



Event Rental Policy

The 1890 House Museum is pleased that you would like to use the Museum for your upcoming event. Our space can be used for graduation parties, birthday parties, business functions, family reunions, baby/bridal showers, meetings, and holiday celebrations. The museum is a beautiful setting in any season and we are happy to work with you to prepare our Museum and grounds for your perfect event.

Please contact us at 607-756-7551 or director@the1890house.org to set up a tour to see your many options.

Available Spaces

Grounds

The backyard is our largest outdoor space. It includes a small fountain and small fish pond. The yard can accommodate up to 100 guests for a standing reception or 80 for a seated function.

Rates: Base fee up to 40 guests: \$50/hour, \$100/hour overtime fee
 Base fee 41-100 guests: \$75/hour, \$150/hour overtime fee

Carriage House

The Carriage House is a rustic style venue. The historic barn is a lovely place to host events with a semi-indoor feel. Because this is an unheated location the space is *only available between April and September (weather permitting)*. The Carriage House can accommodate up to 80 seated guests or 100 standing.

Rates: Base fee up to 40 guests: \$50/hour, \$100/hour overtime fee
 Base fee 41-100 guests: \$75/hour, \$150/hour overtime fee

A combination of backyard and Carriage House may be worked out with the staff during your preliminary tour.

Museum

The interior of the 1890 House Museum is available for receptions of up to 80 standing guests or 50 seated. Typically, the Museum is only available for rental beyond the Museum's regular hours. If the event is planned during open Museum hours and additional \$150 charge will be applied for loss of daily revenue.

Rates: Base fee up to 25 guests: \$200/hour, \$250/hour overtime fee
 Base fee 26-80 guests: \$250/hour, \$300/hour overtime fee

***Remember to include set-up and clean-up time when calculating your rental fee.**

The 1890 House Museum
37 Tompkins Street
(607) 756 – 7551
The1890house@gmail.com

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Weddings and Wedding Receptions

The 1890 House Museum is a perfect spot for a wedding or wedding reception with a vintage, historic feel. The museum offers three spaces for rent:

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Wedding Rates For All Spaces:

Wedding Ceremony: \$700

Wedding Reception: \$800

Wedding Ceremony and Reception: \$1,500

Additional Charges may include:

Non-Member - \$75

Insurance Late Fee (per item): \$25

Photography Inside: \$100

Place Settings: \$15/person

Cleaning Fee: \$75

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Additional Fees

Reservation Fee

A reservation fee of \$100 is required to reserve your desired venue. This fee is required at least two weeks prior to your event date, unless prior arrangements have been made with Museum staff. The reservation fee is non-refundable if you decide to cancel your event. The reservation fee will be deducted from the final bill, to be paid at the completion of your event.

Cleaning Deposit

There is an additional cleaning deposit of \$100 due with the reservation fee. The cleaning deposit will be refunded in full if there has been no damage to the property, the space has been properly cleaned, and the renters have followed all agreed to policies.

Non-Membership Fee

Site rental is prioritized for 1890 House Museum members. An individual annual membership is \$40. There is a \$75 non-member fee; we hope you will consider becoming a member and support the Museum's mission to preserve and promote Cortland history.

Open Hours Fee

If your event occurs during Museum Open Hours, there is a \$100 Open Hours fee added to the final bill. Our open hours can be confirmed with Museum Staff.

Securing Your Reservation

Signed Event Policy

A copy of The 1890 House Museum Event Rental Policy package is required in order to receive a Rental Agreement package. By initialing each page, and signing the final page, all renters agree to the policies laid out and potential fees.

Rental Agreement

The reservation process will not be complete until the renting party has completed a signed Rental Agreement and provided the reservation fee, cleaning deposit, and non-membership fee when applicable. After the Rental Agreement has been provided to the renting parties, the prospective renter will have two weeks to sign the agreement and return it with the reservation fee and cleaning deposit. After two weeks the date that the renter is asking for cannot be guaranteed to be available.

Walk Through

All renters are required to do a preliminary walk through with Museum staff prior to signing a rental agreement. The walkthrough allows renter and Museum staff to discuss event floor plan, coordinate outside vendors and caterers, and discuss any additional event needs. It is the responsibility of the renter to schedule a walk-through appointment.

Confirmation of Caterers, Alcohol License, and Venue Floor Plan

Confirmation of any caterers, bar tenders, and event floor plan of your event is required two weeks prior to your event date. All Caterers are required to provide a copy of their catering license to the Museum. If alcohol is being provided, the servers are required to present either their alcohol service license or proof of submission for a special events alcohol permit for the event. The renting party must also agree to a venue floor plan that includes table and chair set up, place settings and linen provisions, and portable restroom rentals as needed. Set-up and clean-up times will be confirmed at this time. It is the responsibility of the renters to provide the required information to the 1890 House Museum

Vendor Liability Insurance:

All outside vendors must provide The 1890 House Museum with a certificate of Liability Insurance from their insurance company **no less than 14 days prior to the event or the museum will assess a late fee of \$25.**

Event Requirements

Setup and Deliveries:

All rentals must include time for set-up and clean-up in order to receive the total cleaning deposit at the completion of the event. Set-up may not occur during opening hours of the museum (Thursday – Saturday 12-4) unless express advanced permission has been given. All set-up and deliveries must be coordinated with the staff of the 1890 House Museum to prevent conflicts with other scheduled events. The 1890 House Museum accepts no responsibility for lost, stolen, or damaged property during the event including event equipment.

