

165 FOREST AVENUE • PACIFIC GROVE • CALIFORNIA 93950
 (831)648-5716 • FAX (831)648-5755

www.pgmuseum.org

Wedding Rental Agreement

The use of the Pacific Grove Museum of Natural History, hereafter called the Museum, is subject to availability. Please carefully read, fill out and sign this document. Completed agreements, with a signed check can be turned into Museum Services

Wedding Rentals	Rate
<i>Option 1: Garden Ceremony</i>	Member - \$800 + damage deposit Nonmember - \$1,000 + damage deposit
<i>Option 2: Full Museum</i>	Member - \$2,000 + damage deposit Nonmember - \$2,500 + damage deposit
<i>Option 3: Rehearsal Dinner</i>	See rental agreement for individual room rental prices, plus additional fees- \$150 damage deposit and \$200 cleaning fee.

Option 1: Garden Ceremony

Includes:

- Education Class Room and Native Plant Garden
- 3 hours for Wedding
- 2 hours for set up
- The garden has a maximum of __ seated guests and __ standing
- The garden can be closed to the public, if wedding is during Museum operating hours.
- Cleaning Fee
- 30-minute wedding rehearsal day prior.
- Day of Planner to assist with the event as well as set up and take down.
- *Members – Chairs, Chair covers, water station, and 6 ft tables included

Package 2: Museum

Includes:

- Entire Museum + Garden – Private
- 5 hours for wedding
- 3 additional hours for set up
- Cleaning Fee
- Day of Planner to assist with the event as well as set up and take down.
- 1-hour wedding rehearsal day prior.
- *Members – Chairs, Chair covers, water station, and 6 ft tables included
- Bird Gallery Maximum of 60 people seated with tables plus dance floor
- Bird Galley Maximum of 80 seated with tables plus buffet
- Heritage (Main Gallery) Maximum of 150 for dancing no tables.



Terms and Conditions

Tables & Chairs:

You are responsible for setting up and taking down any tables and chairs required for your event, though Museum Staff are happy to lend a hand when available. The Museum has a limited number of chairs and tables, it is recommended that you rent additional chairs and tables from an outside source. If you plan on using the Museum’s chairs, or tables please note in special conditions.

Food & Drink:

Food and drink may be served in the Lobby, Vern Yadon Gallery, and Bird Gallery. If permission has been granted for food or drink to be served, it is your responsibility to clean up after the event. There is a vacuum kept inside the Work Room adjacent to the Special Exhibits Hall which should be used anywhere food or drink was present.

Lighting:

Lighting may be adjusted in the Workroom. Please do not use the fuse box on the left or the covered switches in the fuse box on the right. Inside the right fuse box, the bottom switches control the track lighting, while the upper right switches control the fluorescent lights.

Fire & Safety:

No open flames are allowed within or outside the Museum property (this includes candles, matches, etc.) In case of an emergency, there are emergency exits marked by LED signs within the Special Exhibits Hall and on the other side of the Museum in the Whale Room. There are fire extinguishers located in the Work Room by the door leading to the Lobby, within the Lobby in a metal case by the public restrooms, and upstairs on the Mezzanine in the corner between the Bat and Mammal cases.

Closing:

When closing, it is your responsibility to:

- Stack and return all tables and chairs to their proper place in the Work Room.
- Ensure all special equipment has been returned to its proper place.
- Ensure there are no objects within the yellow box taped on the floor around the fuse box in the Work Room.
- Ensure that the area you used is free of any debris or garbage and vacuum where food or drink was present.
- Please make sure that the lights are all off before you leave.

Refund:

Optional Additions:

- Lanterns in Buck Eye Tree \$30
- Projector use in Exhibits Hall \$15
- Chair covers (40 available) \$30
- String Lights in Garden \$30
- Drop Tables (12 available) \$20

Special Conditions, or additions:

Wedding Date: _____

Package #: _____

Beginning Time: _____

*Note, rental time starts as soon as set up begins.

Phone Number: _____

Email Address: _____

Print Name

Renter Signature

Date