



SAINT JOSEPH MUSEUMS

3406 Frederick Avenue ~ PO Box 8096 ~ St. Joseph ~ Missouri ~ 64508
 Phone: 816/232.8471 Fax: 816/232.8482 E-Mail: sjm@stjosephmuseum.org

Rental Locations and Rates

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

Weekday Rates

	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

Weekend Rates

	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, 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

5 p.m. Friday through Sunday

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

Both locations have a kitchen. Wireless Internet is available in the Conference Room of the Frederick Avenue location.

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: The deposit is \$200 for parties or events other than day-time business meetings. 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 after the reservation was paid and 24 hours prior to scheduled start time of event, a refund of all payments except the 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 alcoholic beverages.

Clean-up Policy: Buildings must be left as they were found. Spills need to be cleaned up immediately. Trash must be bagged and placed outside the back door for disposal by staff. Staff will replace trash bags. Before you leave, you must have an employee inspect the areas and sign the check-out form.