

WHEATONARTS Rental Opportunities



WheatonArts strives to ensure the accessibility of its exhibitions, events and programs to all persons with disabilities. Provide two weeks notice for special accommodations. Patrons with hearing and speech disabilities may contact WheatonArts through the New Jersey Relay Service (TRS) 800-852-7899 or by dialing 711.

Large
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wheatonarts.org

Millville, New Jersey

WHEATONARTS AND CULTURAL CENTER



A national treasure located on 50 wooded acres in Millville, New Jersey, WheatonArts is home to the Museum of American Glass, a hot glass studio, several traditional crafts studios and award winning museum stores, all within a beautiful pond-side setting - *a true sanctuary!*



Located within these picturesque surroundings is the **WheatonArts Event Center**. With nearly 9,000 sq. ft. of exhibit space and two adjoining meeting areas, the Center offers both a relaxed atmosphere and generous space which may be custom tailored to your meeting or event.



The **Museum of American Glass**, which houses the most comprehensive collection of American glass in the country, is available for intimate gatherings Monday through Saturday from 5pm to 10pm, including setup and breakdown time. No removal or rearrangement of furnishings or exhibits is permitted. The Museum is not available for fundraising activities of any kind.

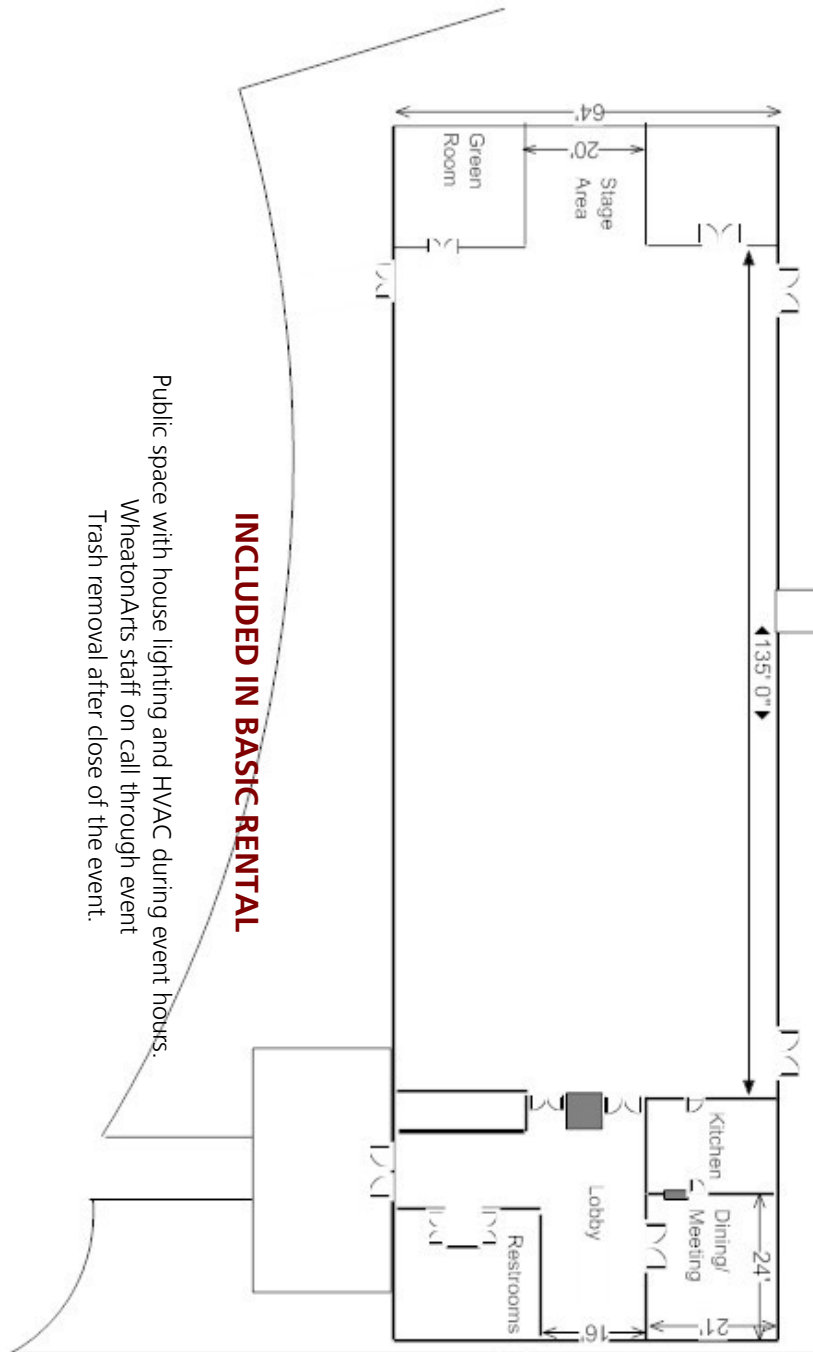


The **Lakeside Gazebo** is available for weddings and other functions. Its use is limited to 25 people on the gazebo and another 25 on its piers. The use of autos is restricted to one (1) per function which would be intended to carry the bride and groom or similar persons. With this exception, vehicles are not permitted on the WheatonArts grounds.

The **Administration Conference Room** is available Monday through Friday for small meetings. Limited to 12 people, 9am to 5pm.

All rental arrangements require a minimum notice of 30 days.

THE EVENT CENTER



ADDITIONAL SERVICES AND EQUIPMENT

WheatonArts will provide a cost estimate for needed equipment, supplies and services upon request.

EQUIPMENT	RATE/DAY
Chairs	
Stacking Upholstered (125 available)	N/C
Folding	\$2.00
Tables	
96" X 30" All Purpose	\$15.00
72" X 30" All Purpose	\$15.00
60" Banquet Rounds	\$15.00
96" Conference tables (20 available)	\$15.00
