



**NEILL-COCHRAN HOUSE MUSEUM
RENTAL POLICY**

The Neill-Cochran House Museum (NCHM) provides an intimate, historic setting for events ranging from meetings, luncheons, or conferences to wedding receptions, rehearsal dinners, or teas. Please review the following Rental Packages and schedule a visit to the House. In addition, see Notes, Amenities, Guidelines, Restrictions, and Contract Agreement.

RENTAL PACKAGES

PACKAGE A

Designed for meetings and seminars in the Meeting Room.

Rental area includes the Meeting Room and Hallway plus catering space and parking.

HOURS	DAY & TIME	GUESTS	BASIC RENTAL	DAMAGE DEPOSIT	ADDITIONAL FEES
2	Weekdays	1-24	\$100	\$200	\$100 /hr for each additional hour; \$25 clean-up
2	After 5 PM; Weekends	1-24	\$150	\$200	\$100 /hr for each additional hour; \$25 clean-up
2	Weekdays	25-50	\$200	\$200	\$100 /hr for each additional hour; \$25 clean-up
2	After 5 PM; Weekends	25-50	\$250	\$200	\$100 /hr for each additional hour; \$25 clean-up
4	Weekdays	1-50	\$300	\$200	\$100 /hr for each additional hour; \$25 clean-up
4	After 5 PM; Weekends	1-50	\$400	\$200	\$100 /hr for each additional hour; \$25 clean-up
8	Weekdays	1-50	\$500	\$250	\$200 /hr for each additional hour; \$50 clean-up
8	Weekends	1-50	\$650	\$300	\$200 /hr for each additional hour; \$50 clean-up

PACKAGE B

Designed for parties and events for up to 200 persons.

Rental area may include the Meeting Room, Centennial Terrace, Veranda, Downstairs Hallway, Dining Room, Front & Back Parlors plus catering space and parking.

HOURS	DAY & TIME	GUESTS	BASIC RENTAL	DAMAGE DEPOSIT	ADDITIONAL FEES
4	Weekdays	1-200	\$800	\$2,000	\$250 /hr for each additional hour; Clean-up based on number of guests
4	After 5 PM; Weekends	1-200	\$1,000	\$2,000	\$250 /hr for each additional hour; Clean-up based on number of guests; \$50/hr/person for onsite security

PACKAGE C

Designed for grand parties and events.

Rental area may include the Meeting Room, Centennial Terrace, Lawn, Veranda, the *entire* historic museum portion of the House plus catering space and parking.

HOURS	DAY & TIME	GUESTS	BASIC RENTAL	DAMAGE DEPOSIT	ADDITIONAL FEES
8	Any time	1-250	\$8,000	\$5,000	\$500 /hr for each additional hour; \$500 clean up \$50/hr/ person for onsite security

PACKAGE D

Designed for persons renting the NCHM Parking Lot for events other than those scheduled at the NCHM.

The Contract Agreement for parking-lot rentals must be signed in person when deposit is paid. Balance may be mailed.

HOURS	DAY & TIME	BASIC RENTAL	ADDITIONAL FEES
4	Weekdays	\$150	\$30 /hr for each additional hour
4	After 5 PM; Weekends	\$225	\$30 /hr for each additional hour; includes security.

NOTES

- Nonprofit organizations receive a 20% discount on basic rental rates. All other fees remain the same.
- Members of The National Society of The Colonial Dames of America receive a 30% discount on rental rates. The rental must be for personal use; the discount is nontransferable.
- Members of the Friends of the Neill-Cochran House Museum at the \$1,000 donor level receive a 25% discount. No other discounts apply, and all other fees remain the same.
- Members of the Friends of the Neill-Cochran House Museum at or above the \$1,500 donor level will receive a 50% discount. No other discounts apply, and all other fees remain the same.

AMENITIES

The use of the NCHM Steinway grand piano, Staircase, Veranda, and bride's dressing room can be negotiated. Guided tours, photography sessions, wedding rehearsals, and set-up times may be available for additional charges.

All rental requests are subject to evaluation on the basis of availability. To schedule a site visit with Cecille Marcato, NCHM Administrator, please call 512-478-2335 or email: ncmuseum@flash.net.

