

# The Merrick is Available for Events

*2021-2022 Venue Rental Agreement: Effective January 1<sup>st</sup>, 2021 - December 31<sup>st</sup>, 2021*

## Main Gallery(Wedding Ceremony Only) – 2 Hour time limit

- ❖ Cost to rent the Main Gallery is \$400.
- ❖ Guest limit is 100 guests.
- ❖ Chair set up included.

## Edwardian Room

- ❖ Cost to rent the Edwardian Room is \$700.00. **(Use of summer pavilion with room is an extra \$200.00.)**
- ❖ Guest limit is 80 guests. **(Sit down or standing setting)**

## Orientation Room

- ❖ Cost to rent the Orientation room is \$500.00.
- ❖ Guest limit is 40 guests. **(Sit down or standing setting)**

## Victorian Lawn

- ❖ Cost to rent the lawn is \$700.00. **(Tables, tent, and chairs not included in fee)**

**\*All events must take place between 11:00am to 11:00pm on the day of the event. Events are limited to 5 hours including decorating and cleanup. \***

**\*All caterers must be licensed by the state of Pennsylvania. Director's list of approved caterers are available. Newly licensed caterers may be brought to the attention of the director. \*Children are not permitted in the galleries without a supervising adult. These arrangements must be approved by the director prior to the event.**

**\*No lit flame of any kind or glitter is permitted inside for rentals. Sterno cans are permitted only with metal chafing dishes containing water baths.**

\_\_\_\_\_ Client/Host Initials

**\*Clients will be charged \$100.00/hr for any hour over the above time limits and deducted from the deposit. Should the charges exceed \$300.00, then the client/host will be responsible for the entire amount.**

\_\_\_\_\_ Client/Host Initials

**\*\*The refundable deposit of \$300.00 to guard against damages and improper clean up is not included in the above prices. Refundable deposits are at the discretion of the director and are usually refunded 10 days after the event.\*\***

**\*I have read and agreed to the fees and conditions for entering into a rental agreement with the Merrick Art Gallery.**

**Client/ Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

