

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

**Section I - RENTAL FEES**

(PLEASE MARK RENTED SPACE IN FIRST ROW)

1. A **booking/damage deposit of \$500.00** is required at time of reservation.
  - a. Deposit is SEPARATE from rental fee. Deposit is eligible for refund after the event, pending no damages.
2. Rental fees are due 60 days prior to function
3. The rental fee schedule is as follows:

Your Cost	AREA	Standing Capacity	Seated Capacity	RENTAL RATE
	Welcome Center	300	100	1,200.00
	Plaza	N/A	N/A	800.00
	Welcome Center and Plaza	300+	200	1,800.00
	Center for Ceramics 4 <sup>th</sup> floor and patio	50	30	250.00 up to 3 hours 50.00 per hour after 3 hours
	Center for Ceramics 2 <sup>nd</sup> floor and patio	100	40-50	800.00 up to 3 hours 100.00 per hour after 3 hour
	Pleasant Reed House	20	15	500.00
	Galleries *no food allowed in galleries, must be outside			500.00 each, up to 3 hours 100.00 per hour after 3 hour
	Entire Museum			3,500.00
	Set-up Tables & Chairs			150 to 300
	Custodial			250.00
	Kitchen Usage Fee			100.00
	Storage			100.00 per night
	Rehearsal			100.00
	Event Insurance (See #7)			170.00-580.00
	Security(booked through City of Biloxi)			105.00 (35.00 hour per officer; 3 hour min)
	Memorial Brick – Plaza			125.00
\$125	Booking Fee			125.00
\$500	Refundable Deposit			500.00
	<b>Total</b>			

4. Rental includes the space reserved and seating for 100.
5. Events must be booked a minimum of 30 business days in advance and are subject to police, fire and staff availability.
6. Daytime Rental Rate is available during business hours only (Tuesday through Saturday, 10am-5pm). To inquire, please email [rentals@georgeohr.org](mailto:rentals@georgeohr.org).
7. 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