

# HILL-STEAD MUSEUM

## 2020 Wedding Rental Rates

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

<p><b>Makeshift Theater</b></p>	<p><b>An historic Arts and Crafts room in the Carriage Barn</b>  <b>Capacities:</b>  <b>Seated receptions:</b> 40- 90 guests  <b>Standing receptions:</b> 175 guests  <b>Ceremonies, seated in rows:</b> 150 guests  <b>Fees:</b> \$3,800                    \$2,800 (winter rate from November-April)*          *Please note that if a wedding ceremony is added, there will be an additional fee.</p> <p>Fee includes six hour rental, a life-time Patron membership to Hill-Stead Museum, ceremony rehearsal time, access to the grounds for photography, use of the bride's room, a Museum Representative, security coverage and 15 admission passes for a guided tour during museum hours (Tues- Sun, 10am- 4pm, last tour at 3pm)..</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>  <b>Capacities:</b>  <b>Seated ceremonies:</b> 150 guests  <b>Standing receptions:</b> 150-200 guests  <b>Fee:</b> \$3,500</p> <p>Fee includes six hour rental, a life-time Patron membership to Hill-Stead Museum ceremony rehearsal time, access to the grounds for photography, use of the bride's room, a Museum Representative, security coverage, and 15 admission passes for a guided tour during regular museum hours (Tues- Sun, 10am- 4pm, last tour at 3pm).</p> <p>As a courtesy to our neighbors, events must conclude by 10:30 p.m.          The garden does not have existing lighting for events after sunset. Additional lighting will need to be brought in by renter/event host.</p>
<p><b>Veranda &amp; West Lawn</b></p>	<p><b>A superb setting with Mount Vernon-styled porch and vistas</b>  <b>Capacities:</b>  <b>Seated receptions or ceremonies:</b> 200+ guests  <b>Standing receptions or ceremonies (seated in rows):</b> 200+ guests  <b>Fee:</b> \$7,350</p> <p>Please note that if a wedding ceremony is added, there will be an additional fee.</p> <p>Fee includes six hour rental, a life-time Patron membership to Hill-Stead Museum, ceremony rehearsal time, access to the grounds for photography, use of the bride's room, a Museum Representative, security coverage, and 15 admission passes for a guided tour during regular museum hours (Tues- Sun, 10am- 4pm, last tour at 3pm).</p> <p>This area will accommodate up to a 80'x120' tent.          As a courtesy to our neighbors, events must conclude by 10:30 p.m.</p>

<b>Grass Court</b>	<p><b>A glen with views of the house and access to both the West Lawn and Sunken Garden. This area was originally the grass tennis court.</b></p> <p><b>Capacities:</b>  <b>Seated receptions or ceremonies:</b> 200 guests  <b>Standing receptions or ceremonies (seated in rows):</b> 150 guests  <b>Fee:</b> \$5,250</p> <p>*Please note that if a wedding ceremony is included, there will be an additional fee.</p> <p>Fee includes six hour rental, a life-time Patron membership to Hill-Stead Museum ceremony rehearsal time, access to the grounds for photography, use of the bride's room, a Museum Representative, security coverage, and 15 admission passes for a guided tour during regular museum hours (Tues- Sun, 10am- 4pm, last tour at 3pm).</p> <p>This area will accommodate up to a 60'x100' tent.  As a courtesy to our neighbors, events must conclude by 10:30 p.m.</p>
<b>CUSTOMIZED OPTION</b>	<p><b>Ceremony Only- No reception included</b>  <b>Fee:</b> \$3,000</p> <p>Fee includes six hour rental, a life-time Patron membership to Hill-Stead Museum ceremony rehearsal time, access to the grounds for photography, use of the bride's room, a Museum Representative, security coverage, and 15 admission passes for a guided tour during regular museum hours (Tues- Sun, 10am- 4pm, last tour at 3pm)..</p> <p>Available spaces for these options include the Sunken Garden, West Lawn, North Lawn and the Makeshift Theater.</p>
<b>CUSTOMIZED OPTION</b>	<p><b>The Grand Entrance!</b>  <b>Fee:</b> \$5,000</p> <p>Fee includes photo opportunities inside the museum (Drawing Room only) for up to 8, use of the grand staircase for couple (to walk down and for photography), and opening of the front Veranda door for presentation to guests onto the West Lawn.</p>
<b>Outdoor Photography</b> \$350 for two hours	<p>Wedding parties must arrive on the museum property no later than 5:30pm.  Sessions must be scheduled in advance.</p>
<b>Damage Deposit</b> \$500	<p>Refundable if repairs or extraordinary cleaning services are not needed following the facilities use. This deposit is required for all events.</p>
<b>Open House-Style Tour of the First Floor of the Museum</b> \$500	<p>All guests will have access to the Museum for one hour of your choosing between 4pm and 8pm (7pm is the latest the tour can be scheduled). Docents will be stationed on the first floor and can interact with guests while they leisurely tour in an open house style format.</p>
<b>Ceremony Fee</b> \$800	<p>For a ceremony anywhere on the property added to a reception on site.</p>
<b>Fire Watch Fee</b> \$700	<p>Required by state law for tented events; provides for two Town of Farmington firepersons and a fire vehicle on the grounds during the event.</p>

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

### **Membership Benefits**

Patron life-time members of the Museum will receive the following benefits following the wedding:

- Complimentary, unlimited Museum admission
- Complimentary admission for up to two guests per visit
- Complimentary or reduced admission to Museum programs
- Reciprocal benefits at 36 national Museums and galleries
- A 20% discount in the Museum Shop

## **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.

- Eight 8' tables
- Six 6' tables
- Ten 60" round tables
- Six high top cocktail tables
- 60 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

## **Deposit.**

Reservation is made when the contract is signed by the Renter/Host and returned to Hill-Stead Museum with a \$1000 non-refundable deposit. Renter/Host will receive a contract with terms and payment schedule.

## **Insurance**

Thirty (30) days prior to the scheduled event, Renter/Host must provide the museum with a certificate of general public liability insurance, naming Hill-Stead Museum as 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 approved vendors. We will be pleased to assist you with questions and recommendations.

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

**Jennifer Mooney, Manager of Private Rentals and Corporate Functions**

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