



Chester County Historical Society
225 North High Street
West Chester, PA 19380
610.692.4800
rentals@chestercohistorical.org

General Information

Welcome to the Chester County Historical Society's Cultural Center, the best place to hold your event in beautiful downtown West Chester.

The Cultural Center provides the perfect setting for a variety of social gatherings including receptions, corporate events, performances, conferences, meetings, formal galas and fund-raisers. Vaulted ceilings, a three-story atrium and 2600 square feet of convertible space make the Cultural Center ideal for anything from a 300-person reception to an exciting fund-raiser or an intimate sit-down dinner.

Our facilities are used by corporations, community groups, organizations and private individuals according to our rate schedule. Adjacent to shops, galleries and restaurants, this unique location is just minutes away from the major Brandywine Valley attractions, Route 202 and the PA Turnpike.

Available Spaces

Cultural Center Auditorium

Availability The auditorium is available 7 days a week from 9 a.m. to 5 p.m. for daytime events and 5 p.m. to midnight for evening events.

Capacity 300 cocktail/standing reception, 250 theatre style, 144 seated

Equipment Large audio/visual screen
Sound System
Retractable shades
Microphone/podium
Wireless internet access*
Cell phone coverage: good
Stage (8 ft. x 29 ft.)
Catering Prep Space
Tables & Chairs



Classroom

Availability The classroom is available 4 days a week from 9 a.m. to 5 p.m. for daytime events and 5 p.m. to midnight for evening events.

Capacity 40

Equipment Wireless internet access*
Cell phone coverage: good
Catering Prep Space
Tables & Chairs



*Wireless internet access is available for an additional fee of \$25/day.

Chester County Historical Society is not responsible for the operation or repair of audiovisual equipment during an event. Renters are responsible for contracting or providing an audiovisual service or technician.

Conference Rooms

Availability The classroom is available 4 days a week from 9 a.m. to 5 p.m. for daytime events and 5 p.m. to midnight for evening events.

Capacity 30

Equipment Wireless internet access*
Cell phone coverage: good
Catering Prep Space
Tables & Chairs

*Wireless internet access is available for an additional fee of \$25/day.

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Catering

Catering Prep Space

The catering prep space is on the first floor below the auditorium. It contains sufficient counter space and an unloading area.

Please note: Chester County Historical Society does not allow cooking on premises other than warmers under food. Convection ovens are permitted in the catering prep space but are not allowed anywhere else in the building.

There is no kitchen use available for the classroom rental.

Chester County Historical Society Approved Caterers

Queen of Hearts Catering 1776 East Lancaster Ave., Paoli, PA 19301 (610) 889-0477 (610) 889-2436	Anthony Aquilante Gourmet Buffets PO Box 760, 125 Diamond Rock Rd., Valley Forge, PA 19482 (610) 935-4500 or (610) 935-1182 (610) 935-7449 (fax)
Christina's Catering www.christinascatering.com (610) 563-7964	The Lemon Tree 306 Westtown Rd. Suite Y, West Chester, PA 19382 (610) 344-4933 (610) 344-4993 (fax)
Classic Fare Catering at West Chester University** West Chester, PA 19383 (610) 436-3130 (610) 436-2309 (fax)	Brandywine Catering by Pace One P.O. Box 108, Thornton, PA 19373 (610) 459-9784 (610) 558-0825 (fax)
Wegman's Food Markets 1056 E. Lancaster Ave, Downingtown, PA 19335 (610) 518-7800	Jimmy Duffy & Sons, Inc. Caterers 1456 Lancaster Avenue, Berwyn, PA 19312 (610) 647-0160
Mizuna Catering 139 W. Gay Street, West Chester, PA (601) 692-1216 (610) 692-6944 (fax)	Three Little Pigs** 131 N. High Street, West Chester, PA 19380 (610) 918-1272
Delightful Desserts & Culinary Creations** 510 E. Barnard Street – Unit 14 A, West Chester, PA 19382 (610) 692-5551	Carlinos Catering 128 West Market Street, West Chester, PA 19382 610.696.3788

** Box Lunches/lighter fare

***The use of a caterer not on this list requires the approval of the Cultural Center Manager at Chester County Historical Society. All caterers must have the following insurance coverage:**

1. Comprehensive general liability with \$1,000,000 combined single limits
2. Workers compensations insurance as required by law
3. Liquor liability insurance
4. A health license issued by Chester County Health Department
5. CCHS must be named as additionally insured and as certificate holder for the date and time of event.

