



Facility Rental Agreement

Event Date	
Hours (based on 2 hour setup, 4 hour event, 1 hour breakdown)	
Event start time	
Event end time	
Client name	
Organization	
Address	
Phone(s)	
Email	
Event type	
Expected attendance	
Rooms booked and fees	\$
Additional fees (kitchen, floral/plant)	\$
Security Deposit	\$250.00
TOTAL FEE	\$
Deposit (50%) due upon signing	All checks payable to Sandy Spring Museum
Balance due 14 days prior to event	\$

Rental items (tenting, tables, chairs)	\$
	\$
TOTAL FEE	\$
Deposit (50%) due upon signing	All checks payable to Event Planning Resources
Balance due 14 days prior to event	\$

Rental Fees:			
Dr. Bird Room	\$750	add gallery	\$200
Courtyard	\$650	add piano	\$150
Library	\$250	add Exhibition Hall	\$25/hour docent fee
gallery included in all multiple space rentals		add Farm Tool Exhibit Area	\$25/hour docent fee
			\$350 floral/plant fee for library at discretion of Museum
Front yard area and Auxiliary Grounds Available for tenting			\$250 kitchen/cleaning fee for use of non-museum catering/foods

Cancellation Policy:
Cancellations prior to 30 days before the event – Your deposit will be forfeited.
Cancellations 30 days or less before the event, including cancellations due to inclement weather – 100% of the total fee shall be immediately due and payable. We will make every effort to reschedule events due to inclement weather, at the mutual agreement of the facility and client.

Acceptance of Agreement
 I have read, understand and agree to accept the Terms and Conditions of this agreement. I understand my responsibilities in renting the described Facility and the Services provided by the Sandy Spring Museum.

SIGNED: _____
 Sandy Spring Museum.

 Client

 Date



Facility Rental Details and Pricing

Available furnishings and equipment:

6' Rectangular tables	13	8- rectangular tables	3
Chairs	150	60" Round tables	9
Podium w/ mic	1		
Movie screen	6'	Lavalier microphone	1
Handheld mic	1	Standing microphones	4
		(mixing board available at additional cost)	

Tenting Options – Courtyard:

40 x 60

Tent 40 x 60	\$1850	Sidewalls	\$320	Lighting	\$275
Heaters	\$500	Dance floor 15 x 15	\$500	Full Tent Flooring	\$5500

40 x 40

Tent 40 x 40	\$1250	Sidewalls	\$290	Lighting	\$225
Heaters	\$500	Dance floor 15 x 15	\$500	Full Tent Flooring	\$3300

Fees to rent additional furnishings – include setup and takedown

6' Rectangular tables	11.00	60" Round tables	11.00
Chairs – samsonite	2.50		

Capacities

PLEASE NOTE – ALL ARE ESTIMATES	60" rounds/ 10 per table	Theatre	Classroom 18" tables	Reception
Dr. Bird	80-8 rounds	160	60	100
Courtyard 40 x 60 tent				
With 15 x 15 dance floor	180–18 rounds	n/a	n/a	300
Without dance floor	220-22 rounds	240	160	320
Courtyard 40 x 40 tent				
With 15 x 15 dance floor	120–12 rounds	n/a	n/a	190
Without dance floor	150-15 rounds	170	100	220
Gallery	n/a	n/a	n/a	50
Library	n/a	n/a	20 at existing tables	n/a
Front yard tenting – up to 30 x 90	230 -23 rounds	170	270	350
Auxiliary Grounds	1000+			

Approved Caterers

Chef's Expressions	Bonny Opp	410-561-2433	www.chefsexpressions.com	bonnyopper@chefsexpressions.com
Chesapeake Catering	Larry Coleman	301-924-3002		chesapeakecaters@verizon.net
Dave's American Bistro	Judith Hill Carter	301-740-3003	www.davesamericanbistro.tripod.com	davesamericanbistro@yahoo.com
Festive Foods	Eduard Carrasco	888-230-4440	www.festivefoods.com	ecarrasco@festivefoods.com
Putting on the Ritz	Bobby Mitchell	301-725-4220	www.puttingontheritz.com	brm@puttingontheritz.com
Rehms Catering	MaryLou Rehm	301-854-3600		
Zeffert and Gold	Monroe Zeffert	410-944-4481	www.zeffertandgold.com	Monroe@zeffertandgold.com

Any food service, exclusive of Museum approved caterers, will be charged a cleaning and/or kitchen usage fee of \$250.00. Kitchen must be left in the condition it was found. For outside caterers, the museum requires a copy of all insurance policies prior to all events – naming the Museum as loss payee.

Floral and Live Plant Policy

To bring in any floral pieces for Library rental, there will be a fee of \$350.00. This fee is due to the nature of maintaining and preserving the library inventory, and the special services needed to maintain the library