



# Creative Partners 2025

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.

## Bartending Services

Double Vision Bartending  
Trish and Lexi Leddy



## Cakery

Cake-A-Fare by Country Fare  
Restaurant



## Disc Jockey

Nick Talarico,  
The People's DJ



## Event Design & Florist

LEO Design Gallery & Flower  
Shoppe



## Hotel

Courtyard by Marriott,  
Reading-Wyomissing



## Photography

Heidi Reuter  
Photography



Lindsey Hart  
Photography



Zerbe Photography



## Rental Company

Tents & Events



# Preferred Caterers 2025



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 their 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.

## Full Service

### DEVOUR Catering & Event Design

Ron DiBenedetto  
610.698.1261  
ron@devoevents.com  
[www.devoevents.com](http://www.devoevents.com)



### Mayo's Catering & Events

Phil Mayo  
610.374.2433  
chefpmayo1usa@gmail.com  
[www.mayoscatering.com](http://www.mayoscatering.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  
chefdavid@simplysmooth.com  
[www.simplysmooth.com](http://www.simplysmooth.com)



### Special Occasions by Panevino

David Brennan  
610.223.7802  
dbrennan81@comcast.net  
[www.specialoccasionsbypanevino.com](http://www.specialoccasionsbypanevino.com)



## Drop-Off Service

### Cloud 9 Café and Catering

Stefanie Karli  
610.320.9909  
cloud9berks@gmail.com  
[www.cloud9cafeberks.com](http://www.cloud9cafeberks.com)



### Russo's Gourmet Foods & Market

Sabrina Cirandine  
610.334.0508  
sabrina@russofoodmarket.com  
[www.russofoodmarket.com](http://www.russofoodmarket.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	\$800	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	\$1,500	Every day of the week starting at 5:30pm
<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	\$1,950	Every day of the week starting at 5:30pm
<b>First Floor of Museum</b> - Total Capacity: 100 seated at tables, 250 standing - 13325 sq. ft. - Recommended for cocktail-style parties and receptions	\$1,800	Every day of the week starting at 5:30pm
<b>Second Floor of Museum</b> - Total Capacity: 250 seated at tables, 400 standing - 7645 sq. ft. - Recommended for wedding receptions, formal dinners	\$3,450	Every day of the week starting at 5:30pm
<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	\$3,450	Monday-Friday starting at 5:30 Saturday all day
<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 \$1,650 rate, The Museum charges \$2 per guest/chair (100 chairs are complimentary).	\$1,650	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 four (4) hour rental. The Museum will charge \$300 per each additional hour beyond the initial four (4) hour rate. **NOTE:** The Stone Terrace venue is an exception to this rule. The \$3,500 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:
  - 13 tables- (choose from those sizes listed on page 11)
  - 100 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, 2.5ft cake table)	\$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)	\$270
<b>15' x 16' Parquet Dance Floor</b> (20 (3' x 4') total pieces)	\$450
<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 – Bluetooth</b> (used primarily for outdoor ceremonies)	\$100
<b>MUSEUM ONLY</b>	
<b>Visual Equipment</b> (projector, projector screen, podium and speakers – Auditorium only)	\$100
<b>Audio Equipment</b> (Bluetooth speakers, microphone & podium)	\$100
<b>75" monitor/TV Screen with Soundbar</b>	\$150
<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>	INCLUDED
<b>Display Cases &amp; Serpentine Tables for "moon bar" setup</b>	INCLUDED
<b>Photo Slideshow on Lobby TVs</b>	INCLUDED
<b>Audio Equipment</b> (if not using vendor)	\$100
<b>Star or Music Show</b> (approximately 30 minutes in length)	\$100/show
<b>Custom Visuals or Presentation on Planetarium dome</b>	\$250/hour
<b>Photo Slideshow on Planetarium dome</b>	\$250

\*\*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.



## *Frequently Asked Questions*

---

### **Can my photographer/family/other stop by to see the venue?**

You're welcome to bring family members or friends to see the venue you rented, but we ask that you make an appointment first. Otherwise, you and your guests will be charged admission into the museum/planetarium or your chosen space may even be closed to the public.

### **Can I add tables to my invoice?**

Sure! Simply contact us through phone or email and let us know what you would like to add. We don't finalize any floor plans until two weeks before your event, and even then if there is a slight change it should be no problem! (Just keep in mind your linen needs may change as well.)

### **What time can I come to setup?**

Setup time depends on your location and any other events that may be happening that day or the day before. For events in The Planetarium you can usually come in the day before your event to begin setup. If your event is on a Saturday and there is another event the day before, you may arrive as early as 9:00am (but please remember to arrange this with us first so that a staff member can be there to let you in).

For events in The Museum you will need to keep in mind The Museum is open to the public daily from 11am to 5pm. This doesn't necessarily mean you won't be able to begin to setup until The Museum is closed, but it could potentially limit what kinds of things you can set out. Contact the Event Rental Department if you have questions about when you can setup for your event in The Museum.

### **When will my ceremony rehearsal be?**

Ceremony rehearsals typically begin at 5pm and can be scheduled any day of the week, Monday through Friday.

### **What decorations are allowed for outdoor ceremonies?**

Because our outdoor venues are classified as an Arboretum, there are special rules and regulations when it comes to events. The use of staples, nails or tacks to hang decorations is not permitted. Fires, candles, torches and/or other sources of open flames are not permitted.

