

Museum Event Amenities and Add-Ons

All items listed in this chart are **based on availability**, not all of our amenities and add-ons are available year round. **48 hours' advance notice is required for most items.** Client is responsible for washing any borrowed kitchen appliances at the end of the event. Fees may be incurred for damaged or broken items.

Tables		
Type	Quantity Available	Cost
6' banquet tables *Each seats up to 6	14	\$0
60" round tables *Each seats 8 – 10	5	\$0
40" round table *Seats up to 6	1	\$0
2' x 4' card table	3	\$0
36" Cocktail Tables/Bistro Tables *Adjustable height: 30" and 42" *Bistro height seats up to 4	10	\$5 each
Linens		
120" Round *Light Sage Green Color *Floor length drape for 60" round tables and 36" cocktail tables at 42" height	10	\$5 each
6' Fitted Banquet *Black *Floor length drape, ideal for buffet tables, vendor display, etc.	10	\$10 each
Flat Rate Linen Cleaning Fee		\$20
Audio & Visual Equipment		
Type	Quantity Available	Cost
TV Monitor, Wall Mounted *Located in Foyer and Lobby *Connects to USB flash drive	2	\$0
TV Monitor 42" (Portable)	1	\$5
Laptop Stand (Portable)	1	\$0
Projector	1	\$5
Microphone	1	\$5
Speakers *Bose brand *Connects mp3 players or laptop *Ideal for lobby or suites	1 Set	\$0

PA Speakers *Tripod stand(s) *Ideal for dancing, live musicians, and DJ use	2 (individual use or can connect)	\$5 each
Miscellaneous		
Type	Quantity Available	Cost
Easels (Metal, Copper Patina)	2	\$0
Stanchions	5	\$0
Traffic Cones (museum parking lot use only)	5	\$0
Coffee Pot	1	\$0
Electric Kettle	1	\$0
Cold Beverage Dispenser	1	\$0
Hot Beverage Dispenser	2	\$0
Tea Serving Ware <i>Please see our Tea Party Package add-on for additional tea ware options.</i>		
Type	Quantity Available	Cost
Teapot	10	\$3
Sugar Bowl & Creamer Set	10	\$2
Tea Cup & Saucer Set	30	\$1

Docents

For no additional charge, our friendly and knowledgeable docents can be on-hand in the museum galleries to talk about our collection with your guests. Alternatively, they can be scheduled to give a formal guided-tour of the museum highlights (these last approximately 45 minutes). Multiple docents may be scheduled based on the size of your group. *Docents must be requested with at least 3 weeks advance notice.*



Thematic Scavenger Hunt for Your Guests

Cost: \$10 per event

Giving guests a scavenger hunt adds to the night's entertainment and makes a great memento! Why not have one made just for your event? Birthdays, Weddings, Baby Showers, Retirement... you name it! Want to make it even more special? Bring in up to three small objects from home – we'll hide them in the collection for your special night!

Cost includes the creation and printing costs of one personalized scavenger hunt for any one event. Full-color. Limited to 20 copies. Host is welcome to make any additional copies.

Craft Activities for Children

Give the kids some hands-on fun and a treasure to take home! Crafts are hosted by our friendly museum staff and can be adjusted to suit most event themes.

Crafts must be reserved with 60 days advance notice. Only one craft activity will be designed per event. If you are interested in a craft, call today to ask for a quote.



Tea Party Package Add-On



Have a tea party without the hassle of bringing in your own tea cups and tea pots from home! Even better – no dishes to wash! Charming assortment of mismatched cups, saucers and tea pots.

Cost includes access to two large electric water heaters for the event. Client is responsible for providing tea, sugar, and cream (if desired).

- ☆ 20 Unique Tea Cups with Mismatched Saucers
 - ☆ 3 Unique Tea Pots
 - ☆ 3 Sets of Unique Creamer Pots and Sugar Bowls
- \$50**

\$3 each for additional tea pots (max 10 additional pots)

\$2 / set for additional Sugar Bowls and Creamer Pots (max 10 additional sets)

\$1 each for additional tea cups and saucers (max 30 additional sets)

Client is responsible for **\$5** replacement cost for any damaged tea cup, saucer, creamer, or sugar bowl. Client is responsible for **\$10** replacement cost for any damaged tea pot.



Choice of Color Setting in Rotunda

Our star-filled rotunda can be programmed with four additional color settings! Stars will continue to twinkle in each of the settings. The colors will gradually lighten and darken over a 30 minute cycle. Limit one color setting per event. **Available for Evening Events only.**



Aurora Borealis

Light Pink and Blue



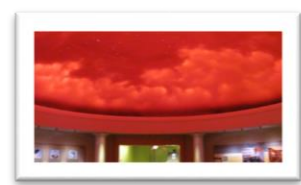
Elegance

Deep Purples & Blues



Celebration

Blue, Green & Turquoise



Fiery Sunset

Bright Red & Orange

Selection of Photo Props



Left: Miniature House photo prop. Guests can peek through two window cut-outs.



Right: Fairy Caitlin photo prop. Includes the use of five red toadstools for children to sit upon.

Let your guests get in on the fun! Our Photo Props are perfect for children's parties – and for grown-ups who haven't grown up! ***We require one week's notice to reserve a photo prop for your event.**