

Pyramid Hill Sculpture Park & Museum

1763 Hamilton-Cleves Rd.
Hamilton, Ohio 45013
www.pyramidhill.org



Pyramid Hill Sculpture Park & Museum is a 300+ acre outdoor sculpture park and indoor museum founded by Harry T. Wilks in 1997. Pyramid Hill is a 501(c)3 not-for-profit museum whose mission is to “Bring People to Art in Nature.” The vision is to inspire and educate our diverse visitors in a world-renowned setting of art and nature and to be a catalyst for dialog, collaboration and contemplation. Various facilities are available for weddings, receptions, family gatherings, conferences, and group meetings. The event space must be reserved in advance and is booked on a first come, first serve basis. Reservations can be made by contacting the Event Coordinator at (513) 868-8336

Services Performed By:	Services Performed For:
Pyramid Hill Sculpture Park	Client Name: _____
1763 Hamilton-Cleves Rd.	Client Address: _____
Hamilton, Ohio 45013	City, State/Zip: _____
(513) 868-8336	Phone Number: _____
pyramid@pyramidhill.org	Email Address: _____

This Rental Agreement is issued between _____ (“Client”) and Pyramid Hill Sculpture Park (“Park”), effective _____ (the “Agreement”). This Agreement is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement.

Facility Rental Summary

Event Date(s): _____ Event Start Time: _____ Event End Time: _____
Ceremony Location: _____ Cost: _____
Reception Location: _____ Cost: _____
Number of Guests: _____ Total Venue Cost: _____

Additional Rentals Summary

Ceremony Chair Rental _____ x \$2.50 = _____

Art Cart Rental (\$100 Each for 4 Hours) _____ x \$100 = _____

Bar Package _____ x _____ = _____

Bartender Fee (\$150 Each Bartender for 4 Hours) _____ x \$150 = _____

Extra Hours (\$150/Hour) _____ x \$150 = _____

Extra Hours (Bartender \$30 Each Hour) _____ x \$30 = _____

Extra Hour Bar Fee _____ Total Bar Package / 4 = _____

Payment History

Total Due (30 Days Prior to Event)-

Deposit to Hold the Date (50% of Total Due)-

Date of Deposit-

\$300 Damage Deposit (Must Be Paid by Credit Card or Check and is Due 30 Days Prior to the Event. Payment will be charged or cashed and will be returned within 30 days after the event as long as no amount is taken out)

Date Paid-

Remaining Balance of Rental (Due 30 Days Prior to Event)-

Date Paid-

Additional Rentals Amount (Due 2 Weeks Prior to Event)-

Date Paid-

By signing below, you certify that you have read this agreement, that you know and understand the meaning and intent of this agreement and that you are entering this agreement knowingly and voluntarily.

Client Name

Pyramid Hill Sculpture Park

By: _____

By:



Name: _____

Name:

Nikki Koedel

Title:

Event Coordinator

Event Space Fees and Deposits

1. Reservations can be made two years in advance.
2. Reception time block is 4 consecutive hours. Wedding ceremonies are 1 hour. If having the Ceremony and Reception, the 5 hours must be continuous. An additional fee of \$150 per hour can be contracted in advance of your event. A fee of \$250.00 per hour will be charged if any rental exceeds contracted hours or concludes past 12 a.m.
3. A deposit of 50% of your rental fee is required to reserve your event date. Complete rental fee settlement shall be made 30 days prior to rental date, unless otherwise arranged. If complete rental fee is not made prior to agreed date, space reserved shall be released and rental deposit forfeited.
4. Should Client desire to cancel this agreement and if notification is given in writing to the Park at least 6 months prior to date of the event listed, the Park will fully refund any previous payments made by the Client for this rental less a \$50 administration fee. Cancellations by Client made less than 6 months prior of the date of event listed, will result in loss of any money paid to the park, less any damage deposit, plus any additional expenses incurred, and the Client and the Park shall be relieved of any further obligations under this agreement.

