



Merrick Art Gallery

*The Merrick is Available for Events!*



**Venue Rental Agreement:** Effective September 1st, 2022 - September 1st, 2023

**\*\*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 \$800.00. (ABSOLUTELY NO OUTDOOR USE)
- ✿ Guest limit is 80 guests.

**Orientation Room**

- ✿ Orientation Room rental cost is \$500.00.
- ✿ Guest Limit is 40 guests.

**Victorian Garden & Pavillion**

- ✿ Victorian Garden rental cost is \$800.00. (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 \$1,500.00. This does not include tents, tables or chairs!

**TV Rental**

- ✿ Tv Rental cost is \$100. (Password Protected.)

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

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

All balances are due two (2) weeks 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 6 hours, this **INCLUDES** decorating & cleanup. \_\_\_\_\_ **Client Initials**

If additional hours are needed, there will be a \$50.00 per hour fee with a 2 hour limit on a day the gallery is closed. \_\_\_\_\_ **Client Initials**

All patio furniture are **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. **(Children are NOT permitted in the galleries without a supervising adult. These 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 this includes 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 above prices. Refundable deposits are at the discretion of the director & are usually refunded 10 days after the event.* \_\_\_\_\_ **Client Initials**

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

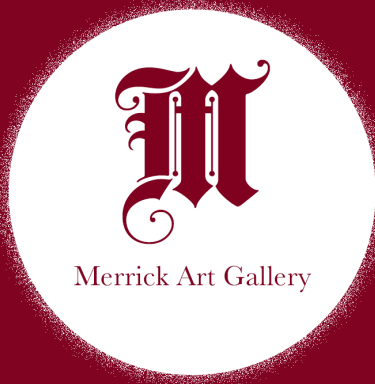
Client/Host Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_





1100 5th Ave | New Brighton, PA 15066 | 724.846.1130

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**EVENT**

Event Date: \_\_\_\_\_

Time: \_\_\_\_\_

Event Type: \_\_\_\_\_

Gallery Tour: \_\_\_\_\_

Room(s): \_\_\_\_\_

Garden: \_\_\_\_\_

Rate: \_\_\_\_\_

Deposit: \_\_\_\_\_

**PAYMENT**



CASH CHECK

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## BRIDAL PARTY NEEDS

DRESSING ROOM: \_\_\_\_\_

MISCELLANEOUS: \_\_\_\_\_

## SPECIAL EVENT

DIRECTIONS: \_\_\_\_\_

\_\_\_\_\_

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

### ***RENTER***

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### ***MERRICK ART GALLERY STAFF***

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_