



MORLEY ROOM RENTAL POLICY

General Pricing:

Business Hours Only (8am-4:30pm)

Meetings (any day): \$100

Special Events:

Mon - Thurs: \$200

Fri - Sat: \$275

Sun: \$250

Non-profit (any day):

Meetings: \$50

Special Events: 25% discount on business hour pricing

After Hours (4:30-10pm)*

Meetings (any evening): \$150

Special Events:

Mon - Thurs: \$300

Fri - Sat: \$375

Sun: \$350

Non-profit (any evening):

Meetings: \$100

Special Events: 25% discount on after hours pricing

*If any part of your event falls after hours, you will be billed at the after-hours rate.

Deposit:

A deposit of half the total charge will be due upon booking, with the balance due the day of the event.

For special events, in addition to the rental fee, **a separate \$100 damage deposit** is required to cover any possible damage to the space. The deposit will be returned upon inspection of the room by staff.

If the fire alarms are set off, a fee of, but not limited to, \$350 will be assessed.

Cancellation:

Renter may cancel up to **14 days prior** to the event and receive their deposit back. Within 14 days of the event, the deposit is non-refundable.

Facility:

Room capacity: 92 participants

Room dimensions: 21'6" x 60'

Tables and chairs will be provided. The room will be set up in your selected layout. (See Layout Options guide.)

Renter is responsible for setting up and removing any décor.

Clean-up must be completed and everyone out of the building at the time stated on the rental agreement, or an overtime fee of \$150 will be charged.

Included:

Table & Chairs set-up/take-down

12 or 30 Cup Coffee Urn

Podium

Microphone (wired and wireless)

Television

Restrictions:

This is a non-smoking facility.

No glitter, sequins, candles, smoke machines, dry ice.

Due to historic nature of the room, décor may not be secured to the walls unless given special permission by staff and appropriate arrangements have been provided.

Alcohol:

Alcohol is permitted at events, but the sale of alcohol is prohibited.

Parking:

Parking is available in the museum lot located off S. Warren Ave. Two-hour parking is also available on most streets.

Miscellaneous:

It is recommended, but not required, to obtain a one-day rental insurance certificate from your insurance provider.

All events must be contained to the Morley Room. Restrooms will be available; however, the rest of the museum will not be open to event guests. If you would like to take photos elsewhere in the museum or schedule a tour for your guests, please mention this at booking.