



## Have your next event surrounded by history and culture...

The African American Museum in Philadelphia offers a unique setting for special events and programs, complemented by ongoing exhibitions. Conveniently located in the City's historic district, the Museum can be found within walking distance of the Independence Mall and Convention Center areas.

We offer four galleries and an auditorium/multipurpose room, all of which are available to the public for private use. Accommodations vary with scheduled exhibitions.

**Gallery One: (960sq. ft.)**  
accommodates: 40 guests

**Gallery Two: (1,978 sq. ft.)**  
accommodates: 50 guests

**Gallery Three: (2,484 sq. ft.)**  
accommodates: 60 guests

**Gallery Four: (1,978 sq. ft.)**  
accommodates: 50 guests

**Auditorium/Multipurpose Room**  
accommodates: 150-180 guests

For more information and to book the Museum for your event, please call 215-574-0380 or submit an electronic request online.



**AFRICAN AMERICAN MUSEUM IN PHILADELPHIA**

701 Arch Street • Philadelphia, PA 19106 • Phone: (215) 574-0380

## FACILITY RETNAL

### FREQUENTLY ASKED QUESTIONS

---

#### **How many people can one room accommodate?**

- Gallery One: (960 sq. ft.) accommodates: 40 guests
- Gallery Two: (1,978 sq. ft.) accommodates: 50 guests
- Gallery Three: (2,484 sq. ft.) accommodates: 60 guests
- Gallery Four: (1,978 sq. ft.) accommodates: 50 gests
- Auditorium: (1,968 sq. ft.) Stage included: 150-180 guests

*\*Room capacity varies by arrangement*

#### **How much does it cost to rent the Museum?**

The Museum offers several locations to choose from to host most events, meetings, seminars, weddings, receptions, book signings, fashion shows, film screenings, parties, presentations, performances, and more. Rental rates vary and are based on four (4) hour event allocation. Additional costs are assessed for Museum personnel after public hours.

#### **Are there any deposits or fees required to confirm my rental?**

Upon receipt, Clients are responsible for forwarding back to the Museum a signed copy of the rental agreement along with a 25% deposit, within 14 days of the approval notice.

All rental fees must be paid in full at least 14 days prior to the event or the event will be cancelled. Overtime charges of \$300.00 per hour will be applied to all events extended beyond the contracted rental hours.

#### **What happens if I need to cancel my event?**

All cancellations will result in the forfeiture of deposit. In order to accommodate a change of date or time, a written request must be received by the Museum at least 60 days prior to the event. Changes will be made based on availability and exhibition. The Museum reserves the right to cancel an event should the Client fail to comply with any of the provisions contained in the Facility Rental Policies and Procedures or the Facility Rental Agreement.

#### **Will the Museum need to approve my event layout?**

To ensure that the Museum's collections and facilities are protected, an event layout must be reviewed and approved by the Museum at least 14 days prior to the event. The event layout must be to scale and include all furnishings and equipment to be used for the event (tables, chairs, and serving stations/bars, etc.).

**What are the set up and breakdown requirements?**

The event timeline will need to be clearly established and approved by the Museum at least 14 days prior to the event date. Setup cannot begin until 5:00 pm. All breakdown and clean-up must be completed by 12:00 am. Failure to break down and clean up by 12:00 am will result in an overtime fee of \$300.00 per hour. The Museum is responsible for the setup and break down of chairs and tables during events. All deliveries should be scheduled with the Museum at least 14 days prior to event date. The Client is responsible for ensuring a designated point-of-contact to accept deliveries.

**Am I allowed to serve alcoholic beverages?**

The Museum reserves the right to determine the areas where alcoholic beverage service is permitted. Alcoholic beverage service must be provided through a licensed, the Museum approved vendor and served by a contracted bartender. The general sobriety of guests is the responsibility of the Client. Public intoxication or other disorderly conduct, which jeopardizes the museum, will not be tolerated and will be swiftly dealt with by the Museum personnel.

**Does the Museum provide audio/visual equipment?**

The Museum provides the following audio/visual equipment free of charge as part of your event rental:

- Projector with screen
- TV and HDMI hookup
- Laptop and compatible adapters
- Podium and microphones

The Museum does not provide additional lines (extensions) of access to building power; assigned staff needs to be informed of (prior to the event) the A/V power requirements to ensure our electrical system can adequately provide sufficient power for the needs of the event. Audio/Visual equipment may only be operated by assigned Museum staff.

