



318 Erie Boulevard East, Syracuse, New York 13202  
 (315) 471-0593 Fax (315) 471-7220  
[www.eriecanalmuseum.org](http://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 and makes a great backdrop for events of all kinds. Please read the following carefully and contact us with any questions.

- The Rental Party must provide staff for the event. If the event is not during the Museum’s regular hours, Rental Party must include staffing the Museum entrance throughout the duration of the event or allow the front doors to be locked from the outside.
- Smoking is not permitted anywhere in the Museum and on 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. *Please schedule a caterer walk-through with Museum staff prior to 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 to be provided by the Rental Party. The Museum does have some equipment available for an additional fee (see below). *The Rental Party is responsible for all set-up and breakdown of equipment regardless of the supplier.*
- Nothing may be hung or moved without the approval of Museum staff.
- All surfaces in the Museum 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, not staffing the Museum entrance.
- Events may be canceled by providing the Museum notice of at least 72 hours. Deposit is non-refundable.
- There may be additional fees if your event requires additional work from Museum staff or extra set-up or clean up time. Please consult with Museum prior to making plans.
- Please initial at the bottom of each page to indicate that you have thoroughly read the document.

RENTAL PARTY INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

## EQUIPMENT & FACILITIES

### FACILITIES:

#### General Museum

You will have the full public area of the Museum available to you, with all interactive elements of the Museum on and usable. Includes all spaces listed below. This space can accommodate a wide variety of event types.

#### Weighlock Gallery

The Weighlock Gallery, located on the second floor, is a large room that is used for changing exhibits, including the annual Gingerbread Gallery. As this space changes throughout the year, please consult with Museum staff prior to making plans. This space can be used for seated dinners, lectures/presentations, large meetings, and other programs. This space can accommodate a maximum of 100 people, depending on set-up.

#### Education Gallery

This space, located on the second floor, includes vignettes about life in a canal town, including a small stage, general store, and tavern, all of which can be utilized for your event. This space works well for receptions, performances, and parties. This space can accommodate about 50 people.

#### Buchanan Library

This room, located on the second floor, includes a large conference table that can be treated as one large table (fits 14-20), two smaller tables (fits 12-18), or four smallest tables (fits 24-32). 14 chairs are included; additional chairs may be brought in or rented from us. This space works well for meetings and presentations. This space can accommodate about 32 people, depending on set-up.

#### Locktender's Garden (available June - September)

The Locktender's Garden is located outside on the west side of the Museum. It is a gated garden that includes several benches. This space works well for parties or receptions. This space can accommodate about 50 people, depending on use.

#### 1<sup>st</sup> Floor

The first floor of Museum contains various exhibits on the Erie Canal, including a full-sized replica canal boat. This space could work well for parties or small gatherings.

### EQUIPMENT:

#### Included with facility:

- Kitchenette on the second floor equipped only with microwave, sink, and refrigerator with small freezer
- Trolley (2' x 4') or handcart for transporting goods
- Screen for projector
- SMART TV with HDMI cable
- Podium
- Handicapped accessible restrooms on second floor
- Elevator in main lobby
- Tavern used as a bar (Education Gallery only)
- General Store counter used as surface (Education Gallery only)
- Conference Table with 14 chairs (Buchanan Library only)

#### Available for a fee (does not include set-up):

- 4' Tables (up to two available) - \$5/table
- 6' Tables (up to five available) - \$5/table
- 8' Table (one available) - \$5/table
- 30' Round Cocktail Tables (up to four available) - \$5/table
- Banquet Chairs (up to 50 available) - \$2/chair
- 10'x10' pop up tent (for outdoor use) - \$10

**Contact us for additional information about facilities and equipment or to schedule a walk-through.**

## FACILITY RATES AND AVAILABILITY

### EVENT PACKAGE

- **\$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 at least two weeks prior to the event to reserve date and time, balance to be due on date of event.
- \$50/tour. For a small fee, the Museum can provide tours for the Rental Party. [Tours can accommodate up to 25 people. If you have a larger tour group, you will need to request multiple tours.]
- The Event Package is available anytime between 9AM and 11PM (including set-up and clean up). If event occurs during regular Museum hours, however, only certain spaces are available. Please consult with Museum staff prior to making plans.