Facility	Day of Week	Rental Price		Capacity
Pavilion Tables and chairs included	Monday - Thursday Friday - Sunday	\$2,500 \$3,000 up to 250 guests	\$3,500 for 250+ guests	350 (over 250 will require fee for outside rental of tables and chairs)
Lodge Tables and chairs included	Monday - Thursday Friday - Sunday	\$1,250 \$1,750		120 depending on set up.
Ancient Sculpture Museum Tables and chairs included	Monday - Thursday Friday - Sunday	\$1,500 \$2,000		130 depending on set up.
Pyramid House Tables and chairs included	Monday - Thursday Friday - Sunday	\$2,500 \$3,000		120 Banquet
Ceremony Sites Amphitheater, Chapel, Lakes, Age of Stone and others not listed in the Upgraded Sites		\$250	\$2.50 per ceremony chair	varies
Upgraded Ceremony Sites (not including reception) Abracadabra, Overlook Patio, Garden of Sculpture, Museum		\$350 - \$1,000	\$2.50 per ceremony chair	varies
Art Carts		\$100 per cart for the event		

Rentals Include

1. All guests get into the park for free
2. Ceremony- The Park sets up the rented ceremony chairs.
3. Reception- The Park will provide and set up all tables and chairs.
4. Choose any caterer, DJ, florist, etc. A list of recommended caterers is attached.
5. The Park will provide the first set of 2 trash bags.

Facility Usage

1. **No alcoholic beverages are permitted to be brought onto the premises. Alcoholic beverages may be purchased from Pyramid Hill.**
2. All clients are expected to abide by the rules and regulations set forth in the Usage Policies.
3. All clients are expected to take pride in and assume responsibility for the appearance and condition of the Park.
4. The Park reserves the right to refusal and may terminate rentals at their discretion, but such cancellations will only occur with reasonable cause.
5. No firearms are permitted on the premises unless carried by on-duty officers of the law.
6. No illegal substance is permitted on the premises.
7. With outdoor facilities weather damages can occur that may need attended to and can cause delays.

Client Liability

1. Clients are responsible for the personal conduct, safety and welfare of their volunteers, representatives, employees, contractors and guests on the premises.
2. Clients agree to be fully responsible for all damages, costs, and expenses associated with their use of the Park facility. This includes but is not limited to: rental fees, careless misuse, unreasonable conduct, theft or vandalism. In addition, clients are responsible for all damages, costs, and expenses for the unauthorized use of patented or copyrighted materials, including but not limited to licensing agencies, such as ASCAP, BMI, SESAC, etc.
3. When additional security is required for a function, the Park will provide security services when requested and will invoice the client for those charges.

Usage Policies

1. Clients may not attach anything to fixtures, light fixtures or change, alter or make additions to the Park walls, floors, ceilings, sculpture or natural growth.
 - a. Use of tape, nails, screws, push-pins or other fasteners on walls is prohibited unless approved by the Park staff.
 - b. The Park staff must approve all decoration plans of the client.
 - c. NO CONFETTI, RICE, GLITTER, PUNCH-OUTS, ETC.
 - d. No balloons in the indoor facilities unless approved by the Park staff.
 - e. If the space rented is not left in good condition and warrants disproportionate maintenance, additional custodial fees of \$25 per hour may be charged.
2. Any area being rented and utilized, including rooms, kitchens, restrooms, hallways, lawn areas and roads must be cleared of all non-Park equipment at the end of the rental period unless prior permission

has been granted in writing by the Park. If these areas are not cleared in a timely fashion, the Park will bill the Client for the costs associated with additional custodial time required to clear/clean the area.

3. Clients must keep the facility clean and free of trash and hazardous materials. Any area not left in good order and repair will be cleaned and repaired by the Park as necessary and the Client agrees to be billed and responsible for any and all costs.
4. **All trash must be removed by the caterer/client by the end of the event and placed in the dumpster at the Park.**
5. Decorations must be removed by noon the following day unless another event is booked at that location.
6. The Park staff will have access to any rented space for all Park purposes during the rental period provided the activities of the Parks' personnel do not unreasonably interfere with the authorized activities of the Client.
7. Clients may not use highly flammable, explosive or toxic materials on the Park's premises.
8. Clients are not permitted to borrow equipment or move equipment from room to room.

Catering

1. Catering is the Client's responsibility. The catering contract citing the catering fee is included for the Client to provide the caterer.
2. It is the Client's responsibility to coordinate seating and set-up arrangements, as well as catering needs with the Park's Event Coordinator two weeks prior to the scheduled event.
3. Clients must keep the facility clean and free of trash and hazardous materials. Any area not left in good order and repair will be cleaned and repaired by the Park as necessary and the Client agrees to be billed and responsible for any and all costs.

Alcoholic Beverages

1. **Alcoholic beverages may not be brought into or taken out of the Park.** Alcoholic beverages will be served by Pyramid Hill's in-house beverage staff during events.
2. The Park encourages responsible drinking at all times.
3. The serving of alcohol is taken seriously at the Park. The management will make every effort to accommodate Client needs while observing the laws of the State of Ohio.
4. Bar packages can be selected from the Bar Packages document.

