

WEEKSVILLE HERITAGE CENTER

Frequently asked questions...

What types of events are allowed at the facility?

Space Rental is available to for-profits and non-profit organizations, individuals, and groups. We accommodate meetings, conferences, screenings, banquets and other presentations. Weeksville Heritage Center (WHC) rents space for select private events, including weddings, at the discretion of the organization.

Are there any types of events that are not allowed at the facility?

Events for minors under 18 years of age such as birthday parties.

Art displays or exhibits

Do I need to be a member to rent space at the Weeksville Heritage Center?

No

Is the building wheelchair accessible? Yes, most of our rentable spaces are located on the main floor of the facility.

Is there parking? Street parking is available but may be limited at times.

Is there a local cab service my guest can use? Yes, our reception desk is equipped with the phone numbers of numerous local cab services.

What spaces are available to rent? Multi-purpose space, workshop studios, conference room, café, lawns. (Please see our rental rate sheet)

What is the maximum capacity of your event space? 100-125 banquet style, 200 lecture, seated event. (Please refer to our rental rate sheet for additional spaces)

Is the facility equipped with a stove? How can I heat/prepare food? No, we do not have a stove on the premises. Heating sternos are allowed in the pantry area. Sternos are NOT allowed inside the event space.

Can I hire my own caterer? Yes, a copy of the caterer's insurance is required to be submitted to us.

Can I serve alcohol? The serving of beer and wine may be allowed under the organization's discretion.

What furniture do you provide? We provide the following: 5' rectangular tables and chairs, stage platforms as well as A/V equipment operated by our A/V technician as requested. We do not provide outdoor furniture at this time. Additional furniture or outdoor furniture can be rented from an outsourced vendor with the approval of your rental coordinator.

Can I decorate the space? Table décor and other furnishings are the responsibility of the renter. Hooks, nails or any other fixtures/ adhesives that will cause permanent damage to the facility is prohibited. Communication between you and your rental coordinator must be clear and requests of décor must be approved.

How early can I come to the facility to set-up? We usually allow 1-2 hours prior to the start time of the event depending of the date and other activities with in the facility that may be scheduled. Your rental coordinator will confirm the time frame available.

Am I responsible to clean up? Yes, all decorations, trash, and food must be removed from WHC's premises at the end of the event. The space must be left in its original condition, as it was found prior to the event.

Can a tour of the historic houses be part of my event? A tour may be included as part of your event. A separate charge for a tour will be applied and may only be scheduled as per our tour staff's availability.

How much will my event cost? Our rental rate sheet can provide the base fees per space. Additional fees are applicable; staffing, maintenance, A/V technicians, date/time of event is also factored in the overall rental cost. Your rental coordinator will provide the breakdown of expenses accordingly.

What is my next step after completing this form? The next step is to send this inquiry form to us at rentals@weeksvillesociety.org. Please be sure that the information you provide is clearly legible. A rental coordinator will contact you to confirm if the rental date requested is available and if our facility can accommodate such an event. If so, we will schedule a site visit, only during regular business hours, Tuesday-Friday, 9 am-5 pm.

A detailed listing of our terms can be viewed on our Rental Guidelines & Terms document and will be provided to you as part of the rental contract.

Please return this form to rentals@weeksvillesociety.org

158 BUFFALO AVENUE, BROOKLYN NY 11213 • 718.756.5250 • weeksvillesociety.org

WEEKSVILLE HERITAGE CENTER

Space Rental Inquiry Form

Thank you for considering Weeksville Heritage Center for your event needs. Please complete the information below. It will be reviewed by WHC event staff and you will be contacted regarding availability and related costs. WHC reserves the right to grant or deny any application.

CONTACT INFORMATION

Name of Renter: _____ Organization (if applicable) _____

Full Address _____

Phone _____ Email _____

RENTAL STATUS: Non-Profit Commercial Private

Federal Tax ID # (required for nonprofit rate consideration) _____

SOURCE: How did you hear about the Weeksville Heritage Center? _____

EVENT INFORMATION

Type of Event _____ Title of Event _____

Event Date _____ Second Choice Event Date _____

Event START Time	Event END Time	Set-Up Time	Breakdown Time

Expected Attendance _____

EVENT DESCRIPTION (please add additional page if needed)

Will you need A/V equipment? _____ please describe _____

Target Age Group: 21 + only? Yes No (required for events serving alcohol)

Will alcohol be served or sold at this event? Yes No
(Please circle one)

The type of event, dates and times are subject to availability and approval.

Signature _____ Date _____

Please return this form to rentals@weeksvillesociety.org

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