

Pricing & Capacity Overview

Special Event Rental Pricing & Details					
Building	Room	Fee	Added Hour	Ceremony Only	Capacity
Children's Museum	Studio	\$3,500	\$1,050	\$2,500	150-200 ceremony 80 plated dinner & dance floor 100 plated dinner, no dance floor 200 cocktail style
Children's Museum	Big Red Room	\$5,000	\$1,500	N/A	230 plated dinner & dance floor 200 buffet dinner & dance floor 400 cocktail styles
MuseumLab	Grable Gallery (1 st floor)	\$2,700	\$810	\$1,600	120 ceremony 100 cocktail style
MuseumLab	Assembly Hall & Gathering Space (upper levels)	\$4,800	\$1,440	\$2,500	200 ceremony & cocktails 120 plated dinner, dancing in Gathering Space
Styled Shoots	Any Location	Booked by the hour at \$150 per hour			N/A

Pricing: Rental prices are for a four hour period, with event run time from 6-10pm. Additional time may be booked at an hourly rate, plus a 20% premium (see "added hour" column above for total fees). Special set up requests may incur additional fees which start at \$800 (example: flipping a ceremony space into a reception space). All rental prices are subject to change until a contract is signed.

Rental Discounts: 15% discount for non-profit organizations.

Rental Upcharges: There is a 50% upcharge on all holiday event rentals (Memorial Day, Labor Day, New Year's Eve, and New Year's Day).

Conference Rooms: Conference rooms may be added to rentals for a fee of \$425, pending availability. **NOTE:** There are no bridal suites or "getting ready rooms" available on site; see page 3 regarding storage spaces included in your rental.

Additional Fees & Vendor Restrictions

Security: There is a security guard fee for \$60 per hour

Refundable Security Deposit: \$500.00 fee. The Client agrees to leave all CMP property in the same condition as prior to the Event in order to receive refund. Minor damages, excessive cleanup, or failure to remove personal property will

result in CMP retaining this fee and/or billing additional fees to the renter. Damages to major artwork are not covered by this deposit and will be billed additionally as needed.

Rental Deposit: There is a 50% deposit of all room rental fees, plus security and refundable security deposit total is due at signing of contract.

Final Payment: Balance of 50% deposit (rental fees, security, and refundable deposit), plus beverage package, is due 10 days prior to event date.

Cancellation Policy: If the Client cancels the event in writing at least 180 days prior to the scheduled date, the Client then forfeits 50% of the deposit as a cancelation fee. No part of deposit will be refunded if the Client cancels the event less than 180 days prior to the scheduled date.

Contracted Services:

Contract for event rentals with CMP include the following items/services

1. 4 hour room rental (see page 1 for available spaces, fees, and extended event run times)
2. Limited equipment inclusions such as tables and chairs (see "Special Event Rental Inclusions" chart on page 3 for details)
3. Pepsi beverage service (see "Vendors and Staffing" page 4)
4. Physical setup & tear down of event space

Contract for event rentals with CMP DOES NOT include:

1. Wedding planning or day of coordination services. An Events Operations Manager or Associate will be provided the day of your event by CMP and available to act as a liaison between the rental user and all outside vendors, as well as manage CMP Event Staff. They will not perform inquiries, bookings, or contracts for outside vendor partners. CMP highly recommends hiring a wedding planner and/or day of coordinator.
2. Catering and Bartending services, including alcoholic beverages
3. Glassware, table settings, napkins, or linens
4. Décor services (floral, additional furniture rentals, décor placement, etc.)
5. DJ or AV/Tech services and/or setups
6. Extensive cleanup before or after your event time (example: floral debris, loading/unloading vehicles)

Please see our "Recommended Vendors" list for a variety of event industry professionals with whom we have worked with in the past and would be happy to assist with services not covered in your CMP contract.

