



WHEATONARTS

1501 Glasstown Rd., Millville, NJ 08332

Rental Information

wheatonarts.org

"For over four decades, Wheaton Arts and Cultural Center has been a vital community, national and international cultural resource in southern New Jersey. Within its beautiful setting, WheatonArts remains the region's primary tourist destination and serves as a dynamic center for the arts with ever-expanding programs that capture the imagination of all ages. "

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About Your Event

Our staff will work with you to design the ideal layout for your event & to make your day as seamless as possible.

- ♦ All rentals require an appointment. Appointments can be made by dialing 856.825.6800 x 104.
- ♦ After your needs are agreed upon, we will issue an itemized rental contract for your approval. A deposit of 50% of the room rental will be required to hold your date.
- ♦ 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 two (2) weeks prior to the event. If additional fees are incurred, they will be added to the agreement and an amended invoice will be issued.
- ♦ Due 14 days prior to event date:
 - ♦ Any Remaining Balance
 - ♦ Proof of Event Insurance
 - ♦ Proof of Security Personnel (If Required)

FOR MORE INFORMATION & RENTAL APPOINTMENTS PLEASE CONTACT:

Lauren Wymbs, Special Events Coordinator for WheatonArts

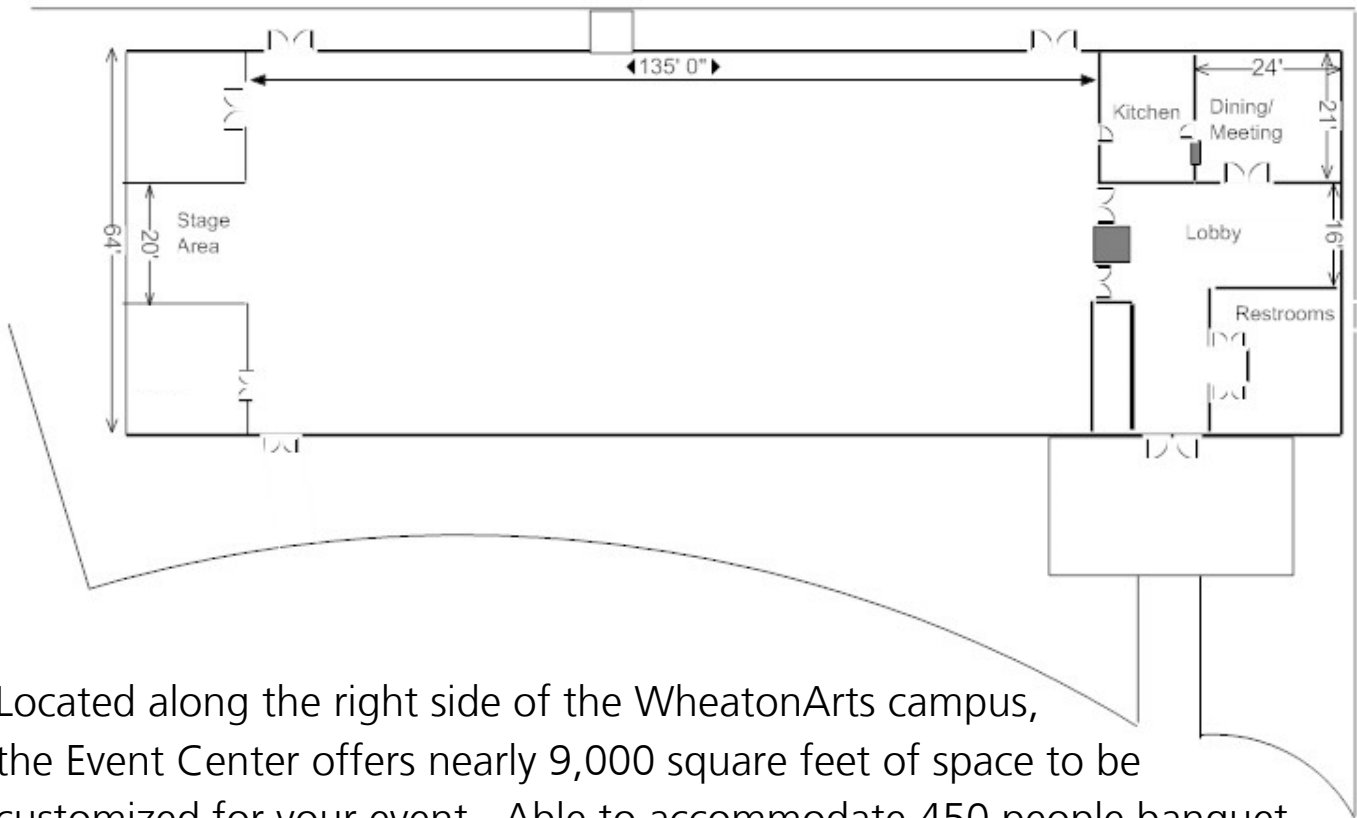
856-825-6800 x 104

email: lwymbs@wheatonarts.org

fax: 856-825-2410

The Event Center

WHEATONARTS



Located along the right side of the WheatonArts campus, the Event Center offers nearly 9,000 square feet of space to be customized for your event. Able to accommodate 450 people banquet style, it is one of the largest indoor venues in our area. The Event Center is available to rent all year for weddings, corporate meetings, and special events. Our staff will be happy to work with you to design your ideal rental package and layout.

