

# HILL-STEAD MUSEUM

## 2018 Meetings and Events Rental Rates

*Discover the timeless elegance and versatile spaces of one of Connecticut's premier historic properties.*

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| <p><b>Makeshift Theater</b></p>               | <p><b>An historic Arts and Craft-style wood paneled room in the Carriage Barn. Fully heated and air-conditioned.</b><br/> <b>Capacities:</b><br/> <b>Seated receptions:</b> 100 guests<br/> <b>Standing receptions:</b> 150 guests<br/> <b>Seated in lecture-style rows:</b> 120 guests<br/> <b>Fees:</b><br/>           \$1500 six hours Monday-Friday, 9:00 a.m.-5:00 p.m.<br/>           \$250 per hour Monday- Friday, 9 a.m. - 5 p.m.<br/>           \$2000 six hours on evenings and weekends<br/>           \$350 per hour- evenings and weekends</p> <p>This room is located adjacent to a small catering kitchen.</p>   |
| <p><b>Pope Board Room and Stone Porch</b></p> | <p><b>An elegantly decorated room adjacent to the Museum.</b><br/> <b>Capacities:</b><br/> <b>Seated receptions:</b> 30 guests (seated at three 60" round tables)<br/> <b>Standing receptions:</b> 50 guests<br/> <b>Seated lecture or meeting:</b> 10 guests (around a conference table)<br/> <b>Seated lecture-style in rows:</b> 30 guests<br/> <b>Fees:</b><br/>           \$1500 for six hours Monday-Friday, 9:00 a.m.-5:00 p.m.<br/>           \$250 per hour Monday-Friday, 9:00 a.m.- 5:00 p.m.<br/>           \$2000 for six hours on weekends and weeknights<br/>           \$350 per hour on weekends and weeknights</p> <p>This room is located adjacent to a small catering kitchen.</p>             |
| <p><b>Sunken Garden</b></p>                   | <p><b>A one-acre perennial garden with summer house and stone walls *</b><br/> <b>Capacities:</b><br/> <b>Seated events:</b> 150 guests<br/> <b>Standing events:</b> 150-200 guests<br/> <b>Fee:</b><br/>           \$1500 week day during museum hours 9am- 5pm<br/>           \$2000 weeknights after 5pm and weekend hours</p> <p>*The Makeshift Theater may be used in the event of rain for a \$500 upcharge. Charge to be included in total event cost whether or not theater is used.<br/>           No tents may be used in the Sunken Garden.<br/>           The garden does not have existing lighting for events after sunset. Additional lighting will need to be brought in by renter/event host.</p> |

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| <b>Veranda and West Lawn</b> | <p><b>A superb setting with Mount Vernon-styled porch and exceptional vistas.</b></p> <p><b>Capacities:</b><br/> <b>Seated receptions or ceremonies:</b> 200+ guests<br/> <b>Standing receptions or ceremonies (seated in rows):</b> 200+ guests</p> <p><b>Fee:</b> \$7000<br/> This area will accommodate up to a 60'x150' tent.</p>                               |
| <b>Grass Court</b>           | <p><b>A grassy glen with views of the historic house. The estate's tennis court was originally on this site.</b></p> <p><b>Capacities:</b><br/> <b>Seated receptions or ceremonies:</b> 200 guests<br/> <b>Standing receptions or ceremonies (seated in rows):</b> 200+ guests</p> <p><b>Fee:</b> \$5000<br/> This area will accommodate up to a 60'x100' tent.</p> |

| <b>ADDITIONAL FEES</b>                                      |   |
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| <b>Equipment Rental</b><br>\$350                            | Host may choose to rent from Hill-Stead: up to (10) 60" round tables, and/or (8) 8' or (6) 6' rectangular tables, 6 high top tables, 45 gold Chivari chairs, 70 black folding chairs, and more. See below for full list of equipment. |
| <b>Open House of the First Floor of the Museum</b><br>\$500 | All guests will have access to the Museum for one hour of your choosing between 4pm and 8pm. Docents will be stationed on the first floor and can interact with guests while they leisurely tour the open house.                      |
| <b>Fire Watch Fee</b><br>\$700                              | Required by law for tented events; provides for two Town of Farmington firepersons and a fire vehicle on the grounds during the event.  |

**Rentals extending more than six hours will incur an additional fee of \$400 per hour.**

**Additional Option:**

\$600- One hour guided tour with one hour reception in the Pope Board Room for up to 15 guests.

**Museum Equipment**

Hill-Stead Museum has the following items available for use in either the Makeshift Theater, Pope Board Room, or Sunken Garden. An additional **\$350** set-up fee will be charged for use of any of these items.

Linens are not included.

- Eight 8' tables
- Six 6' tables
- Ten 60" round tables
- Six high top cocktail tables
- 50 gold Chiavari chairs (for use in Makeshift Theater or Pope Board Room only)
- 70 black plastic folding chairs
- Podium
- Screen, laptop, LCD projector
- Coat racks

**All events include: a Museum Representative, security coverage, set up of any equipment rented from Hill-Stead (tables, chairs and other equipment can be rented from Hill-Stead for an additional \$350 fee), and 15 admission passes for a guided tour during museum hours (Tues- Sun, 10am- 4pm, last tour at 3pm).**

**Deposit**

Dates for events are held when the contract is signed by the Renter/host and returned to Hill-Stead Museum with a non-refundable deposit of \$500\*. Renter/host will receive a contract with terms and payment schedule. \*Hourly rentals of Makeshift and Pope Board Room will require a 30% deposit of total fee.

**Insurance**

Thirty (30) days prior to the scheduled event, the Renter/host must provide the museum with a certificate of general public liability insurance, naming Hill-Stead Museum as the additional insured, with a minimum limit of \$1 million, against claims for bodily injury, property liability and damage. If liquor is to be served, the caterer or bartender must furnish a certificate of insurance showing liability, liquor liability, automobile liability, and workers compensation coverage.

**Rentals and Catering**

Catering, tent and equipment rentals may be arranged through Hill-Stead's preferred vendors or a vendor of your choice. We will be pleased to assist you with questions and recommendations.

**Outdoor Events- As a courtesy to our neighbors, events must conclude by 10:30 p.m.**

For more information or to request a site tour of Hill-Stead's event spaces, please contact:

**Jennifer Mooney**

**Manager of Private Events and Corporate Functions**

860.677.4787 ext 134, [mooneyj@hillstead.org](mailto:mooneyj@hillstead.org)