**Are there any catering requirements?**

The Museum reserves the right to determine the areas where food and beverage service is permitted. No food or drinks are allowed in gallery spaces without prior consent. The Museum administrative staff will require a review of all catering plans (including a menu and timeline) at least 14 days prior to your event. Catering services must be provided through a licensed, Museum approved vendor. The Museum's kitchen is equipped for warming, not cooking. The Museum requires a \$200.00 deposit from all outside caterers to ensure the cleanliness of the kitchen post event. If the kitchen premises are cleaned satisfactorily the deposit will be returned to the Client.

**What are the cleanup requirements?**

All decorations, food, and equipment must be removed on the day of the event. Failure to remove all decorations, food, and equipment will result in an additional fee of \$250.00 to the Client. The Museum does not coordinate the receiving or returning of items and does not assist with moving any items to be removed or stored. It is the Client's responsibility to schedule pick up of items with the vendor and with the museum. If any vendor fails to pick up items after an event, it is the Client's responsibility to move all items out of the building (staff will designate an appropriate area). A general storage fee of \$50.00 will be charged for items left at the museum. The museum will dispose of all items left 14 days after the event.

**Can I play music during the event?**

The Museum staff reserves the right to adjust the volume on any amplification systems or live music within the Museum spaces at any time. The Museum must be given notice of any music to be provided during the event at least 14 days prior to event. The location and setup of music stations are subject to final approval by the Museum.

**Am I allowed to have open flame during the event?**

The use of candles and other open flame devices such as lamps and lanterns are not permitted on the Museum property. Additionally, no fryers, skillets, or deep fry equipment may be used on Museum premises. Sternos are permitted if needed to keep food warm during the event.

**How early can arrive to set up and decorate for the event?**

Setup for an event may begin no more than one hour prior to the event, on the day of the event. All deliveries must be scheduled with the Museum at least one week in advance. Events that require additional setup time will be charged the full hourly rate for the rented space(s) for each additional hour requested.

Rental equipment, and its placement, are subject to the approval of the Museum staff, to ensure that all collections and facilities are protected. The Museum will provide assistance in setting up equipment for an event. It is strictly prohibited for the Client to move, alter, or obscure Museum property in any way. All decorations must be free-standing; nothing may be attached to the walls, floors, railings, windows, or doors of the Museum without permission.

Smoking and E-Cigarettes are not permitted on Museum property. No candles or flammable materials, sparklers, confetti, loose glitter, birdseed, helium balloons, bubbles, or fog machines are allowed on the Museum property.

**Does the Museum provide staff or security for the event?**

The safety of the Museum’s collections and Museum visitors will not be compromised for any event. At a minimum, two members of the Museum’s staff must be present for all events, at a rate of \$360.00 per person.

Contracted security staff will be required in proportion to the spaces to be used and the number of guests expected (at a minimum of two Security Staff per space). The client is responsible to procure and maintain, at its sole cost and expense, contracted security by way of a firm or individual(s). The contracted security firm or individual(s) identified must hold the appropriate licensing and credentials to provide security services in the Commonwealth of Pennsylvania.

**Are there any additional fees?**

Rental costs include the use of contracted spaces only. Additional fees are detailed below. These fees include:

Item	Description	Cost
Cleaning Requirements	All decorations, food and equipment must be removed on the day of the event. Failure to remove all decorations, food and equipment will result in an additional fee to the Client.	\$250
Dry Cleaning	The Museum makes available to its Client black linens, free of charge, with all event layouts. The Client is responsible for dry cleaning fees equivalent to the following:	90x132 Black \$8.00 ea. 90x156 Black \$9.00 ea. 108 Black \$4.75 ea. 120 Black \$5.75 ea.
Personnel	At a minimum, two members of the Museum’s staff must be present for all events. Additional costs are assessed for Museum personnel after public hours at a rate of \$360.00 per person.	\$720
Security	Contracted security staff is required in proportion to the spaces to be used and the number of guests expected (at a minimum of two Security Staff per space).	\$50/hr. (unarmed) \$60/hr. (armed)
Outside Caterers	The Museum requires a cleaning deposit to all outside caterers to ensure the kitchen will be cleaned, if the kitchen premises are cleaned satisfactorily the deposit will be returned to the Client.	\$200
Overtime	Overtime charges will be applied to all events extended beyond the contracted rental hours.	\$300/hr.
Storage	A general storage fee will be charged for items left at the Museum. The Museum will dispose of all items left after 14 days after event.	\$200/day