Call 856.825.6800 x104 for rental information and appointments.

Weddings

Rates and Information

Located on 50 wooded acres, WheatonArts is the ideal location for your picture-perfect wedding. Whether you are looking to tie the knot at one of our breathtaking outdoor locations, have your reception in our 9,000 square foot event center, or have your wedding photos taken on our beautiful grounds, WheatonArts is the perfect place to make your day as unique as possible.

Package One: A WheatonArts Wedding Weekend – \$4400.00

Spend the weekend at WheatonArts! We open the Event Center to you on Friday at noon to decorate and prepare for your wedding. In addition to your wedding reception on in our 9,000 square foot Event Center on Saturday evening, you can host a Friday evening rehearsal dinner and Sunday morning brunch, all with the caterer of your choice, in the location(s) of your choice. Schedule an included make-your-experience for one of your three days with us and make a unique, hand-blown keepsake to commemorate your wedding. This price includes the use of our grounds for your entire event and photos, one make-your-own experience, the use of our Event Center and up to three (3) remote locations of your choosing to be used for your rehearsal dinner, ceremony, cocktail hour, reception, and brunch as well as tables and chairs for all locations. Electric is available at no additional charge in some outdoor locations.

Package Two: A WheatonArts Rustic Wedding- \$3200.00

Enjoy the convenience of our spacious Event Center and a beautiful outdoor location for your ceremony and wedding pictures, all located in our beautiful wooded setting. The Wheaton Arts Rustic Wedding Package includes the use of our Event Center, one remote location of your choosing for your ceremony, tables and chairs for both locations, and the use of our grounds for your event and day-of photos. This package includes additional set-up time on Friday from Noon to 5 PM to ensure a stress-free decorating process! Electric is available at no additional charge in some outdoor locations.

Package Three: All Inclusive Indoor Reception – \$2700.00

Love the idea of having your wedding at WheatonArts but would like to get married elsewhere? Not a problem! Enjoy the use of our Event Center with all of its amenities. Package price includes additional set up time, tables and chairs, staging for your DJ, band, or sweetheart table, and the use of our grounds for your event and day-of photos.



Package rates available for up to 200 guests and do not include tent rental, catering, decorations, linens, the cost of event insurance or refundable damage deposit.

Prefer to build your own package? Refer to page 6 for A La Carte pricing.

Please note, package rates are available April through November. Please refer to A La Carte pricing for dates December through March.

A La Carte Pricing

The Event Center		Maximum Total Capacity: 450 Includes: Lobby, Dining Room, and Kitchen
<u>Main Hall: 64' x 135'</u>	<u>Lobby: 16' x 26'</u>	<u>Dining Room: 21' x 24'</u>
Daily Rate Weekends to 10 PM (Fridays & Saturdays)	\$1500.00	Set up from Noon to 5 PM the day of your event; breakdown one hour after your event and from 8 AM to 11 AM the following day
Daily Rate Weekends to 12 AM (Fridays & Saturdays)	\$1800.00	
Additional Set Up Time	\$500.00	Set up from Noon to 5 PM the day BEFORE your event and from 9 AM to 5 PM the day of.
Daily Rate Sunday to Thursday 8 AM to 6 PM	\$600.00	Rental of the Event Center for up to 8 hours. Includes event hours, set up & breakdown time.

Outdoor Location		Maximum Capacity Varies By Location
Choice of: Train Station, Gazebo, Side or Back Museum Porch		
Hourly Rate Available Tuesday to Sunday to 8 PM *Seasonal Hours Apply	\$200.00	Price includes set up and breakdown time to be limited to the hour before your event and the hour after.

Museum Of American Glass		Maximum Total Capacity: 150 <i>Not available for fundraising activities of any kind.</i>
**Please note that the Museum availability is dependent on the parameters of the current exhibit. Absolutely no removal or rearrangement of furnishings or exhibits is permitted.		
Hourly Rate Available Tuesday through Sunday 5 PM to 10 PM	\$400.00	Price includes set up and breakdown time to be limited to the hour before your event and the hour after.

Above fees include house lighting, HVAC during event hours, and trash removal after the close of your event. A WheatonArts Staff member will be on call during all hours of your event. Above fees DO NOT include: set-up of your event by WheatonArts staff (unless previously arranged), furniture, linens, or other equipment and/or supplies.

