



Rochester Hills Museum at Van Hoosen Farm

Private Event Rental Fees and Procedures

The Rochester Hills Museum at Van Hoosen Farm is honored that you are considering our facility for your special event.

The Museum’s primary focus is serving as a local history museum for our community.

This site was home to five generations of the Taylor-Van Hoosen families who settled this farm in 1823 and the family history culminated in the successful medical career of Dr. Bertha Van Hoosen (1863-1952) and the agricultural career of Dr. Sarah Van Hoosen Jones (1892-1972).

**This site and these buildings are listed on the National Register of Historic Places.
Our highest priority is to protect these buildings and to preserve this property.
All events must respect the history of this site.**

When to visit:

Museum staff is available to meet with you by appointment only. Please contact the Museum to arrange a tour our facilities.

Please call: 248.656.4663 or email: rhmuseum@rochesterhills.org.

Visit our website at: www.rochesterhills.org/museum

Fees:

	<u>Residents*</u>	<u>Non-residents</u>	<u>Security Deposit</u>
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* A resident is the person signing the contract who lives within the city limits of Rochester Hills.

Wedding Ceremonies	\$700	\$800	\$250
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Three hours that includes rehearsal, ceremony, and time for photographs.

Additional time may be purchased, prior to the event, at \$250/hour.

The Museum provides 100 white folding chairs and beautiful indoor and outdoor facilities.

Receptions and Special Events

<i>1 – 5 hours</i>	\$200/hour	\$200/hour	\$500
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These events include anniversary, retirement, graduation parties, and family reunions. This includes time needed to decorate, receive rentals and other deliveries, the event and clean up. Time must be arranged with Museum staff.

Additional time may be purchased, prior to the event, at \$250/hour.

<i>6 – 12 hours</i>	\$2,000	\$2,250	\$500
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These include wedding receptions and other special events. This includes time needed to decorate, receive rentals and other deliveries, the event and clean up. Time must be arranged with Museum staff.

Additional time may be purchased, prior to the event, at \$250/hour.

Alcohol:

Alcohol service must conform to all state and local laws. An ACORD insurance certificate is required. Proof of insurance, including listing of additional insured, is due with final payment. The host of the event assumes all responsibility and liability for the serving of alcohol. Alcohol may be consumed only within structures, not in any open area or parking lots. Bartenders must be provided through a licensed caterer.

Animals:

Animals are not allowed in any Museum buildings with the exception of assistance dogs.

Available Times:

The Rochester Hills Museum is open for public tours on Fridays and Saturdays from 12-4 pm. The buildings and grounds are not available for events during those hours. Events may start as early as 5:00 p.m. on Friday and Saturday.

Building Access:

Rochester Hills Museum buildings will only be accessible for entry during the contracted rental times specified in the Rental agreement. All deliveries and set up must take place during these times and arranged with Museum staff.

Cancellation:

In case of cancellation, 50% of deposit refunded nine months before event. For cancellations within nine months of event, 0% of deposit is refunded.

Catering:

The Museum staff can provide a list of preferred caterers. Your contract has specific insurance requirements for all caterers.

Change of Date

\$50

Cost will be charged per each change of the event date.

Contracted Rental Time:

The contracted rental times includes delivery of rental goods, set up/take down, decorating, and clean up. Clean up consists of removing all decorations, signs, table coverings, food, equipment, the removal of trash and folding tables and chairs. Additional time may be purchased based on availability.

Decorations:

No staples, tape, nails, or tacks are allowed in affixing decorations to any building – inside or out. No decorations requiring an extension ladder are permitted. You are required to bring your own ladders and all supplies. Additional lighting can be brought in as long as fixtures can be safely plugged into existing outlets. No alteration of the buildings fuse box or electrical system is allowed.

Items not permitted:

- Bales of straw
- Candles
- Helium balloons
- Sparklers
- Fireworks
- Glitter

Deposit:

The security deposit will be returned within 45 days after the event less any deductions made for violations of the contract.

Facility Rental:

Capacity –

The Calf Barn capacity is 130 guests with tables and chairs and 200 with chairs only. The use of dance floors, photo booths, and various room setups will alter capacity.

- All amplified noise must cease by 11:00 p.m.
- All guests must be gone and cleanup must be complete by 11:59 p.m.
- A smoking area is provided on the Museum site.

Meeting Use

Dairy Barn Conference Room/hour	\$ 50	This room can hold up to 40 depending on room set up
Dairy Barn/Calf Barn /hour	\$ 100	This room can hold up to 150 depending on room set up

Noise:

The local noise ordinance requires all noise ends at 11:00 p.m. Amplified noise levels during the event will be determined by Museum staff. Please be respectful of the residential neighborhood surrounding the Museum site.

Rental Goods Delivery and Pickup:

Rental items must be delivered and picked up during the contracted rental time. Exceptions must be made with Museum staff, in advance. Any deviation will require forfeit of security deposit. The Museum staff will not sign for the delivery of any goods from your rental contractors.

Tables and Chairs:

The Museum provides 100 white folding chairs for wedding ceremonies only. All other tables, chairs, and accessories must be rented.