

RENTAL OF MUSEUM OF YORK COUNTY

AUDITORIUM **\$150 per hour (4 hour minimum)**
CAN SEAT 80 BANQUET 175 COCKTAIL 100 THEATER

CLASSROOM **\$300 per event per day or \$75 per hour**
CAN SEAT 50 THEATER

IMPORTANT INFORMATION:

- Six-week advanced scheduling is required.
- A \$100 deposit is due to reserve the date. *(This deposit goes toward the rental payment.)*
- A \$200 security deposit is due with a signed rental contract.
(This deposit will be refunded if all provisions set forth in contract are met at end of the rental. The security deposit may be held with a credit card.)
- Half of the total contracted fee is due with the signed rental contract.
- Final payment is due ten days before the rental.
- A \$35 per hour staff security fee will apply if the rental is occupying room(s) after the Museum's normal hours of operation. Additional charges may apply for holidays.
- A table and chair placement fee of \$2 each will be assessed for interior set-up by our operations staff.
- An approved, licensed and insured caterer is required for events with 40 or more people in attendance.

INCLUDED IN RENTAL:

- Limited Kitchen Access
 - Restrooms
 - Handicapped Accessible
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NOTE: Setup and cleanup time must be included in your total rental hours. Caterers must have license and proof of insurance and be approved according to CHM Policy.