



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.

- **The Rental Party 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 or General Store 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 Rental Party.
- 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.

Equipment & Facilities

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 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
- Up to three 6' Tables

FACILITY RATES AND AVAILABILITY

EVENING EVENT

- \$600/event. Includes 3 hours for event with 1 hour before for set-up and 1 hour after for clean up, for a total of 5 hours. Additional time can be added at the rate of \$125/hour. **A \$300 non-refundable deposit required 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.

DAYTIME EVENT

- \$125/hour. **A non-refundable deposit of 50% of total cost required 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.

NIGHTTIME EVENT

- \$125/hour from 5PM to 11 PM. \$175/hour after 11PM upon agreement with Museum staff. **A non-refundable deposit of 50% of total cost required 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 Trustees of the Erie Canal Museum.

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 ____ 6' Table(s) [up to three available]

Museum Tour: No Yes Theme: _____

Rental 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.

Rental Party:

 Authorized Signature Date Phone Number

 Print Name Email Address

Erie Canal Museum:

 Executive Director Signature Date

 Print Name

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