



# Corporate Event Rentals



children's  
museum  
pittsburgh

museumlab.



# Plan a Holiday Event to Remember

Celebrate with a unique and playful event at Children's Museum of Pittsburgh and MuseumLab! Stunning spaces, hands-on exhibits and interactive artwork will entertain and inspire your guests, from the young to the young-at-heart. Our campus boasts two historic buildings that offer engaging activities, award-winning architecture and vibrant settings for festivities of all types and sizes. From a fun, family night to an elegant dinner, let the Children's Museum treat your guests to a holiday event they will long remember.

## Available Dates:

- » Friday, Dec 15
- » Saturday, Dec 16
- » Friday, Dec 22
- » Saturday, Dec 23

Dates are available on a first come, first served basis and can only be held for one week (7 calendar days). Contracts must be finalized by Friday, October 27, 2023, at 4:00 pm.

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# Rental Options

Building	Rental Spaces	Capacity	Rental Fee
MuseumLab	First Floor Rental	200	\$5,000
MuseumLab	Full Museum Rental	400	\$8,000
Children's Museum	First Floor Rental	800	\$8,000
Children's Museum	Full Museum Rental	1,000	\$10,000
Children's Museum & MuseumLab	Full Campus Rental	1,800	\$15,000

*Food and drink may be restricted in some areas.*

## Services:

Event rentals include the following services:

- » 4-hour room rental (6:00 – 10:00 pm) – Special set up requests may incur an additional fee
- » Basic equipment such as tables and chairs (see Basic Equipment, page 3)
- » Pepsi beverage service (see Beverage Packages, page 3)
- » Set up and tear down of event space
- » Food and Bartending Services may be restricted in some areas

Catering and Bartending Services, including alcoholic beverages may be contracted separately (see Catering and Bartending Services, page 3.)

*Event rentals do not include event planning or decorating services; glassware, table settings, or linens; DJ or AV/tech services or setup; extensive cleanup before or after your event.*


**Parking:** 160 parking spaces are included with the rental fee on a first come, first served basis. Overflow parking is located at NOVA Place Garage, Gate 4. No overnight parking is permitted.


**Nonprofit Rental Discount:** A 15% discount will be applied for non-profit organizations.



# Basic Equipment

The following equipment is included with the rental fee, based on the location of your event. Items are exclusive to each building and cannot be shared between buildings. The Children's Museum will work with you to determine the best floor plan options. We retain the right to limit event equipment and decor depending on guest count and event duration.

Building	Item	Quantity
	<ul style="list-style-type: none"><li>» 60-inch round banquet tables</li><li>» 8-foot plastic tables</li><li>» 6-foot plastic tables</li><li>» Norden Wooden tables (39 ¼' x 95")</li><li>» Norden Wooden tables (35 ½' x 61")</li><li>» Norden Wooden tables (35 ¾" x 82 ½')</li><li>» 30-inch round high/low top tables</li><li>» Black garden style folding chairs</li><li>» Black Pipe &amp; Drape</li></ul>	<ul style="list-style-type: none"><li>» 20</li><li>» 4</li><li>» 12</li><li>» 1</li><li>» 4</li><li>» 4</li><li>» 10</li><li>» 230</li><li>» 4</li></ul>

Building	Item	Quantity
	<ul style="list-style-type: none"><li>» 60-inch round banquet tables</li><li>» 8-foot plastic tables</li><li>» 6-foot plastic tables</li><li>» 30-inch round high top tables</li><li>» Black garden style folding chairs</li><li>» Accordion-style room dividers</li></ul>	<ul style="list-style-type: none"><li>» 16</li><li>» 5</li><li>» 5</li><li>» 4</li><li>» 200</li><li>» 3 (typically used to block off Studio Lab space)</li></ul>

## Approved Vendors

**Catering:** For food service, the Museum requires the renter to use a caterer from the list available on [www.pittsburghkids.org/birthdaysrentals/museum-rentals/catering](http://www.pittsburghkids.org/birthdaysrentals/museum-rentals/catering)

**Beverage Packages:** Two non-alcoholic beverage packages are available to purchase from the Children's Museum:

- » Basic Non-Alcoholic Package (\$3.75 per person + tax): Bottled Pepsi, Diet Pepsi, Sierra Mist and Water
  - » Upgraded Mixers Package (\$5.75 per person + tax): All items included in the Basic Package PLUS Ginger Ale, Club Soda, Tonic Water, Specialty Mixers (juices, etc.) and bar fruit
- Both packages include disposable cups upon request.*

**Alcohol:** Alcohol service must be performed by your catering team, is not permitted at events where any guests are under the age of 21, and cannot begin prior to 6:00 pm. A cash bar is prohibited. Other rules and regulations may apply. Our Museum Events Team will identify which events are eligible for alcohol service when you complete your contract.

**Bartending Services:** Bartenders will be provided via your contracted caterer. Please confirm all alcoholic beverage offerings with your bartender before purchasing supplies. Bartenders cannot begin service before 6:00 pm. We do not permit self-service, shots or certain specialty drinks.

**Other Rentals:** All glassware, tableware and additional tables and chairs must be rented through the Museum's approved rental company, All Occasions. See their website at <http://www.allparty.com/>

## Additional Details & Fees

**Staffing:** We will provide staff for set up and tear down of your event. At least one Children's Museum representative will be present at all times during your event, and staff can be provided for activities if needed. The Museum will not provide personnel for valet parking or food and beverage service.

**Security:** We require security staff at an additional fee of \$40/hr per guard. The number of guards required will depend on your rental and be determined by the Children's Museum.

**Refundable Security Deposit:** A refundable deposit of \$500 must be made when you reserve your rental. A full refund is made if all Museum property is left in the same condition as prior to the event. Minor damages, excessive cleanup or failure to remove personal property will result in retention of the fee and/or additional fees. Security deposit does not cover damages to major artwork, which will be billed additionally as needed.

**Storage:** The Museum will provide renters with one storage room, to be used no earlier than 24 hours prior to the event, and ending at 11:00 pm the day of the event. All stored items must be shelf stable; we do not offer refrigerated storage.

*No overnight storage is available for renters or vendors. Any items left overnight after the event will result in the loss of your security deposit and may incur additional fees.*

**Setup & Vendor Arrivals:** Museum staff and vendor arrivals will be limited to specific time frames set by the Museum (for example: staff begin set up at 3:00 pm for a 6:00 pm event; vendors arrive no earlier than noon.)

## Payment Details

**Rental Deposit:** A 50% deposit of rental fees, plus security and refundable security deposit, is due upon the signing of your contract.

**Final Payment:** The balance of your contracted fee (rental fees, security and refundable security deposit), plus beverage package, is due 10 days prior to your event date. Rental prices are subject to change until a contract is signed.

**Cancellation Policy:** A 50% refund of the rental deposit will be issued if the renter cancels the event in writing at least 180 days prior to the scheduled date. The remainder is forfeited as a cancellation fee. None of the deposit will be refunded if the renter cancels the event less than 180 days prior to the scheduled event date.





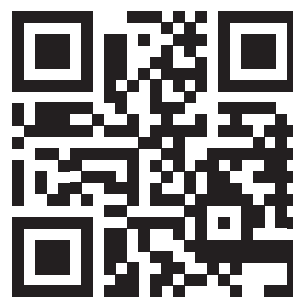
start planning your event today!

## connect with our team

Let our friendly, experienced team help you coordinate the details of your event. **We look forward to hearing from you.**

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Events at Children's Museum of Pittsburgh



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