



## **York County History Center Venue Rentals Frequently Asked Questions (FAQ)**

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

Agricultural & Industrial Museum (AIM) at 217 West Princess Street (see AIM Rentals brochure)

AIM areas available for rentals: Courtyard, Lobby and Hall of Giants

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

### **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.
- at least one History Center staff member present throughout the event. (determined by number of guests)

### **Can guests go into the museum galleries?**

Yes, there is no fee for you to 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.

### **How do we reserve a date?**

Contact the Rental Coordinator at (717) 848-1587 ext. 228 or [sclement@yorkhistorycenter.org](mailto:sclement@yorkhistorycenter.org)

Complete a Rental Contract; pay half the cost of the rental, plus a refundable \$250 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 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.

AIM: live plants and flowers are allowed in the Lobby area only

-- Nothing is allowed to be placed, nailed or mounted on the walls. Only poster "putty" is permitted.

-- String lighting or decorations can be hung from the ceiling of rental areas in AIM. 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 time can set up begin?**

Your set-up and tear-down time is built into your contracted times. Please plan accordingly. Your contracted event time is for 6 hours (5pm-11pm). We allow setup to begin 3 hours ahead of time at no cost to you if the setup takes place during our operating hours. If you require more than the allotted time for set-up, tear-down, and your event, you will need to purchase additional hours at a cost of \$100 per hour.

All rentals begin at 5 p.m. When conditions permit, setup may begin as early as 1:30pm, but this is on a case by case basis, dependent upon the activities occurring in

the museum on that day. Early set up is permitted in accordance with allowing for standard museum operation. Museum Hours: Tuesday-Saturday AIM: 10am-4pm.

### **Do you offer catering services?**

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.

### **Do you provide linens, place settings and serving utensils?**

No, we do not. It is the lessee's responsibility to supply these or arrange for the caterer to supply.

### **We want to cater the event ourselves. Can we do this?**

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.

### **What kind of parking is available?**

This varies per rental location. Please see the individual venue brochures for additional information.