Attachment III

Foundation for the Reading Public Museum Rental Locations and Rates		
RENTAL LOCATION	**RATE**	**HOURS OF AVAILIBILITY**
Ground Floor Auditorium - Total Capacity: 80 seated at tables, 150 seated theatre-style - 1287 sq. ft. - Recommended for meetings, lectures, showers	$550	All day, every day of the week
Second Floor Founders' Gallery - Total Capacity: 100 seated at tables, 200 seated theatre-style - 2005 sq. ft. - Recommended for small receptions, meetings, wedding ceremonies, cocktail parties	$800	Every day of the week starting at 5pm
Neag Planetarium - Total Capacity: 175 seated at tables, 300 standing - Chamber: 1256 sq. ft., Lobby: 3121 sq. ft. - Recommended for wedding ceremonies & receptions, showers, large parties, corporate events	$2,500	Anytime Monday-Saturday Sundays starting at 5pm
Ground Floor Atrium - Total Capacity: 80 seated at tables, 150 seated theatre-style - 2800 sq. ft. - Recommended for receptions, showers, cocktail hours/parties, corporate events	$1,350	Every day of the week starting at 5pm
First Floor of Museum - Total Capacity: 100 seated at tables, 250 standing - 13325 sq. ft. - Recommended for cocktail-style parties and receptions	$1,350	Every day of the week starting at 5pm
Second Floor of Museum - Total Capacity: 250 seated at tables, 400 standing - 7645 sq. ft. - Recommended for wedding receptions, formal dinners	$2,500	Every day of the week starting at 5pm
Stone Terrace (includes a 20' x 20' catering tent) - Total Capacity: 200 seated at tables, 350 seated theatre-style - 3200 sq. ft. - Recommended for wedding receptions, concerts, large parties, fundraisers	$3,500	All day, every day of the week
Wedding Ceremony in the Arboretum The Museum offers seated wedding ceremonies in our Arboretum. In addition to the $1,000 rate, The Museum charges $2 per guest/chair (50 chairs are complimentary).	$1,000	All day, every day of the week
Capacities may vary based on current exhibitions. Food and beverage are permitted in most spaces, with some restrictions. A Museum security guard will be present for all after-hours and weekend events in The Museum, Stone Terrace and Planetarium.		

RATE ADDENDUM

- The rates listed above reflect a three (3) hour rental. The Museum will charge $225 per each additional hour beyond the initial three (3) hour rate. **NOTE**: The Stone Terrace venue is an exception to this rule. The $3500 rate reflects a full day rental.
- The Museum does not charge for the time needed to setup for or tear down from an event, with the exception the parameters explained in Section IX, B, of the Facilities Usage Agreement.
- The Museum is pleased to offer the following Museum Member discounts* on rentals (discount applied to a limit of one (1) rental per calendar year:
  - $100 off the rental rate for Contributor Level Members and above.
  - Plus, Museum Members of the Scientist's Observatory Level and above will receive a specified percentage off any rental, per the benefit list associated with that Member Level.
- Non-profit organizations will receive a discount of $100 off the rental rate only.* See Section IX, C, for more information.
- Rentals of combined spaces will receive 10% off the total rental rate only.* The rental of A La Carte items are not included in the discount.
- The Stone Terrace tent will come equipped with window siding for the entire perimeter, as well as basic string lights.
- The following items will come complimentary with all rentals:
  - 6 tables (choose from those sizes listed on page 11)
  - 50 metal folding chairs - or - white, padded seat folding chairs
  - trash cans with liners

*Discounts not applicable to wedding ceremonies in the Arboretum. One discount per rental permitted. In the case of multiple eligible discounts, the User will be granted the highest grossing discount.

Attachment III, continued

Foundation for the Reading Public Museum
A La Carte Price Sheet

ITEM	SUPPLEMENTAL CHARGES TO RENTAL
Additional tables (6ft banquet, 8ft banquet, 4ft round, 5ft round, 6ft round, 30inch high top cocktail, 3ft card, serpentine)	$5/table
Additional metal folding chairs	$1/chair
Additional white, padded seat folding chairs	$2/chair
Easels	$5/easel
Display case or vitrine	$5/case
Stanchion and rope	$5/set
Portable, 4-bar LED lighting system (with stand and controller)	$50
4' x 8' stage/riser	$15/piece
3' x 4' parquet dance floor (20 sections will create a 15' x 16' dance floor)	$12.50/section
Pipe & drape (black, 10' wide x 8' high)	$40
MUSEUM ONLY	
Visual Equipment (projector, projector screen, podium)	$25
Audio Equipment (stereo, speakers, microphone, podium)	$50
Self-guided/free-roam Tour of The Museum**	$1/person per hour
PLANETARIUM ONLY	
Sheer Curtains & Lighting in chamber	$120
Display Cases used for bar setup	$15/case
Serpentine Table bar setup in lobby	$50
Serpentine Table appetizer setup in chamber	$50
Star or Music Show (approximately 30 minutes in length)	$100/show
Specialized Media, Lighting, or Sound Work	$100/hour
Photo slideshow on Planetarium dome	$50

**The User will be charged $1/person per hour for every guest in attendance at The User's event, regardless of how many guests take advantage of the tour. Minimum charge is $25. For events with less than 25 guests in attendance, the User will be charged a minimum of $25.