



Rochester Hills Museum at Van Hoosen Farm

Private Event Rental Fees and Procedures

The Rochester Hills Museum at Van Hoosen Farm is honored that you are considering our facility for your special event.

The Museum's primary focus is serving as a local history museum for our community.

This site was home to five generations of the Taylor-Van Hoosen families who settled this farm in 1823 and the family history culminated in the successful medical career of Dr. Bertha Van Hoosen (1863-1952) and the agricultural career of Dr. Sarah Van Hoosen Jones (1892-1972).

This site and these buildings are listed on the National Register of Historic Places.

Our highest priority is to protect these buildings and to preserve this property.

All events must respect the history of this site.

When to visit:

Museum staff is available to meet with you by appointment only. Please contact the Museum to arrange a tour of our facilities.

Please call: 248.656.4663 or email: rhmuseum@rochesterhills.org.

Visit our website at: www.rochesterhills.org/museum

Fees:

Residents*

Non-residents

Security Deposit

* A resident is the person signing the contract who **lives within the city limits of Rochester Hills**.

Wedding Ceremonies

\$800

\$1000

\$250

Three hours that include rehearsal, ceremony and time for photographs on Museum grounds.

*A \$300 discount will be applied when both ceremony and reception are booked at the Museum site.

Additional time may be purchased, prior to the event, at \$300/hour.

The Museum provides up to 100 white folding chairs for outdoor ceremonies.

Special Events-Calf Barn Rental

1 – 5 hours

\$200/hour

\$200/hour

\$500

These events include anniversary, retirement, graduation parties, and family reunions. This includes time needed to decorate, receive rentals and other deliveries, the event and clean up. Time must be arranged with Museum staff.

Additional time may be purchased, prior to the event, at \$250/hour.

Receptions-Calf Barn

6 – 12 hours

\$2,500

\$3,000

\$500

This includes time needed to decorate, receive rentals and other deliveries, the event and clean up. Time must be arranged with Museum staff.

*A \$300 discount will be applied to the rental fee totals if booking both ceremony and reception are at the Museum site. Additional time may be purchased, prior to the event, at \$300/hour.

Alcohol:

Alcohol service must conform to all state and local laws. The host of the event assumes all responsibility and liability for the serving of alcohol. Alcohol may be consumed only within structures, not in any open area or parking lots. Bartenders and alcohol including beer, wine and liquor must be provided by Crank's Catering.

Animals:

Animals are not allowed in any Museum buildings with the exception of assistance dogs.

Available Times:

The Rochester Hills Museum is open for public tours on Fridays and Saturdays from 12-3 pm. The buildings and grounds are not available for events during those hours. Events may start as early as 5:00 p.m. on Friday and Saturday.

Building Access:

Rochester Hills Museum buildings will only be accessible for entry during the contracted rental times specified in the Rental agreement. All deliveries and set up must take place during these times and be arranged with Museum staff.

Cancellation:

In case of cancellation, 50% of deposit refunded if cancellation occurs nine months prior to event date.

For cancellations within nine months of event date, 0% of deposit is refunded.

Catering:

The Museum works exclusively with Crank's Catering. All food, alcohol and rental furniture for private events must be arranged through Crank's Catering. Please visit their website at [www.crankscatering](http://www.crankscatering.com) for menu options and pricing.

Change of Date

\$50

Cost will be charged per each change of the event date.

Contracted Rental Time:

The contracted rental times includes delivery of rental goods, set up/take down, decorating, and clean up. Clean up consists of removing all decorations, signs, table coverings, food, equipment, the removal of trash and folding tables and chairs. Additional time may be purchased based on availability.

Clean Up:

The contract holder is responsible for all cleanup for the event. Museum staff does not assist with bussing tables, removing food, drinks, decorations or personal items. Bussing and serving staff must be hired through Crank's for the duration of your scheduled event time. Leaving trash behind or exceeding over your contracted time for cleanup will result in loss of security deposit at \$250 per hour.

Decorations:

No staples, tape, nails, or tacks are allowed in affixing decorations to any building – inside or out. No decorations requiring an extension ladder are permitted. Decorations cannot be hung from the ceiling of the Calf Barn. No alteration of the buildings fuse box or electrical system is allowed.

Items not permitted:

- Bales of straw
- Candles
- Helium balloons
- Sparklers
- Fireworks
- Glitter
- Rice, bird seed, bubbles, flower petals
- Confetti of any kind
- Any type of open flame is prohibited

Deposit:

The security deposit will be returned within 45 days after the event less any deductions made for violations of the contract. The deposit is not applied toward the hourly fees.

The Calf Barn capacity is maximum 120 guests with tables and chairs.

The use of dance floors, photo booths, gift tables, buffet tables and various room setups will alter capacity.

- All amplified noise must cease by 10:00 p.m.
- All guests must depart and cleanup must be complete by 10:59 p.m.
- A smoking area is provided on the Museum site.

Noise:

The local noise ordinance requires all noise ends at 10:00 p.m. Amplified noise levels during the event will be determined by Museum staff. Please be respectful of the residential neighborhood surrounding the Museum site.

Rental Goods Delivery and Pickup:

Rental items must be delivered and picked up during the contracted rental time. Exceptions must be made with Museum staff, in advance. Any deviation will require forfeit of security deposit. The Museum staff will not sign for the delivery of any goods from your rental contractors.

Tables and Chairs:

The Museum provides 100 white outdoor folding chairs for wedding ceremonies only. For indoor events, the Museum provides 12 60" round tables, 10 rectangular 6ft. tables and 100 black padded banquet chairs.

Table coverings are not provided by the Museum. Crank's Catering will provide table linen for a fee or you may bring coverings of your own choice. Any additional furniture and accessories must be rented.

Tents

Tents are not permitted on Museum grounds for private events. Caterers may use tents 10' x 20' or smaller for food serving purposes.