



Rental Information, Rates, and Guidelines

310 Cherry Street

Macon, GA 31201

Reservations

Space at the Tubman Museum may be reserved 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 may be reserved Sundays through Saturdays for half-day (4 hour) or full day (8 hour) for meetings (including workshops, seminars, classes, baby showers and bridal showers). Contact the Tubman Guest Services Department at (478) 743-8544 for availability.

Classrooms First floor:

Half Day	\$250.00
Full Day	\$500.00

Room Capacity:

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

Conference Room Second floor:

Half Day	\$250
Full Day	\$500

Events:

The Tubman Museum can accommodate small or 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.

There are several options available for event rentals. Rental time periods do not include set-up time. Ample time is provided, without charge, for set-up and rehearsals for a Wedding Party.

Each event rental starting after museum closure is provided with:

1. Warming Kitchen
2. Ice Maker
3. 2 Classrooms (1st floor rentals)
4. Prepping Area for Food

5. Chairs and tables
6. Limited amount of Black and/or Silver tablecloths are available for rental at an **additional cost of \$5** each.

Rental Fees:

Fee	Location	Event Duration[†]	Notes
\$700	2 nd Floor Balcony Only	Four (4) hours	Event starts after 5 PM
\$1,000	2 nd Floor Otis Redding Gallery* Only	Six (6) hours	Event starts after 5 PM
\$1,500	2 nd Floor Balcony & Otis Redding Gallery*	Six (6) hours	Event starts after 5 PM
\$2,700	1 st Floor Rotunda	Six (6) hours	Event starts after 5 PM
\$3,000	1 st Floor Rotunda & 2 nd Floor Balcony	Six (6) hours	Museum Closure Dressing rooms: Bride 2 nd floor conference room, Groom 1 st floor Richard Keil's Center.
\$3,500	1 st Floor Rotunda & 2 nd Floor Balcony 2 nd Floor Otis Redding Gallery*	Six (6) hours	Museum Closure Dressing rooms: Bride 2 nd floor conference room, Groom 1 st floor Richard Keil's Center.

*Please note exhibits will be removed from the **floor** in the Otis Redding gallery, exhibits hanging on walls throughout the museum will not be removed.

†Additional time beyond the selected base rate is billed at \$250 per hour

Deposits

Non- refundable deposits are required for all guaranteed reservations.

For rentals \$1000 and under a 20% deposit is required. For rentals over \$1000 a \$500 deposit is required.

A signed and dated rental agreement is required to guarantee a reservation.

The remainder of the rental fee is due 10 days before the scheduled event. Any cancelation by the renter will result in forfeiture of the deposit. Any payments made by a credit card for which a refund is requested and approved, a service fee of 2.5% will be deducted.

Museum Event Capacity

The Rotunda (1st Floor): The Rotunda seats up to 250 banquet-style, up to 350 in theatre-style seating and up to 400 for a standing reception.

The Balcony & Otis Redding Gallery: Standing receptions up to 150 people with unobstructed views of the Rotunda below. Seated event up to 120 people.

Event Restrictions

All events must end by **Midnight**.

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 business days cannot begin until the museum **closes at 5:00 PM**, however, approved caterers may be granted access to the loading dock, catering kitchen and adjacent prep area as early as **noon**, if there are no other activities already taking place in these spaces. On Sundays and Mondays when the Museum is closed to the public, events and/or event set-up can start at 11:00 AM.

If you are requesting that the museum be closed (see fee schedule) for the event, setup may begin at 9 AM. **The Event Is Still Based On a Six (6) Hour Rental**. Example: Entry to the building is scheduled for 9 AM – the event starts at 3 PM – it must be completed by 9 PM – and cleaned by 10 PM (or subject to additional fees).

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 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)

All events that serve alcohol must have a licensed bartender on the premises.
_____ (INITIAL)

At the completion of the event approximately (1) hour is allocated to clear the building, or the renter will be subject to overtime fees. _____ (INITIAL).

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 on the grass or sidewalks, no animals are allowed in the building except for seeing-eye dogs, no open flames and no helium balloons. _____(INITIAL)

Additional time beyond the selected base rate is billed at \$250 per hour.
_____ (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 diagram provided to the Tubman Museum. This set-up information must be provided seven (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 to 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. Payment is due the day of the 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.

Property Damage

A **\$150.00 refundable property damaged deposit** is required along with the rental deposit as outlined above. 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 10 days of receipt of Lessor's request for any additional charges which exceed the deposit of \$150.00. If no damages are found \$150.00 will be returned within 5 days to the renter. _____ (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 payable to the Tubman Museum. Base rental rates include staffing, security and tables and chairs.

Preferred Caterers

The Tubman Museum has identified three (3) preferred caterers that we recommend for events and meetings at the Tubman Museum. The renter may elect to use another caterer of their choice – but they **MUST** be licensed, insured and pre-approved by the Tubman Museum.

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

Suggested Bartender Service

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

Cheers Entertainment 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)

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)

A signature below indicates that you have read and understand the policies and guidelines outlined in this document along with **the fees, standard and additional that may need to be paid.**

Renter

Tubman Museum

Date

Date