



Rental Information, Rates, and Guidelines

310 Cherry Street
Macon, GA 31201

Reservations

You may reserve space at the Tubman Museum for meetings and events by contacting the Tubman Guest Services Department at (478) 743-8544

Classroom Rental fees:

The first-floor classrooms and second-floor conference room in the Tubman Museum may be reserved, when available, during museum operating hours for half-day (4 hour) or full-day (8 hour) meetings (including workshops, seminars, and classes).

****ALL EVENTS MUST END BY 12AM MIDNIGHT****

Half Day	\$250.00
Full Day	\$500.00

Room Capacity

Classrooms

The first-floor classrooms seat 26 with tables and 48 in theatre-style seating

Events

The Tubman Museum can accommodate small to large rental events (including dinners, receptions, weddings, reunions, dances, lectures, and concerts). The primary event spaces in the building are the first-floor rotunda and the second-floor balcony

Event Rental Fees

\$2,700 (Rotunda) events starting after closure ** 6 Hour EVENT rental **

\$3,000 (Rotunda) – **ALL DAY CLOSURE OF THE MUSEUM** ** 6 Hour EVENT rental **

\$1000 (Otis Redding Gallery) **(based on four-hour events)**

\$700 Balcony **(based on four-hour events)**

The Balcony & Gallery used together cost is \$1500

The Balcony & Gallery can be used for smaller, standing receptions (up to 100 people) with unobstructed views of the rotunda below. Seated event up to 150 people

Each additional hour beyond the 4 or 6-hour base rate is \$250. (initial)

Base rental rates include staffing, security, and event furniture (tables and chairs)

Event Space Capacity

The Rotunda

The Rotunda seats up to 250 banquet-style, up to 350 in theatre-style seating and up to 400 for a standing reception

Event Hours

The Tubman Museum is open to the public from 9:00 a.m. to 5:00 p.m. on Tuesdays through Saturdays. Events and event set-ups on those days cannot begin until the museum **closes at 5:00 p.m.** however, approved caterers may be granted access to the loading dock, catering kitchen and adjacent prep area as early as noon, if there are not any other activities already taking place in those spaces. On Sundays and Mondays when the Museum is closed to the public, events and event set-up cannot begin until noon (12 p.m.) on those days. \

MUSEUM CLOSURE EVENTS

If you are requiring the museum to be closed for set up of your event (see fee schedule), You may begin setting up at 9am. **YOUR EVENT IS STILL BASED ON A (6) HOUR RENTAL** Example: You may enter the building at 9am – your event starts at 3pm – it must be completed by 9PM – and cleaned by 10pm (or subject to additional fees)

AFTER EVENT IS OVER, YOU HAVE APROXIMATE (1) HOUR TO CLEAR BUILDING OR YOU WILL BE SUBJECT TO ANOTHER OVERTIME FEES . _____(INITIAL)

Deposits

Guaranteed reservations for events or meetings at the Tubman Museum require receipt of a \$500.00 Security non-refundable deposit and a signed and dated rental agreement. The remainder of the rental fee is due 10 days before the scheduled event or meeting, and any cancelation by the renter will result in forfeiture of the deposit. If the Tubman facility or property is damaged during the event, you will receive an invoice for damages within 10 days of your event to replace, restore or repair and it is the renter's responsibility to pay within 15 days of receipt of Lessor's request for reimbursement. _____(INITIAL)

Payment

Final balance of all fees associated with the facility rental is due **10 days prior** to the rental date. Failure to pay these fees as agreed will result in cancellation of the agreement and forfeiture by the renter of all payments received by the Tubman Museum. Cash, checks and all major credit cards will be accepted as payment. Checks should be made out to the Tubman Museum.

Preferred Caterers

The Tubman Museum has identified (3) preferred caters that we recommend for events and meetings at the Tubman Museum. **You may** another caterer of your choice – but they **MUST** be licensed and insured

1. Donie Stewart – Catered Events 478-960-1195
2. Chef Michael SDR CHEF SERVICES – Contact Michael 678-873-1096
3. Chef Collier – 478-508-2859

If a renter elects to use a caterer other than the three caterers on this list, the caterer must be pre-approved by the Tubman Museum.

ALL EVENTS THAT SERVES ALCOHOL MUST HAVE A LICENCED BARTENDER ON PREMISE _____ (Initial)

Suggested Bartender service

1. Kimberly Talley (Cheers Entertainment) 478-456-0545

It is responsible for all alcohol brought on the premises and accepts full responsibility for any possible liability therefrom. Renter hereby agrees to indemnify and hold harmless Lessor from any damages, actions, suits, or claims arising out of or in connection with any damage to property or any injury caused to any person (including death) relating to the sale, furnishing, or service of alcohol at the Event and will be responsible for any cost, including attorney fees, incurred by Lessor in defending any claim of such nature.

_____ (INITIAL)

Event Set-up

The Tubman Museum will provide **a one-time complimentary set-up** of the Tubman Museum’s tables and chairs according to the information provided by the renter via a schematic diagram provided by the Tubman Museum. This set-up information must be provided 7 days prior to the rental and be approved by the Tubman Museum. All moving, set up, breakdown and removal of tables, chairs, podiums, and displays must be handled by Lessor unless arrangements are made with the Tubman Museum in advance.

Although sensitive to renter needs, the Tubman Museum reserves the right to assess a **\$100 charge for extensive use of Tubman Staff**. This includes but is not limited multiple changes in set-up, assistance with multiple practice/trial runs, providing excessive labor during an event, and situations where Tubman Staff is utilized to perform services for unusual renter needs and requests. **DUE THE SAME DATE OF YOUR EVENT**

_____ (Initial)

Table decorations, linens, glassware, plates, and utensils are the responsibility of the renter or their selected vendors. Renter is also responsible for all arrangements with outside contractors for catering, photography, sound systems, and their set-up and breakdown.

Prohibited Activities

There is no smoking in the Tubman Museum. Food and drink are not allowed in the gallery areas. Vehicles must be in a parking space when not loading or unloading. No parking in the building except loading and unloading. No parking on the grass No animals are allowed in the building except for seeing-eye dogs. _____ (INITIAL)

Decorations

No helium balloons, glitter, or confetti are allowed in the Tubman Museum. Nothing is to be attached in any way to the walls, ceiling, floors, or furniture. Any exterior decorations or signs must be approved in advance by the Tubman Museum. **No candles or exposed flames are allowed at any time.** Garden cuttings present the possibility of insect infestation and must likewise be avoided; greenhouse fresh flowers are permitted after inspection by Tubman staff. . _____(INITIAL)

Cleanup and Checkout

The facility must be left in the condition it was in prior to event or meeting. The Renter and all vendors must check-out with the Tubman personnel before leaving the facility. All food debris and flowers must be disposed of off-site and must be taken by the renter or the caterer the day of the event. The Museum will not be responsible for any items left behind after the event and after the renter has checked out. . _____(INITIAL)

Your signature below indicates that you have read and understand **the fees, WHICH ANY ADDITIONAL FEES THAT WILL NEED TO PAID BY THE EVENT OF THE EVENT** , policies and guidelines outlined in this document

Renter

Tubman Museum

Date

Date