



Creative Partners 2024

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



EVENT DESIGN

LEO Design Gallery



FLORIST

LEO Design Gallery



RENTAL COMPANY

Tents & Events





Preferred Caterers 2024

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.

Full Service

DEVOUR Catering & Event Design

Ron DiBenedetto

610.698.1261

ron@devoirevents.com

www.devoirevents.com

Russo's Gourmet Foods & Market

Sabrina Cirandine

610.334.0508

sabrina@russofoodmarket.com

www.russofoodmarket.com

Simply Smooth

David Casey

610.434.3900

chefdavid@simplysmooth.com

www.simplysmooth.com

Special Occasions by Panevino

David Brennan

610.223.7802

dbrennan81@comcast.net

www.specialoccasionsbypaneveno.com

Drop-off Service

Cloud 9 Café and Catering

Stefanie Karli

Steve Heebner

610.320.9909

cloud9berks@gmail.com

www.cloud9berks.com

Russo's Gourmet Foods & Market

Sabrina Cirandine

610.334.0508

sabrina@russofoodmarket.com

www.russofoodmarket.com

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

RENTAL LOCATION	RATE	HOURS OF AVAILABILITY
Ground Floor Auditorium - 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
Second Floor Founders' Gallery - 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
Ground Floor Atrium (includes Museum History Gallery) - 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
First Floor of Museum - 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
Second Floor of Museum - 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
Neag Planetarium - 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
Stone Terrace (includes 20' x 20' catering tent) - 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
Wedding Ceremony in Arboretum (Perennial Garden or Trudy's Garden) 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
Additional tables (6ft banquet, 8ft banquet, 4ft round, 5ft round, 6ft round, 30inch high top cocktail, 3ft card)	\$5/table
Additional white, padded seat folding chairs	\$2/chair
Easels (tabletop & standing / floor)	\$5/easel
Stanchion & Rope	\$5/set
4' x 8' Stage piece	\$25/piece
12' x 12' Parquet Dance Floor (12 (3' x 4') total pieces)	\$200
15' x 16' Parquet Dance Floor (20 (3' x 4') total pieces)	\$350
Pipe & drape (black, 10' wide x 8' high)	\$40
White Wedding Arch (used primarily for outdoor ceremonies)	\$100
Battery-operated Sound System (used primarily for outdoor ceremonies)	\$50
MUSEUM ONLY	
Visual Equipment (projector, projector screen & podium)	\$75
Audio Equipment (sound board, speakers, microphone & podium)	\$75
Self-guided/free-roam tour of The Museum**	\$1/person per hour
PLANETARIUM ONLY	
Sheer Curtains & Lighting in chamber	\$150
Display Cases & Serpentine Tables for "moon bar" setup	\$75
Star or Music Show (approximately 30 minutes in length)	\$100/show
Custom Visuals or Presentation on Planetarium dome	\$100/hour
Photo Slideshow on Planetarium dome	\$100