



# Creative Partners 2022

The Reading Public Museum is pleased to partner with the following local event professionals. These vendors are hand-selected by our event team and are recognized in Berks County (and beyond!) as being at the forefront of their craft. By partnering with these companies, we provide our clients with the best possible service in the Reading area, but also ensure that our venues are represented with sophistication, elegance, and professionalism.

## CAKERY

Cake-A-Fare by Country Fare Restaurant



## HOTEL

Courtyard by Marriott Reading Wyomissing



## PHOTOGRAPHER

Dave Zerbe Studio of Photography



## DISC JOCKEY

Nick Talarico, The People's DJ



## INSTRUMENTAL ENSEMBLE

Trio Jolie



## RENTAL COMPANY

Tents & Events



## EVENT DESIGN

LEO Design Gallery



## LIMOUSINE SERVICE

Michael's Classic Limousine



## SALON

United Artists Salon & Spa



## FLORIST

Heck Bros. Florist



## PHOTO BOOTH COMPANY

Twinkle Photo Booth



## TRAVEL AGENCY

AAA Travel



## WEDDING & GIFT REGISTRY

The Registry at Boscov's





# Preferred Caterers 2022

The Reading Public Museum is pleased to partner with the following local, professional catering companies. It is mandatory for all contracted event clients to choose a caterer from this list to provide the food and beverage service for their event. The Museum does not allow outside caterers to work in our buildings or on our grounds, nor does The Museum permit our clients to self-cater (providing his or her own food). We trust that our Preferred Caterers will offer you delicious menus, all-inclusive packages, and first-rate hospitality at an affordable and flexible price. Please call or email them for more information.

## **DEVOUR Catering & Event Design**

Ron DiBenedetto

610.698.1261

[ron@devourevents.com](mailto:ron@devourevents.com)

[www.devourevents.com](http://www.devourevents.com)

## **Russo's Gourmet Foods & Market**

Sabrina Cirandine

610.334.0508

[sabrina@russofoodmarket.com](mailto:sabrina@russofoodmarket.com)

[www.russofoodmarket.com](http://www.russofoodmarket.com)

## **Simply Smooth**

David Casey

610.434.3900

[david@simplysmooth.com](mailto:david@simplysmooth.com)

[www.simplysmooth.com](http://www.simplysmooth.com)

## **Special Occasions by Panevino**

David Brennan

610.223.7802

[dbrennan81@comcast.net](mailto:dbrennan81@comcast.net)

[www.specialoccasionsbypaneveno.com](http://www.specialoccasionsbypaneveno.com)

## **George Zeppos**

Owner, The Hitching Post and Willoughby's on Park restaurants

610.812.7466

[gzep1@yahoo.com](mailto:gzep1@yahoo.com)

[www.willoughbysonpark.com/](http://www.willoughbysonpark.com/)

**Foundation for the Reading Public Museum  
Rental Locations and Rates**

RENTAL LOCATION	RATE	HOURS OF AVAILABILITY
<b>Ground Floor Auditorium</b> - Total Capacity: 80 seated at tables, 150 seated theatre-style - 1287 sq. ft. - Recommended for meetings, lectures, showers	\$600	All day, every day of the week
<b>Second Floor Founders' Gallery</b> - Total Capacity: 100 seated at tables, 200 seated theatre-style - 2005 sq. ft. - Recommended for small receptions, meetings, wedding ceremonies, cocktail parties	\$950	Every day of the week starting at 5pm
<b>Ground Floor Atrium (includes Museum History Gallery)</b> - Total Capacity: 80 seated at tables, 150 seated theatre-style - 2800 sq. ft. - Recommended for receptions, showers, cocktail hours/parties, corporate events	\$1,350	Every day of the week starting at 5pm
<b>First Floor of Museum</b> - Total Capacity: 100 seated at tables, 250 standing - 13325 sq. ft. - Recommended for cocktail-style parties and receptions	\$1,500	Every day of the week starting at 5pm
<b>Second Floor of Museum</b> - Total Capacity: 250 seated at tables, 400 standing - 7645 sq. ft. - Recommended for wedding receptions, formal dinners	\$2,750	Every day of the week starting at 5pm
<b>Neag Planetarium</b> - Total Capacity: 175 seated at tables, 300 standing - Chamber: 1256 sq. ft., Lobby: 3121 sq. ft. - Recommended for wedding ceremonies & receptions, showers, large parties, corporate events	\$2,750	Anytime Monday-Saturday Sundays starting at 5pm
<b>Stone Terrace (includes 20' x 20' catering tent)</b> - Total Capacity: 200 seated at tables, 350 seated theatre-style - 3200 sq. ft. - Recommended for wedding receptions, concerts, large parties, fundraisers	\$3,500	All day, every day of the week
<b>Wedding Ceremony in Arboretum (Perennial Garden or Trudy's Garden)</b> The Museum offers seated wedding ceremonies in our Arboretum. In addition to the \$1,250 rate, The Museum charges \$2 per guest/chair (50 chairs are complimentary).	\$1,250	All day, every day of the week