Clean-up

The renter is fully responsible for making sure that any vendor providing services for their event cleans up completely, leaving the Museum and grounds in the same condition it was found, including trash removal. Clean-up must be completed to the satisfaction of Museum staff before the Cleaning Deposit is returned. All materials must be removed at the conclusion of the event. The renter is required to obtain explicit and advance permission if extended time beyond 24 hours after the event is needed to remove equipment or clean-up after the event. The 1890 House Museum cannot generally store any materials or equipment longer than 24 hours.

Curfew

All guests and vendors must be off Museum Property no later than 11 pm. All music must be stopped by 11 pm as per Cortland City Noise Ordinance.

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Damages

The 1890 House Museum is not liable or responsible for the destruction, loss of, or damage to, the personal property of any guest or other persons attending or working the event. This includes items left at the museum before, during, or after the event.

Renters are liable for all damages to the premises, furnishings, equipment, and grounds.

Other

No glitter, candles, confetti, sparklers, rice or bird seed is allowed on the property. Flower petals and bubbles are allowed outside. The use of tacks, tape, or glue on Museum property, including walls, doors and mantles, is prohibited unless approved by Museum Staff. Museum staff can advise on the correct ways to decorate. The host of the renting group shall be responsible for greeting guests and making sure expectations of the Museum use are met.

3rd Party Services

Catering

The 1890 House Museum does not have cooking facilities and food cooking and baking is the sole responsibility of the caterers and/or venue renters. Due to limited work areas no food is to be prepared in the 1890 House Museum kitchen. Food may be brought in by host, or set up on site by caterer. Food may be stored in public refrigerator before and during the event for use of the host or caterer. No food or drinks may be left after event. We ask that any catering company visit the 1890 House Museum prior to the event to assess what they need to provide for the event.

All caterers must be licensed and insured. A copy of their Certificate of Insurance must be submitted to the 1890 House Museum at least 30 days prior to the event or a late fee of \$25 will be subtracted from the security deposit.

Bar Service

The 1890 House Museum does not hold a standing Liquor License. For alcohol to be served there are two options: hiring a professional caterer or bartender who will provide their own or obtaining a NYS Temporary Beer, Wine & Cider License.

If a caterer is to serve alcoholic beverages, a copy of their Off-Premise Liquor License and a copy of their Certificate of insurance must be provided to the Museum 30 days in advance or a \$25 late fee will be subtracted from the security deposit.

If the renter/host is to serve alcoholic beverages, they must obtain a NYS Temporary Beer, Wine & Cider License which costs a minimum of \$36. **Please keep in mind that this application for a NYS Temporary Beer, Wine & Cider License must be completed at least a month prior to the event and only covers beer, wine and cider.** The renter/host must provide the Museum with proof of the application and a copy of the certificate to be hung near the designated bar area. The 1890 House Museum will provide you with the appropriate supporting documents for the application.

No alcoholic beverages may be served to anyone less than 21 years of age.

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Whether renter/host service or caterer service, a bartender must be designated. The bartender(s) must conduct themselves in a professional manner, be appropriately dressed, and may not drink while working behind the bar. Bartenders are responsible for the preparation and clean-up of their respective areas including disposal of all garbage.

Facility Information

As a historic house museum, all the furnishings are part of the permanent collection. Guests may not sit on or make use of the furnishings in the Museum. Select tables may be used with express advanced permission of the Museum staff.

Restrooms

The 1890 House Museum only has two working restroom which are accessible for one occupant at a time. One bathroom is on the first floor next to the kitchen. The 1st floor restroom may be used for event rentals of the Carriage House, Grounds, and/or Museum. There is a second restroom on the 2nd floor of the Museum, which is limited to events renting the Museum.

Events with groups over 50 participants may be required to rent portable restrooms. The location of the units must be approved by Museum staff and rental fees must be paid by the event renter. One unit per 50 guests is required. The 1890 House Museum has a preferred portable restroom rental company and will help with this process as much as possible. **The Museum must be informed during the preliminary walk through that this is something that the applicant is in need of.**

The event host is responsible for coordinating delivery and pick up with both the company and the Museum staff.

Staff

Museum staff are required to be present at all times during the set-up, operation and clean-up of the event. Museum staff reserves the right to halt and activities determined to put the site, its collections, its staff or its patrons at risk. The renter or their designee is responsible for communicating with the 1890 House Museum Staff on the day of the event.

Tents

The 1890 House Museum does not provide, set-up, or take down tents. Tents must be rented by the host and must be set up 24 hours before and taken down within 24 hours after the event. Hosts must coordinate with the Museum staff as to the best time for drop off and pick up of tents as to not interfere with Museum functions.

Parking

The 1890 House Museum driveway is only for staff parking. All guests must park on the street. If the event is in the museum, permission may be given for caterers to park in the driveway as well. This permission must be expressly given in advance of the event.



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Smoking

The 1890 House Museum is a tobacco free institution. No smoking, e-cigarettes or other tobacco products are allowed on Museum property. This includes the grounds and Carriage House in addition to the museum. Smokers may stand on the public sidewalk in the front of the property. Cigarette butts and other trash must be completely extinguished and disposed of appropriately.

Museum staff and/or board members retain the right to dismiss any application that he or she feels would not be appropriate for this historic site.

I acknowledge that I have read through the 1890 House Museum Event Rental Policy Guide and understand the expectations and responsibilities within the guide.

Signature: _____

Date: _____

I acknowledge and accept that I can be held liable for any damages incurred by event guests or 3rd party vendors during event set-up, activities, and clean-up.

Signature: _____

Date: _____

I agree to the terms and conditions laid out in the 1890 House Museum Event Rental Policy Guide and will in good faith uphold the renter expectations and responsibilities.

Signature: _____

Date: _____



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