

HILL-STEAD MUSEUM

2023 Meetings and Events Rental Rates

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

<p>Makeshift Theater</p>	<p>An historic Arts and Craft-style wood paneled room in the Carriage Barn. Fully heated and air-conditioned. Capacities: Seated receptions: 95 guests Standing receptions: 150 guests Seated in lecture-style rows: 150 guests Fees: \$1500 Monday-Friday, 9:00 a.m.-5:00 p.m. \$250 per hour Monday- Friday, 9 a.m. - 5 p.m. \$2300 six hours on evenings and weekends \$375 per hour- evenings and weekends This room is located adjacent to a small catering kitchen.</p>
<p>Pope Board Room or Glass Room</p>	<p>The Pope Board Room is an elegantly decorated room adjacent to the Museum. The Glass Room is a newly renovated Room in the Carriage barn with view of the fields and barn of the estate and on the museum's courtyard.</p> <p>Capacities: Seated receptions: 30 guests (seated at three 60" round tables) Standing receptions: 50 guests Seated lecture or meeting: 10-20 guests (around a conference table) Seated lecture-style in rows: 30-40 guests Fees: \$1500 Monday-Friday, 9:00 a.m.-5:00 p.m. \$250 per hour Monday-Friday, 9:00 a.m.- 5:00 p.m. \$2000 for six hours on weekends and weeknights \$350 per hour on weekends and weeknights.</p>
<p>Sunken Garden</p>	<p>A one-acre perennial garden with summer house and stone walls * Capacities: Seated events: 150 guests Standing events: 150-200 guests Fee: \$1600 week day during museum hours 9am- 5pm \$2200 weeknights after 5pm and weekend hours No tents may be used in the Sunken Garden. 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>Veranda and West Lawn</p>	<p>A superb setting with Mount Vernon-styled porch and exceptional vistas. Capacities: Seated receptions or ceremonies: 200+ guests Standing receptions or ceremonies (seated in rows): 200+ guests Fee: \$7800 This area will accommodate up to a 60'x150' tent.</p>

Grass Court	<p>A grassy glen with views of the historic house. The estate's tennis court was originally on this site.</p> <p>Capacities: Seated receptions or ceremonies: 200 guests Standing receptions or ceremonies (seated in rows): 200+ guests Fee: \$5800</p> <p>This area will accommodate up to a 60'x100' tent.</p>
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ADDITIONAL FEES	
Open House of the First Floor of the Museum \$600	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.
Fire Watch Fee \$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 \$400 set-up fee will be charged for use of any of these items. Linens are included with a charge of \$7 per table in the colors the museum has available.

- Eleven 8' tables
- Six 6' tables
- Ten 60" round tables
- Six high top cocktail tables
- 65 gold Chiavari chairs (for use indoors only)
- 40 black plastic folding chairs
- Podium
- Screen, laptop, LCD projector
- Coat racks

All events include: a Museum Representative and security coverage

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 \$1000*. Renter/host will receive a contract with terms and payment schedule.

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.

Please contact Jennifer Mooney directly for fees of Showers or Memorial Services.

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

Jennifer Mooney

Director of Private Events and Corporate Functions

860.677.4787 ext 134, mooneyj@hillstead.org