



# Creative Partners 2019

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

The Well Dressed Cake



## HOTEL – LIMITED SERVICE

Courtyard by Marriott Reading Wyomissing



## PHOTOGRAPHER

Dave Zerbe Studio of Photography



## DISC JOCKEY

Nick Talarico, The People's DJ



## HOTEL – FULL SERVICE

Crowne Plaza Reading



## RENTAL COMPANY

Tents & Events



## EVENT DESIGN

LEO Design Gallery



## INSTRUMENTAL ENSEMBLE

Trio Jolie



## SALON

United Artists Salon & Spa



## FLORIST

Heck Bros. Florist



## JEWELER

Murphy Jewelers



## TRAVEL AGENCY

AAA Travel



## LIMOUSINE SERVICE

Michael's Classic Limousine



## WEDDING REGISTRY

The Registry at Boscov's





# Preferred Caterers 2019

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.

## **Catering by Yellow Springs**

Charles Orlando

610.334.5006

610.827.7477 (alternate phone - Yellow Springs Restaurant)

cateringbyyellowsprings@gmail.com

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

**\*\*For a quicker response from Yellow Springs, please call Charlie directly and leave a message.\*\***

## **Monte Lauro European Gourmet**

Luigi Candelori

610.929.1222

info@montelauro.com

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

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

Sabrina Cirandine

610.334.0508

sabrina@russofoodmarket.com

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

## **Simply Smooth**

David Casey

610.434.3900

david@simplysmooth.com

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

## **Special Occasions by Panevino**

David Brennan

610.326.4787

dbrennan81@comcast.net

info@panevinoreading.com

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

## **George Zeppos**

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

610.812.7466

gzep1@yahoo.com

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

**Attachment III**

<b>Foundation for the Reading Public Museum Rental Locations and Rates</b>		
<b>RENTAL LOCATION</b>	<b>RATE</b>	<b>HOURS OF AVAILABILITY</b>
<b>Ground Floor Auditorium</b> - Total Capacity: 80 seated at tables, 150 seated theatre-style - 1287 sq. ft. - Recommended for meetings, lectures, showers	\$550	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	\$800	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	\$2,500	Anytime Monday-Saturday Sundays starting at 5pm
<b>Ground Floor Atrium</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	\$1,350	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	\$2,500	Every day of the week starting at 5pm
<b>Stone Terrace (includes a 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 the Arboretum</b> The Museum offers seated wedding ceremonies in our Arboretum. In addition to the \$1,000 rate, The Museum charges \$2 per guest/chair (50 chairs are complimentary).	\$1,000	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 \$225 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 will come complimentary with all rentals:
  - 6 tables (choose from those sizes listed on page 11)
  - 50 metal folding chairs - or - 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.

<b>Attachment III, continued</b>	
<b>Foundation for the Reading Public Museum A La Carte Price Sheet</b>	
<b>ITEM</b>	<b>SUPPLEMENTAL CHARGES TO RENTAL</b>
<b>Additional tables</b> (6ft banquet, 8ft banquet, 4ft round, 5ft round, 6ft round, 30inch high top cocktail, 3ft card, serpentine)	\$5/table
<b>Additional metal folding chairs</b>	\$1/chair
<b>Additional white, padded seat folding chairs</b>	\$2/chair
<b>Easels</b>	\$5/easel
<b>Display case or vitrine</b>	\$5/case
<b>Stanchion and rope</b>	\$5/set
<b>Portable, 4-bar LED lighting system</b> (with stand and controller)	\$50
<b>4' x 8' stage/riser</b>	\$15/piece
<b>3' x 4' parquet dance floor</b> (20 sections will create a 15' x 16' dance floor)	\$12.50/section
<b>Pipe &amp; drape</b> (black, 10' wide x 8' high)	\$40
<b>MUSEUM ONLY</b>	
<b>Visual Equipment</b> (projector, projector screen, podium)	\$25
<b>Audio Equipment</b> (stereo, speakers, microphone, podium)	\$50
<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>	\$120
<b>Display Cases used for bar setup</b>	\$15/case
<b>Serpentine Table bar setup in lobby</b>	\$50
<b>Serpentine Table appetizer setup in chamber</b>	\$50
<b>Star or Music Show</b> (approximately 30 minutes in length)	\$100/show
<b>Specialized Media, Lighting, or Sound Work</b>	\$100/hour
<b>Photo slideshow on Planetarium dome</b>	\$50

\*\*The User will be charged \$1/person per hour for every guest in attendance at The User's event, regardless of how many guests take advantage of the tour. Minimum charge is \$25. For events with less than 25 guests in attendance, the User will be charged a minimum of \$25.