



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

The African American museum offers a unique setting for special events and programs with ongoing exhibitions and a convenient location within historic Philadelphia's Independence Mall and Pennsylvania 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: (960 sq. ft.)**  
accommodates: 80 standing, 45-50 seated

**Gallery Two: (1,978 sq. ft.)**  
accommodates: 100 standing, 60 seated

**Gallery Three: (2,484 sq. ft.)**  
accommodates: 120 standing, 75 seated

**Gallery Four: (1,978 sq. ft.)**  
accommodates: 100 standing, 60 seated

**Auditorium/Multipurpose Room**  
accommodates: 280 standing, 200 seated

For more information and to book the museum for your event, please call 215-574-0380 ext. 228 or send your request to [djohnson@aampmuseum.org](mailto:djohnson@aampmuseum.org).



**THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA**  
701 Arch Street • Philadelphia, PA 19106 • Phone: (215) 574-0380



**AFRICAN AMERICAN  
MUSEUM IN PHILADELPHIA**

## **FACILITY RENTAL PRICING AND OTHER INFORMATION**

### **Rental Locations:**

- Gallery One: (960 sq. ft.) accommodates: 80 standing
- Gallery Two: (1,978 sq. ft.) accommodates: 100 standing, 60 sitting
- Gallery Three: (2,484 sq. ft.) accommodates: 120 standing, 80 sitting
- Gallery Four: (1,978 sq. ft.) accommodates: 100 standing, 110 sitting
- Auditorium: (1,968 sq. ft.) Stage included

### **Rental Fees**

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 \$250.00 per hour will be applied to all events extended beyond the contracted rental hours.

### **Rental Costs**

All Rentals rates are based on four (4) hour event allocation, additional costs are assessed for security and maintenance after public hours. The cost for security is \$90.00 per staff member, average staff allocation is two (2) staff per event.

- Gallery One and Founders:     \$ 780.00
- Gallery Two:                     \$ 780.00
- Gallery Three:                 \$ 1,200.00
- Gallery Four:                 \$ 1,440.00
- Auditorium:                    \$ 780.00

### **Set up and Break Down**

Event timeline will need to be clearly established and approved by an assigned the Museum staff member at least 14 days prior to event date. Setup cannot begin until 5:00 pm. All take down and clean up must be completed by 1:00 am. Failure for take down and clean up to be completed by 2:00 am will result in an overtime fee of \$250.00 per hour. The Museum is responsible for setup and break down of chairs and tables for rental events. All deliveries should be scheduled at least 14 days in



advance with museum staff and the Renter must have a designated individual at the museum to accept all deliveries.

### **Supplemental Costs**

Rental costs include use of contracted spaces only. Additional fees are detailed below. These fees include staffing, security, and maintenance services.

### **Cancelation and Termination**

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 Renter fail to comply with any of the provisions contained in the Facility Rental Policies and Procedures or the Facility Rental Contract.

### **Staffing and Security**

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 \$90.00 per person, per four (4) hour event. 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). Contracted security will be paid for by the Renter, at a rate of \$25.00 per person, per hour. The Museum staff will handle the scheduling of contracted security for your event.

### **Catering**

The African American Museum in Philadelphia 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 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, the Museum approved vendor. The Museum's kitchen is equipped for warming, not cooking. The Museum requires a \$200.00 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 Renter.

### **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 Renter. Public intoxication or other disorderly conduct, which jeopardizes the museum, will not be tolerated and will be swiftly dealt with by the Museum personnel.

### **Open Flame**

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.

### **Event Layout**

To ensure that the museum's collections and facilities are protected, an event layout must be prepared by the Renter and submitted to the Museum administrative staff for approval. 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.). The event layout must be planned at least 14 days prior to event and given final approval by the Museum administrative staff to setup.

### **Music**

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 and given final approval by the museum's administrative staff prior to event setup.

### **Audio/Visual Equipment**

The Museum does not provide additional audio/visual equipment outside the equipment included in the Multipurpose Room rental (TV and HDMI hookup for presentation) and Podium with microphone and voice amplification included with rental of any space for a fee. 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.

### **Set up and Decor**

Setup for an event may begin no more than two hours 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, is subject to the approval of the Museum staff,



**AFRICAN AMERICAN**  
MUSEUM IN PHILADELPHIA

to ensure that 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 Renter 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.

### **Clean up 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 Renter. 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 Renter'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 Renter'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 museum, the museum will dispose of all items left after 14 days after event.