### DAYTIME EVENT (during regular Museum hours)

- **\$125/hour\***. **\$750 for full day** (10AM – 4PM). **\$400 for half day** (10AM – 1PM or 12PM – 5PM). You will not have access to the facilities until 10AM and all clean-up must be completed by 5PM.
- A non-refundable deposit of 50% of total cost required at least two weeks prior to reserve date and time, balance to be due on date of event.
- \$50/tour. For a small fee, the Museum can provide tours for the Rental Party. [Tours can accommodate up to 25 people. If you have a larger tour group, you will need to request multiple tours.]
- Only certain spaces are available during business hours. Please consult with Museum staff prior to making plans.

### EVENING OR NIGHTTIME EVENT (outside regular Museum hours)

- **\$150/hour\*** from 4PM to 11 PM. **\$175/hour\*** after 11PM upon agreement with Museum staff.
- A non-refundable deposit of 50% of total cost required at least two weeks prior to reserve date and time, balance to be due on date of event.
- \$50/tour. For a small fee, the Museum can provide tours for the Rental Party. [Tours can accommodate up to 25 people. If you have a larger tour group, you will need to request multiple tours.]

**\* If you are paying per hour, make sure to factor in time for set-up and clean up. If you go significantly over your time, the Museum will send you an invoice for the difference within a week after your event.**

**Please consult with Museum staff to inquire about availability and to schedule a walk-through of the facilities prior to making plans.**

The Museum usage fees are established by the Board of Trustees of the Erie Canal Museum.

RENTAL PARTY INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

## FACILITY EVENT CONTRACT

**Rental Party:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_ **# of People:** \_\_\_\_\_  
**Facility Reservation Time** (include set-up and clean up): \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Area Reserved (check all that apply):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> General Museum   | <input type="checkbox"/> Weighlock Gallery   | <input type="checkbox"/> Education Gallery     |
| <input type="checkbox"/> Buchanan Library | <input type="checkbox"/> Locktender's Garden | <input type="checkbox"/> 1 <sup>st</sup> Floor |

**Equipment (check all requested):**

- |   |   |   |                                   |                                 |
|---|---|---|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Kitchenette                                  | <input type="checkbox"/> Trolley/Handcart                                       | <input type="checkbox"/> Projector Screen | <input type="checkbox"/> SMART TV | <input type="checkbox"/> Podium |
| <input type="checkbox"/> # _____ X \$5: 4' Tables ( 2 available)      | <input type="checkbox"/> # _____ X \$5: 6' Tables (5 available)                 |   |                                   |                                 |
| <input type="checkbox"/> # _____ X \$5: 8' Table (1 available)        | <input type="checkbox"/> # _____ X \$5: 30' Round Cocktail Tables (4 available) |   |                                   |                                 |
| <input type="checkbox"/> # _____ X \$2: Banquet Chairs (50 available) | <input type="checkbox"/> # _____ X\$10 Pop-up Tent (1 available)                |   |                                   |                                 |

**Museum Tour:**  No  Yes # \_\_\_\_\_ Tour Groups X \$50

**Facility Fee:** \$ \_\_\_\_\_ **Equipment Fee:** \$ \_\_\_\_\_ **Tour Fee:** \$ \_\_\_\_\_ **Total Fee:** \$ \_\_\_\_\_

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

**MUSEUM USE ONLY:**  
**Deposit received on** \_\_\_\_\_  
 Payment method: \_\_\_\_\_ Amount: \_\_\_\_\_

**Balance received on** \_\_\_\_\_  
 Payment method: \_\_\_\_\_ Amount: \_\_\_\_\_