GUIDELINES

Use

Any corporation, organization, or individual may rent the NCHM for appropriate uses. The Contracting Party may not use the NCHM in support of any partisan political organization or cause or for any purpose deemed harmful to the physical well-being of the NCHM or the missions of the NCHM or The National Society of The Colonial Dames of America in The State of Texas. Student groups are required to have one chaperone per ten students.

Strict adherence to the maximum capacities of the NCHM facilities will be enforced in compliance with fire regulations. The Contracting Party is responsible for both occupancy limits and limiting guests in keeping with the package chosen. Exceeding the contracted number of guests will result in additional charges. At the Contracting Party's expense, a tent(s) may be erected and outdoor restroom facilities installed to increase capacity. Use of the grounds would allow a guest list of approximately 250 persons. Wedding size is dictated by rental space reserved.

Rental Fees

The rental time shown on the contract includes set-up, event, and clean-up time. If additional set-up time is needed, the per-hour charge will be applied.

Rental Fee Deposit

One-half the rental fee is due upon signing the Contract Agreement. The balance is due three weeks prior to the event. Overtime is billed after the event is complete.

Security Deposit

The Security Deposit and a completed Contract Agreement are required to reserve a date and area for the event. The NCHM retains the right to use any or all of the Security Deposit toward any claim it may have for overtime, clean up, damages to or destruction of the NCHM or any property located in or on the premises belonging to the NCHM as a result of the Contracting Party's use of the premises on the Event Date. Any additional charges incurred in excess of the Security Deposit will be charged and billed separately to the Contracting Party.

Catering Policy

The Contracting Party may select a caterer from the NCHM preferred list or may contract with a company of his choice subject to approval. Caterers not currently on the approved list must make a site visit. All caterers working at the NCHM must have a current certificate of insurance (aggregate \$1,000,000) on file at the NCHM prior to the event. The kitchen may not be used for the preparation or cooking of food. All food must be prepared off premises. The kitchen may be used only for warming and for transferring food to the serving areas. It is the Contracting Party's responsibility to inform the caterer of this policy.

Photography

There is no charge for wedding photographs taken during regular NCHM staffing hours, if the person has a wedding-related event scheduled at the NCHM. However, arrangements must be made in advance and scheduled on the calendar and are subject to cancellation if a booking is made after scheduling. Exact times can be guaranteed for \$100 per hour. When the subject does not have a wedding-related event at the NCHM the photography fee is \$100 per hour for photographs; photography sessions should be scheduled and conducted during regular staffing hours. Sessions scheduled when the NCHM is closed will be charged an hourly rate of \$100 with a 2-hour minimum.

Security

All events extending past or beginning after 5:00 PM require a designated representative of the NCHM and/or security personnel. If security personnel are necessary for the event, the NCHM will hire the security agent, and the Contracting Party shall pay the cost.

Cancellation Policy

Contracting Parties who cancel an event 90 days or more prior to its date will receive 50% of their deposit. Those canceling with fewer than 90 days' notice will forfeit the entire deposit.

RESTRICTIONS

- No smoking is allowed in the NCHM or on the porches and during periods of drought might be banned, in which case Contracting Party will be notified.
- Red wine may be served to seated guests in the Meeting Room only.
- Fresh flowers must be removed from the House at the end of the event.
- Raspberries and raspberry sauce are prohibited; cranberry and tomato juices are not permitted.

- Music is allowed and must end no later than 10:00 PM outdoors and 12:00 midnight inside. Music may be amplified only with permission from the NCHM staff, and sound equipment will be adjusted according to museum and City of Austin standards for noise.
- Throwing rice or confetti is not permitted on the NCHM grounds. Permissible alternatives are fresh rose petals and bubbles.
- Glitter may not be worn or used for decoration in the NCHM.
- Shoes with kitten or spiked heels may not be worn inside the NCHM or on the porches.
- All caterers must be approved. Tableware shall be provided by caterer. Table protectors must be used.
- All rental requests are subject to evaluation on the basis of property, scheduling, staffing needs, and availability. To schedule a site visit with Cecille Marcato, NCHM Administrator, please call 512-478-2335 or e-mail at ncmuseum@flash.net.
- Reservations will not be taken more than 15 months in advance.



The Neill-Cochran House Museum

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