



**PAUL E. WALKER
FOUNDERS ROOM
FEE SCHEDULE**

**CAPACITY: SEATED FUNCTION 50
RECEPTION 125**
(Absolutely no exceptions)

**PARTY/MEETING/OTHER 3 hours \$300.00 (\$250 non-profit)
5 hours+ \$600.00 (\$550 non-profit)**
(Proof of 501© 3 status required)

**WEDDING/REHEARSAL DINNER 3 hours \$400.00
5 hours+ \$750.00**

Day before decorating, drop-off or early set-up is on an availability basis only -\$25.00 fee

(Notes: Price includes *up to 3 hours* for event, 1 hour set-up and ½ hour clean up. If space is still occupied after that period, \$50.00 per each additional 30 minutes will be charged (up to 5 hours). Set-up which requires movement of furniture must be pre-arranged prior to event. There will be a “to-be-determined” surcharge for moving furniture. Furniture may only be moved by museum staff.

Please Initial _____

***FEE INCLUDES: TABLES AND CHAIRS; ONE HOUR SET UP PRIOR TO EVENT AND 30 MINUTES FOR CLEANUP; ROOM MUST BE LEFT CLEAN. THE CLIENT IS RESPONSIBLE FOR PLACING ALL TRASH IN BAGS IN GARAGE. BAGS MUST BE TIED AND PLACED IN ROLLING TRASH RECEPTACLES; ALL DECORATIONS MUST BE REMOVED FROM THE BUILDING IMMEDIATELY FOLLOWING THE EVENT. IF ITEMS ARE TO BE LEFT FOR LATER PICK-UP, ARRANGEMENTS MUST BE MADE WITH THE MUSEUM PRIOR TO THE MEETING OR EVENT. A \$100.00 FEE WILL BE CHARGED FOR THE MUSEUM TO CLEAN UP AFTER AN EVENT.**

Please Initial _____

Specific requirements for unique circumstances and requests may require additional fees.

May 2018