

THE POE MUSEUM

Please note that the Poe Museum is a raw venue. Tables, chairs, tents, linens, catering equipment, décor, audio/visual equipment, and event coordination services are not included in rental pricing and must be arranged separately through approved vendors.

Poe Museum Private Rentals Quick Facts	1-Hour Micro Event Rental	2-Hour Intimate Event Rental (Operating Hours)	2-Hour Intimate Event Rental (5pm-8pm)	4-Hour Full Event Rental
Price	\$450.00	\$1,850.00	\$2,500.00	\$4,500.00
Attendance Cap	15 People	25 People	50 People	75 People
Timeframe	During Operating Hours	During Operating Hours	5pm-8pm	5:00pm-10:00pm (Friday-Sunday Only)
Food Allowed?	No	Light Hors D'oeuvres Only	Light Hors D'oeuvres Only	Catering Allowed
Bar Allowed?	No	No	Yes	Yes
Tent Allowed?	No	No	No	Max 15'x40' With \$250 Fee
30 Minute Rehearsal?	No	Yes	Yes	Yes

Guidelines for All Events:

- Rental time includes both set-up and break-down, a grace period of **only one hour** prior to start time will be allowed for lessee to begin set-up.
- Poe Museum staff are not responsible for set-up, break-down, and post-event clean-up.
 - Failure to leave Museum Grounds in adequate condition after the event will result in additional charges beginning at \$200.
- Exhibits can be open during events upon request.
- Rice, confetti, birdseed, helium balloons, or sparklers are **prohibited to be “thrown.”** Flower petals and bubbles are allowed.
- We do not have a kitchen that can be used during the event or after. We recommend using disposable utensils and dishes.