



St. Joseph Museums, Inc.
 P.O. Box 8096
 St. Joseph, MO 64508
 816/232-8471 Fax: 816/232-8482
 E-Mail: sjm@stjosephmuseum.org

RENTAL LOCATIONS AND RATES

Wyeth-Tootle Mansion, 1100 Charles St., St. Joseph, Missouri, 64501

Monday through Friday at 5 p.m.

	1-30 people	31 – 100 people	100 – 200
8 a.m. to 5 p.m.	\$50 per hour	\$60 per hour	\$75 per hour
5 p.m. to 9 p.m.	\$80 per hour	\$100 per hour	\$125 per hour
9 p.m. to Midnight	\$100 per hour	\$150 per hour	\$175 per hour
No rental after Midnight			

Friday at 5 p.m. through Sunday

	1-30 people	31 – 100 people	100 - 200
8 a.m. to 5 p.m.	\$65 per hour	\$75 per hour	\$100 per hour
5 p.m. to 9 p.m.	\$100 per hour	\$150 per hour	\$175 per hour
9 p.m. to Midnight	\$125 per hour	\$175 per hour	\$200 per hour

St. Joseph Museums, Inc., 3406 Frederick Avenue, St. Joseph, Missouri, 64506

Monday through Friday at 5 p.m.

8 a.m. to 5 p.m.	\$40 per hour
5 p.m. to 9 p.m.	\$75 per hour
9 p.m. to Midnight	\$100 per hour
After Midnight	\$150 per hour

5 p.m. Friday through Sunday

5 p.m. to 9 p.m.	\$100 per hour
9 p.m. to Midnight	\$125 per hour
After Midnight	\$175 per hour

Both locations have a kitchen. Wireless Internet is available in the Conference Room of the Frederick Avenue location. For more information about the availability of either site, please call 816.232.8471 or 800.530.8866.

Facility Rental Guidelines & Policies

Reservation Payment: \$100 Payment due at time of scheduling in order to hold your reservation. This will hold the room for one week at which time the contract must be signed. This is nonrefundable and will be applied toward your final payment.

Damage Deposit: \$200 for parties or events other than a day-time business meeting. Payment is due 30 days prior to event and deposit will be returned 7 business days following the event.

Payment for Event: Rental fee must be paid in full 10 days in advance. No refund for any cancellation less than 24 hours prior to scheduled start time of the function.

Cancellation Policy: Cancellations must be made no later than 24 hours prior to the scheduled start time of the event. If notified between time of reservation payment and 24 hours prior to scheduled start time of event a refund of all payments, except reservation payment of \$100.00 will be made. Failure to notify of cancellation with less than 24 hours notice will result in forfeiture of all payments except damage deposit.

Food and Drink Policy: Food and drink is permitted in the Conference Room of the St. Joseph Museums Frederick site and the first floor of the Wyeth-Tootle Mansion Museum. It is not permitted in the exhibit galleries. Alcohol is allowed on the premises, but a liquor license is required if you will be charging for these beverages.

Clean-up Policy: Buildings must be left as you found them. Clean up any spills immediately. Trash must be taken out to the dumpster on the museums' parking lots. Staff will replace trash bags. Before you leave, you must have an employee inspect the areas and sign the check-out form.