



Wedding Rental Policy and Agreement

The Seward House Museum is delighted to invite you to celebrate your special day in our elegant gardens, with the Seward House as your backdrop. Built in 1816 with only ten rooms originally, the home expanded into an Italianate mansion with over thirty rooms. A beautiful setting on any day, the grounds of the Seward House Museum could be the location of the wedding of your dreams.

Rental Fees

Wedding Ceremony: \$750

Wedding Reception: \$1,500

Wedding Ceremony and Reception: \$2,000

- A rehearsal of the ceremony is included in the pricing.
- The deposit necessary to reserve a date is 50% of the total cost and is due at the time that the Rental Agreement is signed. The balance is due two weeks before the event.
- There is an additional Security Deposit of \$100 and a Cleaning Fee of \$75 due with the deposit. After the event, if there has been no damage and all policies are followed, the \$100 Deposit will be returned.
- Site rental is available ONLY to Seward House Museum members. Our annual membership fee is \$50 for an individual. If you are not a member, there is a non-member fee of \$75 – we hope you'll become a member and help support our mission to inspire curiosity and foster learning!

Reserving a Date

The reservation process will not be complete until a Rental Agreement has been signed and the deposit received. After the agreement is written, the prospective renter will have two weeks to sign the agreement and return it with the deposit. After two weeks, the date the renter is asking for cannot be guaranteed to be available.

Confirmation

At the time that the balance is due, the renter must also provide final confirmation on details of the event such as who is catering, when deliveries will be made, and when those items will be removed. Set-up and clean-up times will also be confirmed at this time. It is the responsibility of the renter to contact Seward House Museum staff to confirm these details.

Cancellations and Refunds

Cancellations must be made verbally over the phone and also in writing through a letter signed by the agreement signer. A full refund will be given if there are 60 days or more notice of cancellation. A refund of half of the deposit will be given for between 30-60 days of notice. If less than 30 days' notice is given, there will be no refund.



Photography

Photography is permitted outside during any part of the event. For an additional fee of \$200, the renter may arrange to have photographs taken inside the Museum. This must be arranged no less than two weeks prior to the event and will be supervised by a staff member. Museum staff reserves the right to rescind permission to use the interior of the Museum at any time.

Facility Information

- All weddings held at the Seward House Museum must take place outside. Guided tours of the Museum can be arranged for an additional fee of \$10/person.
- The primary mission of the Seward House Museum is as a Museum open to the public. Private functions on the Museum grounds cannot interfere with this mission.
- The Museum has only one unisex bathroom available for the use of event guests during the Museum's open hours. The renter is responsible for renting portable restrooms and coordinating delivery and pickup if necessary.
- Should the interior of the Museum need to be available for any reason beyond the Museum's regular hours, an additional fee of \$250 will be charged.
- Renters should notify their contracted caterers that the Museum does not have a kitchen space available for their use. The caterer will have to bring the necessary equipment to cook the food or transport it to the site.
- The renter is responsible for renting tables, chairs, tents, etc. Coordination for the delivery of these items is also the responsibility of the renter with the staff of the Seward House Museum having final approval of time and placement of all deliveries.
- The staff of the Seward House Museum will not be responsible for the payment or acceptance of any deliveries, nor will the Seward House Museum be responsible for any rented items left on the premises overnight.

Setup and Deliveries

All setup and deliveries must be coordinated with the staff of the Seward House Museum to prevent conflicts with other scheduled events.

Vendor Liability Insurance

All vendors must provide the Seward House Museum with a Certificate of Liability Insurance from their insurance company no less than two weeks prior to the event date.



Cleanup

The renter is fully responsible for making sure that any vendor providing services for their event cleans up completely and leaves the Museum and grounds in the same condition it was found, including trash removal. Cleanup must be completed to the satisfaction of Museum staff before the security deposit is returned.

Curfew

All guests and vendors must be off Museum property no later than 11pm.

Damages

Renters are liable for all damages to the premises, furnishing, equipment, and grounds.

Other

No confetti, sparklers, or birdseed allowed. Flower petals and bubbles are allowed.

