



## *Host an unforgettable event in a unique venue — Marshall Steam Museum*

**Hold your next meeting, party or event at the Marshall Steam Museum, which can be rented alone or in combination with a tour of the mansion, museum or both, for a truly memorable occasion.**

### **Availability**

The facility may be rented on days when the museum is not open for public events or tours.

### **Rental Fees**

Rental fees are based on a minimum four-hour rental period. Event arrival and departure times are fixed, as outlined in the event contract.

- ◆ 4 hours (including set-up & clean-up): \$750
- ◆ Additional hours: \$100/hour
- ◆ \$100 deposit to secure a date (refundable if rental canceled with 2 weeks notice)

Rental includes use of available tables and chairs (the museum has four 6-foot tables and approximately 40 stacking chairs on hand), with patrons responsible for set-up and return of items to original locations. Additional items may be rented or supplied by patron. Extraordinary set up, removal or subsequent cleaning may incur additional fees.



## ***Frequently Asked Facility Rental Questions***

### ***Are there restrictions on decorations?***

Decorations (such as floral arrangements, table settings, or centerpieces) are welcome but may not be placed in or on display cases or artifacts. Because the Marshall Steam Museum is an older building with historic collections, we ask that patrons be mindful and respectful of the displays when making their decorating plans.

All decorations must be removed at the end of the event and picked up no later than one business day after the event. No confetti, rice, birdseed, balloons, flammable props, or live animals are permitted on the property.

### ***Is photography allowed?***

Photography is encouraged, but all visitors must remain behind the stanchions and protective ropes.



### ***May I serve food or hire a caterer?***

Food may be served in pre-arranged locations; however, open flames are strictly prohibited, including sternos, chafing dishes or candles. Electrified heating units (crock pots and hot plates) are allowed, but please note that multiple units (in particular coffee pots) will overload the circuits if plugged in at the same locations. Staff can advise optimum positioning.

Patrons are responsible for supplying all food and beverages or arranging for any desired catering services. No refrigeration or kitchen facilities are available, but running water is available immediately outside the building.

### ***How many guests does the museum hold?***

The museum can accommodate up to 100 for a standing reception, approximately 50 if seated at tables, or 70 for a theater-style arrangement. The museum has 40 stacking chairs that may be used by patrons, along with four 6-foot tables. Additional items must be rented or supplied by the renter.

### ***What happens if something is damaged or broken?***

Patron is responsible for any and all damages that occur as a result of the event, including damages to the building, fixtures, equipment and personal property.

***Marshall Steam Museum***  
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