



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 standing

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

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

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

Auditorium/Multipurpose Room
accommodates: 100-150 standing

**Accommodations for seated events varies by arrangement*

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



**AFRICAN AMERICAN
MUSEUM IN PHILADELPHIA**

FACILITY RENTAL PRICING & FAQ'S

Rental Locations:

- Gallery One: (960 sq. ft.) accommodates: 40 standing
- Gallery Two: (1,978 sq. ft.) accommodates: 50 standing
- Gallery Three: (2,484 sq. ft.) accommodates: 60 standing
- Gallery Four: (1,978 sq. ft.) accommodates: 50 standing
- Auditorium: (1,968 sq. ft.) Stage included: 100-150 standing
**Accommodations for seated events varies by arrangement*

Rental Costs

All Rentals rates are based on four (4) hour event allocation, additional costs are assessed for Museum personnel after public hours. The cost for additional coverage 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

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.

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

Event Layout

To ensure that the museum's collections and facilities are protected, an event layout must be prepared by the Client and submitted to the Museum 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 provided at least 14 days prior to event with the final approval provided by the Museum.

Set up and Break Down

Event timeline will need to be clearly established and approved by the Museum 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. A failure for take down and clean up to be completed by 1:00 am will result in an overtime fee of \$250.00 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.

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.

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.

Catering

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 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 Client.

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 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 museum, the museum will dispose of all items left after 14 days after event.

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.

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, skilletts, or deep fry equipment may be used on Museum premises.

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, 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.

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 Client, at a rate of \$25.00 per person, per hour. The Museum staff will handle the scheduling of contracted security for your event.

Supplemental Costs

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

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
Personnel	At a minimum, two members of the Museum's staff must be present for all events, at a rate of \$90.00 per person.	\$180
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.	\$250
Overtime	Overtime charges will be applied to all events extended beyond the contracted rental hours.	\$250/hr.
Storage	A general storage fee will be charged for items left at the Museum. The Museum will dispose of all items left after 30 days after event.	\$50/day