Additional Services & Equipment Rental

EQUIPMENT	RATE/UNIT	INFORMATION
Chairs		
Folding	\$2.50	White or Black, Aluminum Frame
Upholstered*	\$2.00	*Available for Meetings and Indoor Events ONLY Limited amount available
Tables		
96" X 30" All Purpose (Resin)	\$12.00	
96" X 30" All Purpose (Wood)	\$10.00	
72" X 30" All Purpose (Resin)	\$12.00	
72" x 30" All Purpose (Wood)	\$10.00	
60" Banquet Rounds	\$12.00	
48" Luncheon Tables	\$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	
Table Skirting (per table)	\$20.00	
Audio Visual Equipment		
8 ft. Screen	\$40.00	
AV Cart	N/C	
Additional Needs		
Podium	\$20.00	
Staging (4' X 8')	\$10.00	20 pieces available
Black Pipe & Drape 60 ft. available	\$20.00	Six 10' sections available
Garment Rack	N/C	
Up to one (1) room change	\$100.00	

Additional staffing, for whatever reason, can be supplied for an additional per hour cost to be determined on a case by case basis.

All equipment rentals & services must be agreed upon by the time your remaining balance is due. If the client can provide a layout of the room no later than two (2) weeks prior to your event date, WheatonArts will set any product rented from us. If a layout is not provided, the client is responsible for all set up and break down. Client is responsible for set up and breakdown of all outside rental equipment. WheatonArts limits all rentals to a maximum of 450 chairs and 55 tables per event.

Rules & Regulations

- ♦ **50% of the room rental fee is due at signing of the agreement.** No dates will be held until the agreement has been signed and the deposit has been received. The remaining amount due must be paid in full two (2) weeks before your event. An appointment will be set two (2) weeks prior to your event at the time of the agreement to satisfy your account.
- ♦ **Cancellation of the event will result in the following penalties:**
 - More than 90 days before your event:** Full refund
 - 60 to 90 days before your event:**
Refund of 50% of amount paid on the account at the time of cancellation
 - 60 days before your event:** No Refund
- ♦ **Event hours will be listed on the Rental Agreement.** Failure to comply with agreed upon event hours will result in automatic loss of damage deposit and may result in additional security costs.
- ♦ **Fire Department regulations limit the maximum capacity of each building to its posted amount.** The event may be closed at the expense of the client if the number of people exceeds the building capacity.
- ♦ **WheatonArts requires every event with more than 200 guests be staffed with six (6) or more SORA certified, licensed security personnel hired by the client and approved by WheatonArts.** Security guards must be on duty for all hours of the event and remain until building is empty after the event. Security for the event must be approved no later than two (2) weeks prior to the event.
- ♦ **All rentals require event insurance.** Proof of insurance is required no later than two (2) weeks prior to the event day. More information will be provided at the time of the agreement.
- ♦ **A security/damage fee of \$600.00 per event day will be required.** It will be refunded if, after inspection, the rented buildings and surrounding areas (parking lots included) are cleaned and undamaged. Any damage will result in complete or partial loss of deposit. Any additional clean-up required by WheatonArts staff as a result of your event can result in complete or partial loss of your deposit.
- ♦ **Any property not owned by WheatonArts MUST BE REMOVED during your break down time.** Any items left by the client past the break down following your event will be assumed unwanted and will be disposed of. This includes outside rental furniture and decorations.
- ♦ **Sound checks will not be permitted at a loud volume until after WheatonArts has closed to the public at 5 p.m.**
- ♦ **NO ADDITIONAL ELECTRIC WILL BE PERMITTED.** If our electric fails due to unforeseen circumstances, your event will be closed. WheatonArts will review on a case by case basis to determine if a refund will be provided.
- ♦ **All fire exits must be properly cleared with a 6 ft. wide path.**
- ♦ **No stage platforms higher than 2 ft. will be permitted.**
- ♦ **No pet animals are permitted at WheatonArts. Assistance animals are welcome.**
- ♦ **No smoking is permitted inside any WheatonArts building.**
- ♦ **Rules and Regulations pertaining to the rented area must be signed at the time of deposit.**

Additional Information

Make Your Event as Unique as Possible



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

Arrangements can be made through Group Tours at 856.825.6800 x 100

Visit our Museum Stores for Hand-Made Event Favors



Food Service and Local Catering

Although WheatonArts does not have on-site catering, we can recommend a number of local caterers who stand ready to serve your needs.

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

Andrea Trattoria

Millville, NJ (856) 825-8588

Danny's Pizza Pizzazz

Millville, NJ (856) 765-5716

dannypizzapizzazz.com

Taste of Italy

Vineland, NJ (856) 765-0666

<http://tasteofitalynj.homestead.com/>

SPECIAL EVENT CATERERS

Andrea Trattoria

Millville, NJ (856) 825-8588

andreattrattoria.com/catering/

The Greenview Inn® Eastlyn Golf Course

Vineland, NJ (856) 691-5558

chefrobbono@gmail.com

Tower Catering

Vineland, NJ (856) 205-0010

towerhospitality.com

Feast Your Eyes

Philadelphia, PA (215) 923-9449

fyecatering.com

Please note that all arrangements for food and beverage service must be approved by WheatonArts one month prior to the event. Alcoholic beverages are not permitted on the WheatonArts grounds from 10am to 5pm.

WheatonArts may prohibit the consumption of alcoholic beverages at any time.