48" Luncheon Tables (8 available)	\$10.00
Linens	
Banquet Cloths 54" X 108"	\$5.00
85" Square for 5 ft rounds	\$5.00
72" Square for 4 ft rounds	\$5.00
Round Cloths for 5 ft table to floor	\$20.00
Table Skirting (per table)	\$20.00
Audio Visual Equipment & Personnel	
8 ft. Screen	\$20.00
AV Cart	N/C
AV Technician / Monitor (hourly fee)	TBD
Additional Needs	
Podium	\$20.00
Staging (4' X 8') 15 pieces available	\$10.00
Pipe & Drape 60 ft. available (10 ft lengths) (6 available)	\$20.00
Flip Chart	\$5.00
Garment Rack	\$30.00
Up to two (2) room changes	\$100.00
Additional room changes (each)	\$100.00
Staff	
On site housekeeping services, per hour	\$15.00
Rest room attendants, per hour	\$15.00

Separate pre-event or post-event tours, demonstrations and hands-on opportunities are available.

Arrangements may be made through **GROUP TOURS** at 856-825-6800, extension 109.



For your convenience, the **WheatonArts Museum Stores** will remain open until 6:30 pm.

Groups of less than 100 people: \$200.00

Groups of 100 or more people: No Charge



FOOD SERVICE AND CATERING

All arrangements for food and beverage service must be approved by WheatonArts one month prior to the event. Although WheatonArts does not have on-site catering, we can recommend a number of local caterers who stand ready to serve your needs.



Anyone who supplies food or alcoholic beverages must provide licensing information and a Certificate of Insurance with WheatonArts listed as "an additional named insured." The policy must include product liability, general liability and comprehensive coverage with a minimum of \$500,000.00. Any individual who does not have a food or liquor license must contact his/her insurance agent and ask for a Certificate of Insurance naming WheatonArts as "an additional named insured" on their personal homeowners/renters policy. This certificate should be sent to WheatonArts by the issuing insurance agent.

Alcoholic beverages are not permitted on the WheatonArts grounds from 10am to 5pm. WheatonArts may prohibit the consumption of alcoholic beverages at any time.

CASUAL FOOD SERVICE PROVIDERS

Holly City Deli

Millville, NJ 08332 (856) 327-3230

Lynn's Hometown Deli and Takeout

Millville, NJ 08332 (856) 825-3283

CATERERS

Feast Your Eyes

Philadelphia, PA (215) 923-9449 fynecatering.com

The Greenview Inn® Eastlyn Golf Course

Executive Chef, Rob Buono, Jr.

