

**THE WESTMORELAND
MUSEUM of AMERICAN ART**

Event Rentals

5 Hour Special Event Rates

Special Event Rates include 2 hours of set up before, 5 hour event window, and 1 hour of clean up after. All evening special events, bar service and music must end by 11pm, and the space must be broken down and cleared by 12am.

To reserve your event space contact us at 724.837.1500 x136 or eventrentals@thewestmoreland.org

Space	Capacity	sq. ft.	Special Event Pricing	Availability
Divided Community Room		750	\$800	All Hours
+ Theater Style	75			
+ Seated Dinner	50			
+ Cocktail Reception	80			
Outdoor Terrace		600	\$1,000	All Hours
+ Seated Dinner	40			
+ Cocktail Reception	60			
Lobby & Intro Gallery		2,179	\$1,000	After Hours
+ Cocktail Reception	200			
Community Room		1,500	\$1,600	All Hours
+ Theater Style	120			
+ Seated Dinner	100			
+ Cocktail Reception	150			
Community Room		4,579	\$4,000	After Hours
includes Community Room, Lobby, Outdoor Terrace, & Galleries				
+ Theater Style	120			
+ Seated Dinner	100			
+ Cocktail Reception	450			

What Types of Events Can be Held at The Westmoreland?

- > Weddings
- > Celebrations
- > Receptions
- > Meetings
- > Conferences
- > So Much More!

Why host your event at The Westmoreland?

- > Our rental program is committed to serving diverse people and events.
- > All rental revenue directly benefits The Westmoreland, its exhibitions, education programs and the preservation of our collection for future generations to enjoy.
- > The Westmoreland, a LEED certified and state-of-the-art building, is a beautiful and unique cultural venue in the heart of downtown Greensburg (35 miles southeast of Pittsburgh).
- > Our creative and professional event staff is dedicated to helping bring your event to life.
- > In addition you may choose for your guests to explore the museum's galleries as part of the event you plan for them.

Events Staff Commitment

Here at The Westmoreland, our Event Manager is available to you throughout the planning process. On the day of your event, our friendly and inviting event staff will be on hand to greet and offer assistance to your guests.

Rental & Rate Guidelines:

- > All rates are subject to change. Please call or email for the most up-to-date pricing.
- > All dates and spaces are on a first come first serve basis.
- > To secure your event date and space, a completed contract with a non-refundable 50% deposit of your total rental is due when booking. The remaining 50% balance and insurance requirements are due 30 days prior to your event.
- > Cancellation with less than a 30 day notice will result in loss of deposit.
- > Upon cancellation, 50% or full payment can be credited towards a future event rental, however, it cannot be booked later than 12 months after the date of cancellation.

Preferred Service Providers

To insure the safety and preservation of The Westmoreland and its collection, our Event Manager has established a list of local service providers well-versed in our facility use guidelines and who have a history of providing exquisite service. A list of preferred service providers can be obtained from our Event Manager at **724.837.1500 x136** or eventrentals@thewestmoreland.org.

Food and Décor Restrictions:

- > All decorations must be approved in advance by the Event Manager.
- > Confetti, glitter of any kind, feathers, flower petals and helium balloons are strictly prohibited in all of our spaces.
- > Smoke and fog machines are prohibited.
- > Banners and Signage: Event related banners, signage and other hanging items are at the discretion and/or approval of the Museum's Event Manager.

- > All food preparation and equipment is limited to licensed and certified catering companies only. No additional equipment—buffet servers, roasters, etc. may be used in our facility.
- > All trash and recyclables must be placed in the proper containers and the event space and kitchen must be left in the same condition as it was before.
- > Open flame is prohibited in all areas of the Museum except within use of the Community Room for food serving purposes only by licensed caterer.

Liability Insurance

Licensee must furnish to Museum, at least thirty (30) days in advance of the Event, a certificate showing that general liability insurance/special event liability insurance (protecting the licensee and naming the Museum as an additional insured) has been procured and is in effect. The insurance must, at Licensee's sole expense, provide and maintain public liability and personal property damage insurance insuring all bodily injury, property damage, personal injury and other loss arising out of Licensee's use and occupancy of the premise or any other occupant on the premises, hereunder shall have a single limit liability of not less than One (\$1,000,000.00) Dollars and general aggregate liability of not less than Two Million (\$2,000,000.00) Dollars. Such insurance can be obtained through one's homeowners or renters insurance as well as purchased through wedsafe.com or privateeventinsurance.com.

Additional Services & Fees:

Bar & Beverage Packages

In addition to your rental The Westmoreland offers everything from coffee and beverage stations to both 4 and 5 hour duration bar packages. The most up-to-date offerings and pricing can be obtained through our Event Manager at **724.837.1500 x 136** or eventrentals@thewestmoreland.org.

Discounts Available

Non-Profits receive a 10% discount on space rentals with proof of 501(c)(3) status. Museum membership discounts available.