



## Venue Rental - Frequently Asked Questions

Which York County History Center sites are available for venue rentals?

Historical Society Museum (HSM) , 250 E. Market St.  
*(see HSM Rental Brochure)*

Agricultural & Industrial Museum (AIM) , 217 W. Princess St.  
*(see AIM Rental Brochure)*

Other sites are available on an individual basis  
*(contact the Rental Coordinator)*

How do we reserve a date?

Contact the Rental Coordinator at (717) 848-1587 ext. 228 or [rentals@yorkhistorycenter.org](mailto:rentals@yorkhistorycenter.org)  
Complete a Rental Contract; pay half the cost of the rental, plus a refundable \$150 security deposit. You have 60 days to sign and return the contract or it will be considered void. Once the signed contract and deposits are received, the rental date is reserved in your name.

What if someone else requests the same date and location, before I get my signed contract and deposit in?

If you are interested in a specific date and venue but not ready to submit a contract with deposit, you may request a tentative hold. Should anyone else be interested in the same date prior to us receiving your contract, we will notify you immediately and make you aware of the interest. At that point, you will have 10 days to return the signed contract and deposit. If these items are not received within this timeframe, we will release the date and the rental will be available to the second party.

What is included with the Rental Fee?

-use of the selected venue areas for your event  
-use of a limited number of tables, chairs which are located at each site  
-1-2 History Center staff member(s) present throughout the event (determined by number of guests)

Does the museum do the set up and breakdown of the tables and chairs?

No, we do not provide set up and breakdown services, this is the leasee's responsibility. We highly recommend hiring your caterer to provide these services.

What time can set up begin?

Your set-up and tear-down time is built into your contracted times, please plan accordingly. If you require more than the allotted six hours for your event, you may purchase additional hours at a cost of \$100 per hour.

Typically, rentals begin at 5 p.m. When conditions permit, setup may begin as early as 3 p.m., but this is on a case by case basis, dependent upon the activities occurring in the museum on that day. While the museum is open, set up must not interfere with standard museum operation.

Museums are open Tuesday-Saturday.

AIM: 10am-4pm HSM: 9am-5pm

At AIM, set up of the bar/desk may begin at 4pm.

At Historical Society Museum, the front desk will be moved at 4:30pm.

Do we have to clean up at the end of the night?

It is the lessee's responsibility to ensure that the venue is returned to the same condition it was at the beginning of the rental. We highly recommend that the lessee hire their caterer to perform these services which often include: all tables/chairs put away, rental area floors and equipment clear of trash and/or decorations. With most rentals where alcohol is served, the bar area floor usually requires mopping after the event.

What types of decorations are permitted?

- Candles are only permitted under glass using a hurricane globe. No open flames are permitted.
- Live plants or flowers are not permitted inside any Galleries of the History Center Venues.
- Nothing is allowed to be placed, nailed or mounted on the walls. Only poster "putty" is permitted.
- Installation of cafe string lights or other ceiling decorations must be done by an insured vendor. This requires permission from the Rental Coordinator and adherence to some restrictions.
- Rice, confetti, glitter, bird seed, and the like are not permitted inside the museums for any purpose.
- Machines producing artificial substances such as: bubble, fog, snow machines, or the like, are not permitted inside any York County History Center building.
- Outdoor venues must be left free of debris from any decorations utilized at the site. Litter left at any site may result in the loss of your security deposit.

Can we move display cases or artifacts located inside rental areas?

Museum artifacts and/or display cases may not be moved nor have items placed in, upon or against them.

What kind of parking is available?	This varies per rental location. Please see the individual venue brochures for additional information.
Does the museum provide an onsite wedding coordinator to assist with the ceremony and reception?	No, we do not provide wedding coordinating services. We will have two staff members onsite for your event/wedding. The staff members can assist with general questions about the building and galleries.
Does the museum offer catering services?	No, we do not offer catering services. We have a list of Approved Caterers. In order to use a caterer who is not on our approved list, they must meet with the Rental Coordinator and sign our Caterer Agreement.
We want to prepare and serve our own food for the event. Can we do this?	No, if any food is served, it must be prepared and served by a licensed caterer with liability insurance.
What your rules about alcohol?	If any alcohol is served, it must be onsite before the event begins and must be served by a licensed bartender with a current RAMP certificate. Also, an additional Liquor Liability Insurance is necessary. This insurance can be purchased through most caterers who provide bartenders or can be purchased directly by the lessee.
Can guests go into the museum galleries?	For an additional fee, you can select the option to have the museum galleries open during your rental event. You and your guests are welcome to explore the museum galleries at your own pace.
Can we take pictures inside the Galleries?	If the galleries are open, you may take pictures inside. However, no flashes may be used inside the galleries at the Historical Society Museum.