



*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 three is \$1,700.00. This does not include tents, tables outside or chairs!

### **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.**

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



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: \_\_\_\_\_

