



Rules for Events

- Caterers are required to adhere to the Museum's Rental Agreement Guidelines (signed and read by the client).
- If alcohol is to be served caterer or bartender must be licensed to serve alcohol. The Museum does not have a license to serve alcoholic beverages. Without proper documentation alcohol will not be allowed on Museum premises.
- The client and/or the client's representative are responsible for the check in of all rental equipment. Liquor can only be delivered the day of the event. It is highly recommended that the caterer bring the liquor. The Museum will not be held responsible for any items undelivered or misplaced.
- All garbage is to be bagged and placed in Museum garbage cans to be removed by Museum staff.
- All Museum's tables, equipment or any other Museum property that is used by the client and/or caterer must be left in the condition that it is found in.
- Food and drink are not permitted in the 1910 Fire House #1 Museum under any circumstances. Museum artifacts are not to be utilized under any circumstances for food storage or food disposal in either building.
- All rentals must be removed from the Museum the same night of the event or is subject to a storage fee.
- Affixing decorations to walls is not permitted. Plans for decorations must be approved by the Museum staff in advance of event
- Museum objects may not be handled or utilized in any way other than by authorized personnel. No handling of exhibition or collection items without prior approval of the Museums General Manager.
- No unattended open flames are permitted. Votive candles are allowed on tables when in holders: larger candles are allowed when in hurricane lamps.

- Lighting equipment must be kept a safe distance from objects.
- Only Museum personnel are permitted to operate circuit breaker panels.
- Clients are responsible for the installation and removal of all decorations conclusion of the event.
- All decorative supplies shall be removed the night of the event.
- The Office and Archive areas upstairs are not to be unlocked and “off limits” by clients or guests.
- Smoking is not permitted throughout the Museum.



Event Space

Approximately 3,500 SF

Capacity:

Ceilings 12 feet high

Maximum Seated: 200

Two Staircase Exits, 1 Elevator

Maximum Capacity: 250

Restrooms located on first floor

**FLOORPLAN
COMING SOON**