CATERER IS RESPONSIBLE FOR TAKING CARE OF REMOVING ALL TRASH FROM FACILITY ON THE DAY OF THE RENTAL AND LEAVING THE FACILITY IN ITS ORIGINAL CONDITION.

Available Tables & Chairs

19 five foot (60 inch) diameter round tables (seats 8 or 10)

24 six-foot rectangle tables (seat 6)

4 three-foot square tables (seat about 4)

250 burgundy padded chairs

Please note: Chester County Historical Society does not provide table linens, utensils or tableware but would be happy to provide information on rental companies. Proof of insurance is required for all rental companies.

Important Information for Renters

Please note: Any person or organization renting any of the CCHS facilities must provide a minimum of \$1 million general liability coverage, a Certificate of Insurance and a signed liability agreement, plus meet the additional terms of the contract.

The Historical Society's needs for use are given priority over rental use when scheduling events.

Parking

CCHS has no parking for renters or service providers. There are municipal lots and metered parking (quarters only) on the street and nearby as well as a parking garage at the corner of Chestnut and High streets. Municipal parking is often free after 5 pm on weekdays and on weekends.

Please note: Unloading in the alley and on Chestnut Street is at the discretion of the renter. Chester County Historical Society is not responsible for any parking violations. Parking in the alley or the staff parking lot is **not** allowed.

Museum Access

Museum and/or library access is free for your guests during regular business hour events. If you would prefer a guided tour, a guide can be provided with 30 days' notice.

After hours, tours are available for \$4/per guest. Large group special rates are also available. Arrangements for after-hours access to the museum or library must be arranged 30 days prior to your event.

Please note:

Fax/copying or supplies: CCHS does not provide fax or photocopying services for renters. Chester County Historical Society does not supply nametags, place cards, note pads, pencils etc. for rentals.

Equipment: Chester County Historical Society staff will set up CCHS equipment at no charge. If additional equipment is necessary, the lessor must provide appropriate labor. Any equipment not owned by Chester County Historical Society must be removed by 11 am the day following the rental.

Telephones: Cell phone coverage is good to moderate in all areas inside the building. There are no public telephones and phones in rental spaces or offices are not for public/renter use. In case of emergency, calls should be made to the CCHS switchboard at 610.692.4800 during regular business hours.

Rates & Fees

Premium Wedding Reception Package \$1500 \$200/hour

Includes:

- 7 hour rental on day of event
- Day before access from 2 p.m. to 5 p.m. for set-up
- Security guard
- Open access to non-gallery grounds for photography
- Free museum access for 2 hours during reception

Rates are per rental period.

Room	Day*	Evenings/weekends**	Overtime
Auditorium	\$650	\$850	\$200/hour
Classroom	\$250	\$400	\$100/hour
Conference Rooms	\$200	\$300	\$100/hour

Nonprofit Rates

Room	Day*	Evenings/weekends**	Overtime
Auditorium	\$450	\$650	\$200/hour
Classroom	\$150	\$200	\$100/hour
Conference Rooms	\$100	\$200	\$100/hour

The Cultural Center can be rented to any individual or organization for an hourly fee of \$200 per hour.

Classroom Birthday Party Packages

Classroom birthday party packages vary in conjunction with current exhibitions and/or programs. Please call for more information.

* Day rate means hours between the hours of 8:30 am – 5 pm and includes Saturday days. One rental is for five hours.

**Evening/weekend rates are charged any time after 5 pm on weekdays/Saturdays or all day Sundays or holidays. One rental is for five hours.

NO EVENT shall continue past 12 am midnight (with the exception of one hour for clean-up.) Renters and service providers should plan accordingly.

Reservations & Payments

Verbal agreements will be held for ten days, after which a deposit of \$300 is required immediately to hold a specific date. This deposit is non-refundable if the rental is cancelled. Any cancellations must be made in writing.

