

RENTAL FEES

All fees and charges are used to support the Museum's operation and facility upkeep.

A booking/damage deposit of \$625 is required at time of reservation.

- Deposit is SEPARATE from rental fee. \$500 deposit is eligible for refund after the event, pending no damages.
- Rental fees are due 60 days prior to function.

Your Cost	AREA	Standing Capacity	Seated Capacity	RENTAL RATES
	Welcome Center	300	120	1200.00
	Plaza	N/A	300	800.00
	Welcome Center and Plaza	300+	420	1800.00
	Center for Ceramics 4 th floor and Patio	50	30	500.00
	Center for Ceramics 2 nd floor and Terrace	100	40-75	750.00
	Pleasant Reed House	20	15	500.00
	Galleries *no food allowed* Add –on only	N/A	N/A	500.00 each for 2 hours 100.00 per hour after 2 hours
	Entire Museum			5500.00
	Commemorative Brick			125.00
	Custodial			150.00
	Set Up/ Take Down			150.00
200	Staff			200.00
	Storage			100.00 per night
	Rehearsal			100.00-unless on the Plaza
	Event Insurance			See Below
Pd Separately	Security & Fire Watch (provided by City of Biloxi)			35.00/hr per officer; 3 hr min
500	Refundable Deposit			500.00
125	Booking Fee			125.00
	Total			

Rental includes the space reserved and seating; **6ft round tables, white garden chairs.**

Events must be booked a minimum of 30 business days in advance and are subject to police, fire and staff availability.

Event insurance is liability coverage based on number of attendants and is **non-refundable.**

Total Attendance	Private Event	Public Event
200 or less	\$170	\$200
201-750	\$200	\$230
751-1500	\$270	\$345
1501-3000	\$460	\$580

Client must provide linens, décor, entertainment, audio visual, service staff, food and beverage.

PAYMENT: Completed Contract AND Deposit are DUE AT BOOKING; events are not confirmed until BOTH deposit has been paid AND contract is signed.

Questions? Contact Adriaan at visitorinfo@georgeohr.org or 228-374-5547 ext 1202