



National Packard Museum Facility Rental Agreement



Organization _____ Contact Person _____

Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

Alternate Contact Person and Phone _____

Day/Date _____ Arrive _____ Depart _____ Guest Count _____

Space: ☐ Legacy Gallery ☐ Great Hall ☐ Green Room (weddings)

Event Type: _____

In House Rentals: *Note number needed & usage (seating, head table, buffet, bar, memorial, sign-in, sweetheart, etc.)*

Tables: ☐ 6 ft. _____ ☐ 8 ft. _____ ☐ Serpentine _____ ☐
High Top _____ ☐ 60" round _____ ☐ Other _____

Chairs: ☐ White Garden ☐ Blue Conference

Linens: ☐ 6 ft. white only ☐ 8 ft. white only ☐ 60" Round/ High Tops black or white

Presentation: ☐ Microphone ☐ Stand Alone Speakers ☐ Overhead Speakers
☐ Projector ☐ Screen ☐ Podium ☐ Chinese Lanterns ☐ Other _____

External Rentals: Company: _____ Delivery _____ Pickup _____
Rentals _____

Catering: ☐ Self -Catered (Legacy Gallery Mtgs Only) ☐ Professional Co. _____ ☐ Contract Signed

Contact & Phone _____ Set Up Date/ Time: _____ Day of Arrival: _____

Special Considerations: _____

Entertainment: Contact Name _____ Phone _____

Arrival Time _____ Set Up Location _____

Special Considerations _____

National Packard Museum (NPM) Rules and Regulations

IN ORDER TO PRESERVE THE PUBLIC TRUST & TO ENSURE THE SAFETY OF THE COLLECTION, THE FOLLOWING RULES & REGULATIONS WILL BE STRICTLY ENFORCED.

- Smoking in the museum (including the restrooms) is strictly prohibited.
- Only a licensed caterer with an off-site liquor permit may serve alcoholic beverages.
- Alcoholic beverages must be served only in the designated areas.
- Food service at the Museum must be provided by one of our approved caterers and catering staff must be present at the Museum for service and clean-up of provided foods and beverages.
- Guests may not touch the exhibits or cross over the ropes/chains or barriers.
- Under no circumstances shall anyone enter the exhibit vehicles.
- No Museum displays shall be moved or changed unless pre-authorized.
- Responsible party must be on-site throughout the entire event.
- Children must always be supervised by a responsible adult. Parents are responsible any damages resulting from their children's misconduct.
- All decorations must be approved by The Museum. Prohibited decorations include but are not limited to open flame candles, confetti, rice, bird seed, bubbles, flower petals or any other decoration that cannot be fully removed by the client at the end of the event. No decorations may be taped or attached to walls, ceilings, floors, or exhibits. Any decorations or packaging left behind will be subject to a cleaning fee.
- All parties shall start no earlier than 5 p.m. (unless pre-arranged) & conclude no later than 10 p.m., allowing 1 hour for cleanup, all guests must exit The Museum no later than 11 p.m. Additional time must be pre-approved by NPM Director no later than 1 week prior to the event & will incur additional \$250 charge/ hour.
- Rental agreements are made on a first come, first serve basis, and are only secured by payment of deposit.
- The 50% deposit is non-refundable but is transferable if used within a year. To take advantage of transferability, notice of cancellation must be given no less than 3 weeks in advance of original date. If notice of cancellation is not given 3 weeks in advance, deposit is both nonrefundable and nontransferable.
- The Museum retains the right to decline facility rental requests or applications.
- Guest count due 10 days prior to event. The amount guaranteed is the amount charged unless greater.
- Event layout must also be agreed upon 10 days prior to the event. Event layout not agreed upon in the allotted time will be left to the discretion of the National Packard Museum.
- Payment In Full due 1 week prior to event.
- Accepted forms of payment: cash, local check (up to one week prior to event) and credit card. All credit card payments will include a 5% transaction fee.
- Wedding specific:
 - Rehearsal will be day before the ceremony & is permitted pending availability of venue. Rehearsal is confined to one hour time limit & must be arranged 10 days prior to event.

NOTE-any activities which The Museum deems to be harmful or potentially harmful to the collection shall be prohibited, even at the time of the event. Our main concern is to preserve and protect the collection while permitting you, the general public-our supporters to enjoy its unique atmosphere. Please keep this in mind and be courteous when planning your event. If you have any questions regarding the facility, please call 330-394-1899.

