



WISTARIAHURST

Guidelines for Hosting Meetings at Wistariahurst Museum

Meeting Guidelines

- Maximum number of guests is 100 for any event. The maximum number may be decreased at the discretion of the staff depending on the set up required for the event.
- Wistariahurst Museum will provide set up of the room to include: tables (limited sizes and arrangements are available) and chairs.
- A Security Deposit of \$250 will be required as a separate check prior to any event. Barring any damages or unauthorized use, the deposit will be returned within two weeks following the meeting.
- The signee will assume all liability for the actions of their guests and shall also assume financial liability for damage to the Museum and/or its property that may occur during or as a result of the signee's use of the property.
- The Museum reserves the right to terminate any function before its scheduled end if, in the opinion of the Museum staff present, any guests are behaving in a destructive manner.
- Wistariahurst Museum is a non-smoking facility. Smoking is not permitted anywhere on the grounds. Guests must proceed to the sidewalk in order to smoke.
- All decorations, props, equipment, must be removed immediately following the event. Any additional time required will be charged at \$150 per hour and will be deducted from the security deposit.
- Food and beverage will be restricted to specific areas of the museum.

Caterers

- Caterers must be approved by Wistariahurst Museum. Please see the list of preferred caterers on our website. There will be a charge of \$150 to use a caterer not on our Preferred Vendor list. Wistariahurst Museum reserves the right to reject any caterer.
- If a caterer has not previously worked at Wistariahurst Museum, they must schedule an orientation walk through with the Enterprise Coordinator at least 14 days prior to the event.
- All caterers must provide copies of their food dispensing and catering licenses as issued by the State Health Department as well as local licenses.
- If caterer does not stay onsite for the entire meeting, the host must clean up all food, plates, etc. and remove from premises.
- Caterer must have necessary permits in order to serve alcohol.
- All alcohol must be supplied and served by caterer only.
- Food and beverage is only allowed in the Breakfast Room and Music Room.

- Caterers have use of kitchen area for a limited amount of preparing foods and serving only. All equipment supplied by caterer must be approved by the museum in advance of the meeting date.
- The caterer/host must leave the kitchen and other facilities in the exact condition as found upon arrival.
- All trash and recycling must be removed from the property by the caterer/host at the end of the event.

Parking

- On street parking is available around the entire block of the property. Valet Parking may be arranged for an additional fee. Under no circumstances may guests or vendors park in the driveway.

Corporate/Non profit Day Time Meetings

- Corporate meetings are booked at \$100 per hour. Non profit meetings are booked at \$75 per hour. A minimum of two hours is required to book an event.
- Events must take place between 9.00am and 5.00pm on weekdays.
- An additional 30 minutes is allowed before and after the scheduled meeting for set up and break down.
- Room must be returned in same the condition it was in on arrival.
- All trash must be removed from the premises by the organizers.
- Wistariahurst Museum will provide set up, chairs, tables and linens.

Corporate/Non profit Evening Meetings

- Cost is \$750 for corporate groups, \$500 for non-profit organizations.
- Corporate meetings are booked with a 4 hour time block. One hour set up, two hour event, 1 hour break down.
- Events must conclude by 8.00pm, clear down must be completed by 9.00pm.
- Fee includes use of specific areas on the first floor of the museum, tables and chairs.
- Caterers must provide all linens.
- Any caterers used must be approved by Wistariahurst Museum. Please see guidelines for caterers.
- The fee to use a caterer not on our preferred list is \$150.
- Full payment of fees and security deposits are required two weeks prior to the event.
- All trash must be removed from the premises by the organizers.
- Wistariahurst Museum will provide set up, chairs, and tables.