Bar Packages

What's Provided:

- All Liquor, Beer & Wine as shown below (Full Bar = Choice of 5-6 Liquors)
- Mixers, Non-Alcoholic Beverages
- Bar Supplies, including Bar Ice, Garnishes, Cocktail Napkins & Disposable Cups
- Bar Set-up & Clean-up
- **Certified Bartender(s) at a rate of \$150/4 hours each**

	Beer Only	Wine & Beer	House Selection*	Premium Selection (Choice of 5 Liquors)
Soft Drinks	Pepsi, Diet Pepsi & Sierra Mist	Pepsi, Diet Pepsi & Sierra Mist	Pepsi, Diet Pepsi & Sierra Mist	Pepsi, Diet Pepsi & Sierra Mist
Water	Still	Still	Still	Still
Beer	Choice of 3 domestic beers from Beer List	Choice of 2-3 domestic beers from Beer List	Choice of 2 domestic beers and 2 specialty beers from Beer List	Choice of 2 domestic beers and 2 specialty beers from Beer List
Wine		Choice of 3-4 house wines from Wine List	Choice of 4 house wines from Wine List	Choice of 4 wines from Premium Wine List
Vodka			Kamchatka, Smirnoff	Grey Goose, Absolut
Gin			Haller's, Gilbey's, Seagram's	Beefeater, Tanqueray,
Rum			Paramount, Castillo, Admiral Nelson's	Captain Morgan, Bacardi
Scotch			Lauder's	J&B, Dewar's
Bourbon			Old Crow	Maker's Mark, Jack Daniels, Jim Beam
Canadian Whiskey			Canadian Mist	Canadian Club, Crown Royal
Irish Whiskey			Origine	Jameson
Tequila			Rio Grande	Jose Cuervo (Gold and Silver), 1800
Liqueur			Triple Sec, Amaretto, Peach Schnapps, Kahlua	Disaronno, Cointreau, Baileys, Grand Marnier

*House Selections are subject to change without notice, but will always be of equal or better quality than listed.

** If you wish to add a specific brand of distilled spirits, wine or bottled beer to your selected package, we are happy to add the item, if available from our distributor. Additional cost is dependent upon selection requested.

Alcohol By Consumption/Cash Bar Prices

Domestic Beer	\$3.00
Import Beer	\$4.00
Craft Beer	\$5.00
House Wine	\$4.00
Premium Wine	\$6.00
House Liquor	\$6.00
Premium Liquor	\$7.00

Domestic Beer Selections

Miller
 Miller Lite
 Coors
 Coors Light
 Bud Light
 Budweiser
 Yuengling
 Yuengling Light

Specialty Beer Selections

Heineken
 Corona
 Blue Moon
 Samuel Adams
 Sam Adams Seasonal
 Stella
 Angry Orchard
 Sierra Nevada

House Wine

Belle Ambiance (Choice of reds/whites)

Premium Wine Selections (choose 1)

Clos du Bois
 Kendall Jackson
 M nage a Trois
 Noble Vines
 Rodney Strong
 Sebastian

Bar Package Selection

Selection	Cost per person
_____ Soft Drinks and Bottled Water Selection	_____ \$3
_____ Beer Selection	_____ \$11
_____ Beer and Wine Selection	_____ \$14
_____ House Full Bar Selection	_____ \$18
_____ Premium Full Bar Selection	_____ \$22
_____ Cash Bar	_____ \$200
_____ By Consumption	_____

Notes _____



Bringing People to Art in Nature

Catering Contract

1. The Caterer shall leave the premises clear of all garbage and place it in the dumpster in the park after the event.
2. A copy of this caterer's contract shall be sent immediately to Pyramid Hill after it has been signed. A service charge of 10% of the **TOTAL** catering bill shall be paid to Pyramid Hill from the caterer for the use of the premises to conduct its business. The check and copy of the caterer's contract shall be sent **ONE WEEK** prior to the event.
3. The caterer is responsible for any damage they may cause.
4. The above fee is an expense to be covered by the caterer/catering business and is not an expense paid by the Client.

Caterer's Signature _____ Date _____

Pyramid Hill Signature _____ Date _____

Preferred Caterers

Hammann's	513.858.3237	www.hammannscatering.com
Jeannette's Delicacies	513.309.7973	www.JeannettesDelicacies.com
Cincinnati Catering	513.541.2626	www.cincinnati catering.com
Vonderhaars Catering	513.554.1969	www.vonderhaars.com
Hilver's Catering	513.681.2135	www.hilvers.com
At Your Service Catering	513.847.4584	www.aysetc.com