Vineland, NJ 08361 (609) 501-0089 buono63@eatemfoods.com

Clorinda's Catering

Vineland, NJ 08360 (856) 692-7473 cookingclo@aol.com

ROOM CAPACITIES AND FEES

Seating capacities and rates for meeting facilities are provided below.

Event Center		Main Hall*	Lobby**	Lunch Room**
	Dimensions:	64' X 135'	16' X 26'	21' X 24'
	Gross Sq. Ft.	8,640	416	480
	Maximum Seating-Audience:	750	36	36
	Maximum Seating-Classroom:	500	N/A	24
	Maximum Seating-Banquet:	500	32	32
	Daily Rate Weekdays 8am to 10 pm	\$1,500.00 ***	\$350.00 ***	
	Daily Rate Weekends 8am to 10pm	\$1,500.00 ***	\$500.00 ***	
Museum	Maximum Capacity:	100		
	Hourly Rate: Monday to Saturday 5pm - 10pm	\$300.00 ***		
Gazebo	Maximum Capacity:	25		
	Rate: 9am to 5pm	\$150.00		
Administration Conference Rm	Maximum Capacity:	12		
	Rate: 9am to 5pm	half day - \$100 full day - \$150		

* 125 conference chairs and ten (10) 6 foot tables included.

** These rooms are rented as one unit.

*** \$100.00 per hour additional charge after 10pm.

Above fees do not include "set ups," furniture, audio-video equipment, linens, or other supplies. Such requests will be priced on a case-by-case basis.

ABOUT YOUR EVENT

- Our staff will work with you to design the ideal layout for your event and provide you with a written estimate of charges.
- A deposit of 50% of your rental fee PLUS a refundable \$200.00 security/damage fee will then be required to reserve your chosen facility and date.
- After the deposit is received and your needs are agreed upon, we will issue an itemized rental contract for your approval.
- We encourage you to communicate regularly with the staff during the planning process to ensure the success of your event.
- Changes to the contract may be made until 30 days prior to the event. If additional fees are incurred, they will be added to the final invoice.
- Due 10 days prior to event date:
 - Final balance due
 - Liability insurance or licensing for food and alcohol service
 - Proof of security personnel

Cancellation of contracts may result in the following penalties:

Up to 60 days prior to the event:	No Penalty
30 to 60 days prior to the event:	50% of Contract
Within 30 days of the event:	No Refund

CONTACT INFORMATION

Doris Abeling

WheatonArts

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856-825-6800, extension 104

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Fax: 856-825-2410

wheatonarts.org

EVENT CENTER REGULATIONS

1. The facility will be presented to the client in clean condition. The client is responsible for returning the facility to the same state. A security/damage fee may be required. It will be refunded if, after inspection, the building is found to be clean and undamaged as a result of the event. Any damage will result in loss of the security deposit.
2. The client is prohibited from accessing and/or tampering with building utilities without prior written permission. House lighting, ventilation and heat or air conditioning will be provided as required during event hours. Minimal comfort levels will be maintained during move in/move out to lessen loss of energy through doors.
3. WheatonArts requires that every event with more than 200 guests be staffed with certified, licensed security personnel hired by the client and approved by WheatonArts.
4. Signs, decorations and related materials may not be taped, tacked, stapled, nailed to walls, dividers or permanent signage in or around the facility. Holes may not be drilled or punched into any part of the building.
5. No glitter or confetti is permitted. All additional costs of cleanup of glitter or confetti will be charged to the client and will result in the loss of the security deposit.
6. **No** smoke or fog generators or pyrotechnics are permitted.
7. **No** candles are permitted unless covered by protective glass globes.
8. **No** open flames or cooking appliances of any kind are permitted within the Event Center. All roasted, baked, boiled, grilled or fried food must be prepared outside the facility. Electric or alcohol warmers are acceptable.
9. **No** soliciting is permitted in the Event Center or on WheatonArts grounds. The sale of merchandise is prohibited without prior written consent from WheatonArts.
10. **No** pet animals are permitted in the Event Center or on the grounds. Assistance dogs are welcome.
11. **No** smoking is permitted inside the Event Center or in any other WheatonArts building.