Capacities may vary based on current exhibitions. Food and beverage are permitted in most spaces, with some restrictions. A Museum security guard will be present for all after-hours and weekend events in The Museum, Stone Terrace and Planetarium.

## RATE ADDENDUM

- The rates listed above reflect a three (3) hour rental. The Museum will charge \$300 per each additional hour beyond the initial three (3) hour rate. **NOTE:** The Stone Terrace venue is an exception to this rule. The \$3500 rate reflects a full day rental.
- The Museum does not charge for the time needed to setup for or tear down from an event, with the exception the parameters explained in Section IX, B, of the Facilities Usage Agreement.
- The Museum is pleased to offer the following Museum Member discounts\* on rentals (discount applied to a limit of one (1) rental per calendar year:
  - \$100 off the rental rate for Contributor Level Members and above.
  - Plus, Museum Members of the Scientist's Observatory Level and above will receive a specified percentage off any rental, per the benefit list associated with that Member Level.
- Non-profit organizations will receive a discount of \$100 off the rental rate only.\* See Section IX, C, for more information.
- Rentals of combined spaces will receive 10% off the total rental rate only.\* The rental of A La Carte items are not included in the discount.
- The Stone Terrace tent will come equipped with window siding for the entire perimeter, as well as basic string lights.
- The following items are complimentary with all rentals:
  - 6 tables (choose from those sizes listed on page 11)
  - 50 white, padded seat folding chairs
  - trash cans with liners

\*Discounts not applicable to wedding ceremonies in The Arboretum. One discount per rental permitted. In the case of multiple eligible discounts, the User will be granted the highest grossing discount.

## Attachment III, continued

**Foundation for the Reading Public Museum  
A La Carte Price Sheet**

ITEM	SUPPLEMENTAL CHARGES TO RENTAL
<b>Additional tables</b> (6ft banquet, 8ft banquet, 4ft round, 5ft round, 6ft round, 30inch high top cocktail, 3ft card)	\$5/table
<b>Additional white, padded seat folding chairs</b>	\$2/chair
<b>Easels</b> (tabletop & standing / floor)	\$5/easel
<b>Stanchion &amp; Rope</b>	\$5/set
<b>4' x 8' Stage piece</b>	\$25/piece
<b>12' x 12' Parquet Dance Floor</b> (12 (3' x 4') total pieces)	\$200
<b>15' x 16' Parquet Dance Floor</b> (20 (3' x 4') total pieces)	\$350
<b>Pipe &amp; drape</b> (black, 10' wide x 8' high)	\$40
<b>White Wedding Arch</b> (used primarily for outdoor ceremonies)	\$100
<b>Battery-operated Sound System</b> (used primarily for outdoor ceremonies)	\$50
<b>MUSEUM ONLY</b>	
<b>Visual Equipment</b> (projector, projector screen & podium)	\$75
<b>Audio Equipment</b> (sound board, speakers, microphone & podium)	\$75
<b>Self-guided/free-roam tour of The Museum**</b>	\$1/person per hour
<b>PLANETARIUM ONLY</b>	
<b>Sheer Curtains &amp; Lighting in chamber</b>	\$150
<b>Display Cases &amp; Serpentine Tables for "moon bar" setup</b>	\$75
<b>Star or Music Show</b> (approximately 30 minutes in length)	\$100/show
<b>Custom Visuals or Presentation on Planetarium dome</b>	\$100/hour
<b>Photo Slideshow on Planetarium dome</b>	\$100