

THE WESTMORELAND MUSEUM of AMERICAN ART

Event Rentals

Meeting Room Rental Policy

Meeting Room Rate includes 1 hour of set up before and 1 hour of clean up after.

Accommodation for times outside of regular business hours must be approved in advance and may require an additional fee per hour.

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

Space	Capacity	Price per Hour	Availability
Divided Community Room	25-50	\$100	W-F: 8am-6pm/Sa-Su: 9am-4pm
Community Room	100-125	\$200	W-F: 8am-6pm/Sa-Su: 9am-4pm
Third Floor Space	10-12	\$50	W-F: 8am-6pm/Sa-Su: 9am-4pm

Event Rentals Include:

- > Museum Tables & Chairs (limited quantities, check for availability)
- > Audio-Visual Equipment & Projector (check for availability)
- > Dedicated Staff available on-site and throughout your event
- > Free Limited Parking

All dates are subject to museum availability and must adhere to the following guidelines:

Rental & Rate Guidelines:

- > All dates and spaces are on a first come first serve basis.
- > To secure your event date and space, a completed agreement accompanied by your total rental fee must be submitted within 30 days of the event date.
- > Cancellations must be given within a 48 hour time frame.
- > Upon cancellation, refunds are not available. However, full payment can be credited towards a future event rental booked no later than 12 months after the date of cancellation.

Food and Décor Restrictions:

- > Meeting room rentals are limited to light pre-packaged/trayed catering and must be approved in advance by the Event Manager.
- > All refreshments, serving utensils, paper products, etc. are the responsibility of the Licensee.
- > 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.
- > All decorations must be approved in advance by the Event Manager.

- > Banners and Signage: Event related banners, signage and other hanging items are at the discretion and/or approval of the Museum's Event Manager.
- > 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.

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.

The Westmoreland Non-Profit Meeting Room Agreement

Name of Licensee: _____

Address: _____

Contact Name: _____

Phone Number: _____

Email: _____

Rented Space: _____

The function or Event will be held on _____, 20____ beginning at _____ (prevailing time), and ending no later than _____ (prevailing time), but in any case no later than 11pm.

It is expressly understood and agreed that the *maximum* number of persons that are permitted to attend this function or Event are _____.

The Rental fee to be charged for this function or Event is \$ _____.

Licensee

X _____

Please print name here

Date

The Westmoreland Museum of American Art

X _____

Randall K. Oaks, Director of Visitor Experiences & Events

Date

X _____

Anne Kraybill, The Richard M. Scaife Director/CEO

Date