRA LOAD-IN / LOAD-OUT \$17,000 \*

- Capacity for large-scale staging (film, video, music, lighting)
- *Two (2) Private Security Officers*
- *Onsite prep kitchen with adjacent loading dock*
- *On site Museum Management during the load-in/out*

### PRIVATE INTERNET \$1,200 for small / medium events

### PRIVATE INTERNET \$1,800 for large events

### SECURITY DEPOSIT \$5,000

- An event date is not confirmed until the Rental Application is approved, the Venue Contract is fully executed, and the deposit fee is received.
- For all events contracted less than thirty (30) days prior the event, 100% payment is required at the time of signing the contract to secure the event date.

### REMAINING BALANCE

- DUE 30 DAYS PRIOR THE EVENT DATE.

### ADDITIONAL SECURITY

- Federal Protective Service will conduct a Security Risk Assessment based on the scope of the event and may require additional security protocols. The client is required to pay the full cost of additional security thirty (30) days prior the event date.
- Private security is authorized case by case and requires preapproval.

\* Please ask us about our non-profit rate and discounts.