

# RENTAL FEES

All fees and charges are used to support the Museum's operation and facility upkeep.

A booking/damage deposit of \$500 is required at time of reservation.

- Deposit is SEPARATE from rental fee. Deposit is eligible for refund after the event, pending no damages.
- Rental fees are due 60 days prior to function.
- Packages available on request.

Your Cost	AREA	Standing Capacity	Seated Capacity	RENTAL RATES
	Welcome Center	300	100	1200.00
	Plaza	N/A	N/A	800.00
	Welcome Center and Plaza	300+	200	1800.00
	Center for Ceramics 4 <sup>th</sup> floor and Patio	50	30	250.00
	Center for Ceramics 2 <sup>nd</sup> floor and Terrace	100	40-50	750.00
	Pleasant Reed House	20	15	500.00
	Galleries *no food allowed in galleries, must outside	N/A	N/A	500.00 each, up to 3 hours 100.00 per hour after 3 hours
	Entire Museum			3500.00
<b>\$100</b>	Custodial	N/A	N/A	100.00
	Kitchen Usage Fee	N/A	N/A	100.00
	Storage	N/A	N/A	100.00 per night
	Rehearsal	N/A	N/A	100.00
	Event Insurance	N/A	N/A	170.00-580.00
	Security(booked through City of Biloxi)	N/A	N/A	75.00 (25.00 hour per officer; 3 hour min)
	Refundable Deposit	N/A	N/A	500.00
	<b>Total</b>			

Rental includes the space reserved and seating for 100.

Events must be booked a minimum of 30 business days in advance and are subject to police, fire and staff availability.

Event insurance is liability coverage based on number of attendants and is **non-refundable**.

Total Attendance	Private Event	Public Event
200 or less	\$170	\$200
201-750	\$200	\$230
751-1500	\$270	\$345
1501-3000	\$460	\$580

Client must provide linens, décor, entertainment, audio visual, service staff, food and beverage.

**PAYMENT: Completed Contract AND Damage Deposit (if applicable) are DUE AT BOOKING; events are not confirmed until BOTH deposit has been paid AND contract is signed.**

Questions? Contact Adriaan at [rentals@georgeohr.org](mailto:rentals@georgeohr.org) or 228-374-5547 ext 1202