A security deposit of \$1000 is charged for the auditorium at least ten days prior to event.

All charges are subject to change without notice. Chester County Historical Society will provide a confirmation/contract summarizing the charges, date of event and other details.

The remainder of your rent is due in full the day of the rental. Any overage time will be invoiced within ten days of your event and may be subtracted, along with any damages, from your security deposit. Security deposits will be returned, less any charges, ten working days after your event.

Other Information

Staffing:

Chester County Historical Society provides a building manager and one additional staff person (more attendants depending on number of guests). The Cultural Center Manager is on duty during the event and is responsible for facility security, any collection items and CCHS-owned equipment. The manager makes all appropriate contacts with authorities in the event of an emergency and provides light custodial services during the event as required.

Loading/unloading:

Minimal unloading can be done in Evans Alley. Caterers should unload through the catering kitchen at the corner of High and Chestnut streets. Please note that unloading in the alley is allowed, but parking in the alley or the staff parking lot is **not** allowed.

Security:

CCHS staff is responsible for security.

Restrictions:

CCHS prohibits open flames (candles) and smoking. Pressurized bottles must be opened by an approved insured caterer inside of the designated catering areas. Smoking is not permitted in the buildings or on the grounds of CCHS. Cooking is not allowed in any buildings, other than use of a microwave. Any propane/compressed gas tanks must remain outside the building. No homemade foods OF ANY KIND are permitted to be served to the public or event attendees. All food must be prepared and served by approved insured caterer.

Insurance Liability:

Each participating organization is required to provide a minimum of \$1 million general liability coverage, a Certificate of Insurance, and a signed liability agreement. The certificate and signed agreement must be received by CCHS ten working days prior to the event. This includes ALL service providers (caterer, parking attendants, etc.)

Publicity: All events which use all or part of the CCHS name or logo in publicity must receive prior approval through our Cultural Center Manager.

Directions:

From 202 North or South, exit at High Street (near Holiday Inn). Go north on High Street (old Business Route 100) for approximately 3 miles, through downtown West Chester. The Historical Society is located on the right side of the street, at the corner of High and Chestnut.

From Downingtown/Exit 312 of the PA Turnpike: proceed south on Route 100, past the Exton/Route 30 bypass. You will see a sign for “Pottstown Pike” on your right, soon after the Bypass. Follow Pottstown Pike, it turns into High Street. You will go 3-4 miles and the Historical Society is on the left side of the street.

From the 30 Bypass, exit at Route 100 South, follow directions above.

Rules & Regulations

Please note: The renter is responsible for informing caterer and any other rentals used for event of this contract, rules and regulations.

1. Smoking:

Smoking is **NOT** allowed in the buildings or on the grounds owned by CCHS. That includes the terrace, courtyards, parking lots or grassy areas. This rule includes renters, their guests, catering staff or visitors and renter is responsible for enforcing the no-smoking rules on or within CCHS’ property. Please inform guests accordingly.

2. Animals:

Animals are **NOT** permitted on CCHS property or in CCHS buildings, other than licensed service animals.

3. Alcohol:

Because the museum does not have a license, alcoholic beverages may be served, but not sold, on the premises. The renter is responsible for all guests, their safety, and all laws as they relates to the consumption of alcohol.

4. The use of illegal drugs or other abusive substances is **strictly prohibited** on the museum premises.

5. Guests shall refrain from placing food or beverages on the museum’s exhibits.

6. If the renter would like the museum exhibits to be available to guests, such a request must be made in advance. Only museum staff members may turn on/off exhibits and/or enter areas labeled “staff only.”

7. The museum does not provide a catering service but can provide a list of local approved caterers.

8. Caterers may not prepare food in the kitchen. The galley is to be used solely as a prep area for the catering. The caterer is responsible for cleaning up the kitchen after the engagement, including any spills on the counters/floors.

9. The removal of all garbage and/or refuse from the premises is the sole responsibility of the renter and caterer. Any garbage/refuse left behind will prompt an additional clean-up fee out of the renter’s security deposit.

Thank you for choosing Chester County Historical Society. We look forward to hosting your event!