FACILITY FEE*: _____ *See Facility Rentals

RENTALS**: _____ **See In-House Rentals

SUBTOTAL: _____

TOTAL: _____

DEPOSIT (NONREFUNDABLE) _____ DATE _____ PAYMENT METHOD _____

BALANCE _____ DATE _____ PAYMENT METHOD _____

SIGNATURE _____ DATE _____

FOR THE MUSEUM _____ DATE _____



National Packard Museum

In-House Rentals



A la Carte Rates

8 ft. tables (6 available).....	8.
6 ft. tables (17 available)	6.
60" round tables (15 available)	8.
24" high top tables (12 available)	5.
Serpentine tables (5 available)	16.
Linen Tablecloths (Napkins are not available)	15.
Linen Skirting (white only)	50.
White Garden Chair with seat pad (125 available)	3.
Blue Conference Chairs (48 available)	2.
Staging	30.
Podium	10.
Screen (3 available: 6x8, 6x8, 5x6)	25.
Microphone & Sound	50.
Projector & Laptop (separate rate for tech support required, see below)	50.
Chinese Lanterns	350.
Wedding Arbor	50.
Pipe & Drape	125.
Vehicle Staging	Per Vehicle Move 100.

Staffing Rates (Rates double on holidays & during exclusive events which close the Museum during business hours)

Legacy Gallery	100.
Great Hall under 150 guests	200.
Great Hall over 150 guests	300.
Tech Support	Minimum 2 hrs., 20./ hr.

Setup/Decorating Rates (Tuesday event setup/ decorate day is Sunday)

Day before event during museum business hours & Day of Event 2 hours prior to start	Free
Additional time non-business hours day before event.....	100./ hr.

Wedding Specific

Rehearsal during museum business hours (one hour maximum).....	Free
Rehearsal after museum hours (5-6 p.m. only)	100.



National Packard Museum

Facility Rental Rates



Legacy Gallery Small Meetings*

Unique space at a great price, perfect for small gatherings during regular business hours10./ person

- Includes:
 - Use of our tables and chairs
 - Self-catered food and beverages
 - Driver and/or tour guide is no charge

*Limited to 30 people and does not include exclusive use of the Museum, events before or after regular business hours, or events for which entertainment, catering or decorations are needed. Museum must be left in original condition.

Legacy Gallery and Great Hall Events**

Legacy GalleryBase Rate 500.

- Capacity of 100-120 for sit down dinners or up to 225 theater style seating.
- Includes:
 - Exclusive use of the Legacy Gallery after hours
 - Availability for guests to view Legacy Gallery collection on display

Great HallBase Rate 1150.

Premium (Holiday) Rate 2500.

Exclusive (Museum closed to the public during regular hours) Rate 2500.

- Capacity of 300 for sit down dinners, 250 with dance area, or 500 for cocktail event.
- Includes:
 - Exclusive use of entire museum after hours
 - Vehicle staging

**Typically, security and additional insurance is not required, however National Packard Museum reserves the right to require a security officer (\$45/hour per officer) and/or additional insurance (charge to be determined on an individual basis by National Packard Museum) at the renter's expense if event conditions are such that museum staffing alone is deemed to be insufficient by the NPM Executive Director.

Green Room

This space is available exclusively for the wedding party on the day of the event. Usage must be approved 10 days prior to event. Rates are based on hours of use and function of space.

Base Rate (2 hours prior to event) 150.

Each additional hour 150./ hr.

Professional Hair & Makeup Use Fee 150.

Please note tables, chairs, linens, staffing, and all catering services are not included in the base, premium or exclusive rates. Please see In-House Rental rates for additional fees.



National Packard Museum

Approved Caterers



- *These approved caterers are the only caterers permitted to provide food & beverage service at The National Packard Museum. Catering staff must be present at the Museum for service and clean-up of provided foods and beverages. Each company has excellent service and a variety of menu and pricing options as well as a well-established outstanding reputation in our community.*

Catering Company	Contact	Phone	Website
Saratoga Restaurant & Catering	Chrissi	330-393-6646	warrensaratoga.com
The Mocha House	Bill	330-392-3020	mochahouse.com
Inspired Catering by Kravitz	Patty	330-881-8081	inspiredcateringbykravitz.com
DiLucia's Catering Service	Bobby	330-372-3813	dilucias.com
Café 422	Serdar	330-369-2422	cafe422.com
Aulizio's Catering	Diana	330-369-2211	aulizios.com
Leo's Ristorante	Lisa	330-856-5291	leosristorante.com
Jeffery Chrystal Catering	Jeff	330-744-9900	jefferychrystalcatering.com