



Merrick Art Gallery

The Merrick is Available for Events!



VENUE RENTAL AGREEMENT: EFFECTIVE JANUARY 1ST, 2025

****Prices subject to change****

THERE IS ABSOLUTELY NO SMOKING ON THE GALLERY GROUNDS.

Main Gallery(Wedding Ceremony Only) - 2 hour time limit

- ✿ Main Gallery rental cost is \$400.
- ✿ Guest limit is 100 guests.
- ✿ Chair set up is included.

Edwardian Room

- ✿ Edwardian Room rental cost is \$900.00. (ABSOLUTELY NO OUTDOOR USE)
- ✿ Guest limit is 80 guests.

Victorian Garden & Pavillion

- ✿ Victorian Garden rental cost is \$900.00. (Tables, chairs and tent not included in fee.) Patio furniture **MUST** remain on the patio.

Victorian Garden, Edwardian Room, Pavillion

- ✿ Cost to rent all 3 is \$2,200.00. This does not include tents, tables outside or chairs!
If all 4 are rented, a \$200 discount will be applied for a total of \$2,000!

TV Rental

- ✿ Tv Rental cost is \$100.

PLEASE NOTE:

All events *MUST* be held in the space that was rented only. Additional fees will be charge if other areas are used.

director@merrickartgallery.org | 724.846.1130
1100 5th Ave New Brighton, PA 15066
P.O. Box 312



Merrick Art Gallery

All balances are due **one month** prior to the event date or the event may be considered canceled.

_____ **Client Initials**

All events must take place between 11:00AM to 11:00PM on the day of the event. Events are limited to 8 hours, this **INCLUDES** decorating & cleanup. _____ **Client Initials**

Decorating may be done **1 week prior** if space is available during Tuesday, Wednesday, or Thursday gallery hours of operation. _____ **Client Initials**

If additional hours are needed, there will be a \$50.00 per hour fee on a day that the gallery is closed.

_____ **Client Initials**

Clean up may be done on Sundays from 1pm-3pm if agreed to by the director. _____ **Client Initials**

Patio furniture is **NOT** permitted to be moved. Patio furniture is **NEVER** allowed in the lawn area.

_____ **Client Initials**

All caterers must be licensed by the state of Pennsylvania. _____ **Client Initials**

Children are NOT permitted in the galleries without a supervising adult. _____ **Client Initials**

All arrangements **MUST** be approved by the director prior to the event. _____ **Client Initials**

No lit flame of any kind or glitter is permitted inside for rentals. **NO SMOKING.** Sterno cans are permitted only with chafing dishes containing a water baths. _____ **Client Initials**

*The refundable deposit of \$300.00 to guard against damages & improper clean up is **NOT** included in the prices. Refundable deposits are at the discretion of the director & are usually refunded 10 days after the event. A 3% charge will be added to any card payment.* _____ **Client Initials**

"I have read & agreed to the fees & conditions for entering into a rental agreement with the Merrick Art Gallery."

Client/Host Signature: _____

Date: _____

Director Signature: _____

Date: _____



director@merrickartgallery.org | 724.846.1130
1100 5th Ave New Brighton, PA 15066
P.O. Box 312



Merrick Art Gallery

1100 5th Ave New Brighton, PA 15066 | 724.846.1130

Name: _____

Address: _____

Phone: _____

Email: _____

Event Details

Event Date: _____

Event Type: _____

Room(s): _____

Rate: _____

Time: _____

Gallery Tour: _____

Garden: _____

Deposit: _____

Payment Details

☐☐☐☐

Cash.

☐

Check.

A 3% charge will be added to any card payment!

director@merrickartgallery.org | 724.846.1130
1100 5th Ave New Brighton, PA 15066
P.O. Box 312



Merrick Art Gallery

Bridal Party Needs

Dressing Room: _____

Miscellaneous: _____

Special Event

Directions: _____

I agree to these details and will comply with the attached Merrick contract:

Renter

Signature: _____

Date: _____

Merrick Art Gallery Staff

Signature: _____

Date: _____