Special Event Rental Inclusions

Rental Inclusions list: Children's Museum

Building	Item	Number Provided by Museum
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Children's Museum	60 inch round banquet tables	20
	8 foot plastic tables	4
	6 foot plastic tables	12
	Norden Wooden tables (39 ¼' x 95")	1
	Norden Wooden tables (35 ½' x 61")	4
	Norden Wooden tables (35 ¾" x 82 ½')	4
	30 inch round high/low top tables	10 (interchangeable between heights)
	Black garden style folding chairs	230
	Black Pipe & Drape	4

Rental Inclusions list: MuseumLab		
Building	Item	Number Provided by Museum
MuseumLab	60 inch round banquet tables	16
	8 foot plastic tables	5
	6 foot plastic tables	5
	30 inch round high top tables	4
	Black garden style folding chairs	200
	Accordion style room dividers	3 (typically used to block off Studio Lab gallery)

Items listed in the above tables are at no additional charge to the Client. However, the above items are exclusive to the building under which they are list. Included items WILL NOT be moved between building locations.

Parking: 160 parking spaces are shared between the buildings and are included with rental price on a first come, first serve basis. Parking is located at 10 Children's Way, Pittsburgh, PA 15212. **NO OVERNIGHT PARKING IS PERMITTED.**

Storage: CMP will provide rental users with one complimentary storage room. Use of storage to begin no earlier than 24 hours prior to the event, and ends at 11pm the day of the event. All stored items must be shelf stable, we do not offer refrigerated storage. **NO NEXT DAY PICKUPS PERMITTED FOR RENTAL USERS.** Any items left overnight the day of the event will result in loss of refundable security deposit, and may also incur additional fees.

Wedding Rehearsals: Rental users receive a complimentary 1 hour wedding rehearsal 24-48 hours prior to their event. Rehearsals will be completed in selected ceremony location in accordance to the rental contract. Food, drink, and advanced event setup (décor etc.) is prohibited during the rehearsal. **NOTE:** the space will not be fully set per agreed upon floorplan until the day of the event. Limited seating will be provided for rehearsals.

Vendors and Staffing

Other Rentals: All Occasions is the Museum's required rental company. All glassware, tableware and **additional tables and chairs must be rented through their company.** Please check out their website at <http://www.allparty.com/>

Catering: CMP requires the Client to utilize a caterer from the following list for food service and beverage service needs. For a list of our required catering contacts, see the provided "Required Caterers list" or check out this link <https://pittsburghkids.org/birthdaysrentals/museum-rentals/catering>.

Bartending Services: Bartenders will be provided via your contracted caterer (from our required list). Bartenders will not permit self-service, shots, or certain specialty drinks. Bartenders will not begin service before the rental contract period begins at 6pm. Please confirm all alcoholic beverage offerings with your bartender before purchasing supplies.

Alcohol: If choosing to serve alcohol, the Client will provide the alcoholic beverages and abide by the following rules.

1. Alcohol is only permitted to be served by your caterer during your contracted event time. Consumption of alcohol during Museum business hours (10am – 5pm) is strictly prohibited & may result in removal. This rule is in affect for both event guests and hosts, there will be no exceptions!
2. Abide by all local, state and federal laws regarding alcoholic beverages, including no service to guests under 21. Cash bars are prohibited.

Beverage Package: Non-alcoholic beverages must be purchased via CMP. Two packages are offered and both include disposable cups upon request.

1. Basic Non-Alcoholic Package (\$5.75 + tax): Bottled Pepsi, Diet Pepsi, Sierra Mist and Water.
2. Upgraded Mixers Package (\$7.75 + tax): All items included in Basic Package PLUS Ginger Ale, Club Soda, Tonic Water, Specialty mixers (juices, etc.) and bar fruit.

Staffing: At least one CMP representative will be present at all times during the event to answer questions about CMP and/or this agreement. CMP will provide floor staff for set-up and tear-down of the event, as well as the exhibit areas if needed. CMP will not provide personnel for automobile parking or food/beverage service.

Rental Setup & Vendor Arrivals: CMP Events Staff will begin setting up rental spaces at 3pm the day of the event (excluding public spaces which remain open until 5pm). Vendor arrival will be restricted to a window between 12pm & 4pm. Vendor pickup will be restricted to a window of 11pm – midnight. **NO OVERNIGHT STORAGE IS PERMITTED FOR VENDORS OR RENTAL USERS.** Any items left overnight the day of the event (by rental users or their vendors) will result in loss of refundable security deposit, and may also incur additional fees.