# Frequently Asked Questions

---

## **What equipment is in The Planetarium kitchen?**

We have a fully working conventional oven, refrigerator, freezer and prep areas as well as a restaurant-style three-sink washing area. There is no stove-top or dishwasher.

## **Where will my caterer work if I rent The Museum?**

For Museum events, caterers make use of our freight elevator, which is actually big enough for two eight-foot banquet tables. Depending on the event location, our Contemporary Gallery or Auditorium are also sometimes used as a catering prep area.

## **Where will my caterer work if I rent The Stone Terrace Tent?**

For events inside The Stone Terrace Tent, your caterers will work out of a separate tent located just to the left of The Stone Terrace Tent.

## **Do I need to remove everything from the venue the same night of my event?**

You and your caterer will be responsible for clearing everything off of the tables and out of the main event area. While we encourage you to take everything with you that night, we understand this isn't always possible. There are storage rooms you can make use of, but please arrange this with Event Department staff prior to your event.

If your event is in The Planetarium on a Saturday, you can come in the next day from 12:30pm to 5pm to pick up any remaining items. Please schedule a pickup time if your planetarium event falls on any other day besides a Saturday.

If your event is in The Museum, you can come in the following day from 11am to 5pm to pickup any remaining items. The Museum is open every day from 11am to 5pm.

## **Since The Planetarium is already equipped with speakers, is there anything my DJ should know?**

Because The Planetarium is equipped with a state-of-the-art theater sound system, your DJ won't need to bring all of their usual speakers if they should choose not to. They are welcome to stop by and check out the sound system before your event, but we do ask that they make an appointment first.

## **Do I rent my linens through The Museum?**

The Museum does not rent linens. Typically your linens will be rented through your caterer.

## **Does The Museum allow kegs?**

We do not allow kegs in any of our rental spaces.

## **My grandmother or other family member has a Museum Membership. Can I get a discount on my rental?**

In order to receive a membership discount on your rental, the name on the membership card must match the name on the contract.

# EVENT POLICIES AND PROCEDURES AT-A-GLANCE



## **Payments**

Credit card authorization is required at the time of deposit. This card is kept on file as a security retainer in case damage is done to the space as a result of your event. This card will not be charged without your consent. In order to hold your event date, at least 50% of the rental rate is required as a deposit. This deposit is non-refundable.

Rental deposits are due 2 weeks after the contract is sent out.

## **Event Logistics**

The Museum, Arboretum, Stone Terrace and Neag Planetarium are continually changing spaces. The space may look different at the time of your event than it did at your initial showing or booking.

When possible, you are permitted to come in the day prior to setup for your event. Arrange this with your Event Planner to ensure the space is available for setup the day before. If unavailable, you will be given sufficient time to decorate and setup on the day of your event.

All event materials and decorations (except hanging decorations) need to be removed from the event space and stored in an area designated by Museum Staff. Items stored overnight and hanging decorations, must be picked up by the next day. Make arrangements for storage and pickup with your Event Coordinator.

Our parking lot consists of approximately 80 spaces and will be monitored by a guard during your event to ensure that only your guests and Museum patrons are permitted to park on our grounds. Additional street and off-site parking may be utilized if needed.

## **Restrictions**

Open flames and fog machines are not permitted anywhere on The Museum grounds or inside any Museum buildings.

The Museum does not allow decorations to be attached to the walls, cases or doors anywhere on campus. Additionally, potted plants are not allowed in The Museum.

The only areas of The Museum that allow flash photography are the Atrium, Auditorium and Main Staircase. Only still-frame videography is permitted in The Museum.

Additional decorative lighting is permitted in the Stone Terrace and Planetarium. Decorative lighting in The Museum must be approved by your Event Coordinator.

We DO NOT allow kegs anywhere.

## **Planetarium Specific**

The paper lanterns in The Planetarium are permanent fixtures and cannot be taken down or changed. Decorations cannot be hung from the lanterns, or directly attached to the walls.

The SciDome projectors cannot be blocked at any time during an event.



## Attachment II

### Foundation for the Reading Public Museum Photography Policy

Photographs may be taken of objects, artwork or exhibits, with the following exceptions:

1. Flash photography is not permitted anywhere in The Museum proper with the exception of the Ground Floor Atrium, Ground Floor Auditorium, and main staircase. Photography with a flash is permitted in all areas of the Neag Planetarium.
2. Videotaping is not allowed in The Museum, with the exception of single frame shots for wedding ceremonies and receptions. Please discuss any and all videography plans with Museum staff prior to the scheduled event.
3. Photography of any kind is strictly prohibited within temporary exhibits, where the exhibit or any portion thereof is borrowed or on loan. These areas of The Museum proper include, but are not limited to, the Ground Floor Works on Paper Gallery and Auditorium hallway, the First Floor Meinig Gallery, and the entirety of the east wing of the Second Floor. At times, other areas of The Museum may contain borrowed or loaned works that are not to be photographed. Museum staff will alert you of these areas.
4. Temporary exhibitions that are comprised of works from the Reading Public Museum's Permanent Collection may be photographed without flash.
5. All images are the cultural property of the Reading Public Museum, and if they are to be used in any published materials, permission must be granted. Please contact Museum staff if you plan to publicize any or all images taken on The Museum's property.
6. Commercial photographs may be taken with prior permission from Museum staff.