



318 Erie Boulevard East, Syracuse, New York 13202
(315) 471-0593 Fax (315) 471-7220
www.eriecanalmuseum.org

Hosting Your Special Event at The Erie Canal Museum

Thank you for choosing the Erie Canal Museum (the "Museum"), housed in the historic 1850 Weighlock Building, to host your event. This unique building, the only canal weigh station remaining in America, is the Museum's most important artifact. Please consider providing a tour of the Museum during the event.

Terms & Conditions

- **The Client must provide staff for the event, including staffing the Museum entrance throughout the duration of the event.**
- Smoking is not permitted anywhere in the Museum and its adjacent grounds.
- Candles and propane tanks are not permitted in the Museum.
- Sterno-type warmers are acceptable. Small propane canisters (for pasta/stir-fry stations) may be used with permission of the Museum representative. The caterer must obtain approval of food station locations with the Museum representative prior to the event.
- If the Tavern bar(A) or General Store(B) counter are used for serving, they must be protected with plastic and draped. The Tavern cash register cannot be used.
- No alcoholic beverages are allowed on the premises unless provided by a properly licensed and insured caterer. Proof of license and insurance must be provided to the Museum prior to your event.
- A sufficient number of trash receptacles must be provided. All trash must be removed immediately following the event.
- Needed tables and chairs will be provided by the Client.
- Nothing may be hung or moved without the approval of Museum staff.
- All surfaces in the gallery must be left clean and dry.
- A member of the Museum staff will be present at all events for the purpose of monitoring the Museum.

Client Initials _____

Equipment & Facilities

AVAILABLE EQUIPMENT

The following items are available for use during your event. Please make the Museum staff aware of your desire to use prior to your event.

- Kitchenette on the second floor equipped with two ovens, a four- burner stovetop, microwave, sink, and refrigerator with small freezer
- Trolley (2' x 4') or handcart for transporting goods
- Screen for projector
- Handicapped accessible restrooms on second floor
- Elevator in main lobby
- Podium

FACILITY RATES AND AVAILABILITY

NON-BUSINESS HOURS EVENT

7:00 AM – 10:00 AM or 5:00 PM to Midnight

- \$600/event, including 3 hours for event, 1 hour before for set-up, and 1 hour after for clean up for a total of 5 hours. **A \$300 non-refundable deposit is required two weeks prior to the event to reserve date and time, balance to be due on date of event.**
- \$125/hour for additional hours beyond five hours. **A non-refundable deposit of 50% of total cost required two weeks prior to the event to reserve date and time, balance to be due on date of event.**
- \$20/tour. For a small fee, the Museum can provide themed tours for the Rental Party.

BUSINESS HOURS EVENT

10:00 AM – 5:00 PM

- \$600 for an all day events, 10:00 am – 5:00 pm. **A \$300 non-refundable deposit is required two weeks prior to the event to reserve date and time, balance to be due on date of event.**
- \$125/hour for partial day events. **A non-refundable deposit of 50% of total cost required two weeks prior to the event to reserve date and time, balance to be due on date of event.**
- \$20/tour. For a small fee, the Museum can provide themed tours for the Rental Party.

Please check with Museum staff to inquire about availability.

The Museum rental fees are established by the Board of Directors of the Erie Canal Museum.

Client Initials _____

FACILITY EVENT CONTRACT

Rental Party: _____

Date & Time Reserved (includes set-up and clean-up): _____

Type of Event (Reception, lecture, etc.): _____

Area Reserved:

General Museum 2nd Floor Weighlock Gallery 2nd Floor Education Gallery

Buchanan Library Locktender's Garden 1st Floor

Facilities needed:

Kitchenette Podium Screen for projector

Trolley or handcart

Museum Tour: No Yes Theme: _____

Rental fee: _____ Tour fee: _____ TOTAL: _____

Number of People: _____

The Erie Canal Museum reserves all rights and privileges to cancel the rental if it in any way interferes with the daily operation of the Museum, exhibitions, or programs. The Museum shall not be responsible for any damages as a result of any such cancellation. No exhibition may be moved, unless in writing in advance by the Erie Canal Museum staff. Nothing may be hung or displayed without the permission of the Museum Director. This rental contract must be approved by the Erie Canal Museum before any confirmation will be made.

The Rental Party will be responsible for any articles lost in the Museum. The Rental Party will be responsible for any damage to the Museum, any of the artifacts within the Museum, or for any damage to the facilities and equipment or furnishings of the Museum.

The Rental Party, on behalf of itself and its agents, guests, invitees, successors, heirs, transferees and assigns, does hereby release, discharge and, agree to hold harmless and indemnify and defend the Erie Canal Museum, the Syracuse Heritage Area Visitor Center, the City of Syracuse, the County of Onondaga, and the State of New York of, from and against any loss, damage, claim, suit, obligation, responsibility or reckoning in connection with the use of Erie Canal Museum and Syracuse Heritage Area Visitor Center facilities for the function herein contemplated.

Please initial pages one and two, sign below, and return the entire contract to the Erie Canal Museum at least 2 weeks prior to your event.

Rental Party:

Authorized Signature

Date

Print Name

Phone Number

Email Address

Erie Canal Museum:

Development Director

Date

Print Name

Deposit received on _____	
Payment method: _____	Amount: _____
Balance received on _____	
Payment method: _____	Amount: _____