

THE WESTMORELAND MUSEUM of AMERICAN ART

Event Rentals

Bridal & Baby Shower Package

Let our Event Team take the stress out of planning your special occasion. Our predesigned packages simplify the planning process while still allowing you to showcase your inner creative spirit.

Package rates include one (1) hour pre event set up, three (3) hour event window, and one (1) hour post-event cleanup for events scheduled Tuesday through Sunday.

Bridal & Baby Shower Package consists of:

- > Rental of our community room for guest size up to 100 people. Visual and audio equipment including; projector, microphone, and podium for presentations.
- > Tables and chairs for up to 100 people with white table linens provided.
- > Your choice of one of three (3) predesigned floor layouts. Community room features a panoramic view of Greensburg with your choice of one of the following seating styles:
 1. **Banquet style** - Consists of 6-foot rectangular table arrangements.
 2. **Dinner style** - Consists of 60-inch round dinner tables arrangements.
 3. **Cocktail style** - Low and high cocktail tables arranged throughout the room.
- > Free parking for your event in our museum parking and auxiliary lots located conveniently across the street from our facility.
- > Event staff present for the duration of your event.
- > Option of overhead music provided by our extensive multi-channel subscription playlists.
- > Galleries open during museum business hours for your guests to enjoy our impressive collection of American Art.
- > Access to galleries for you and your guests for photos per museum photography guidelines.

Total package costs below are for the Museum space and amenities listed below. Catering and alcohol costs are not included in rental fee and vary depending on requirements and vendor.

Space	Capacity	sq. ft.	Price	Availability
Community Room	50-100	1,500	\$600	W-F: 11am-6pm/Sa-Su: 10am-4pm
Divided Community Room	25-50	750	\$300	W-F: 11am-6pm/Sa-Su: 10am-4pm
Terrace*		600		

*An additional \$100 is required with rental of community room for outside tenting/seating. Tent costs are separate and can be contracted through Windswept (724.539.1009) or Y&S Rentals (724.925.6309).

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

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 x 136** 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.

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 x136** 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.