los altos history museum

EVENT RENTALS FAQ

How do I schedule a tour?

Site Visits and Walk-throughs are by appointment. If you'd like to schedule a site visit, please call or email the Events Manager at 650.948.9427 x 12 or events@losaltoshistory.org

- Tours are typically available on Tuesdays, Wednesdays, Saturdays, and, Sundays.
- You may visit the museum on your own, Museum hours are Thurs – Sun 12 pm – 4 pm.
- The outside is available to view anytime unless there is a private event.

What is the normal deposit to hold the venue?

Booking the museum is done by making a full or ½ payment.

What information or documents do I need to provide?

Listed below are the required documents needed after you have secured the venue for your event:

- Certificate of Insurance – 4 months before the event
- Alcohol permit – 4 months before the event
- Timeline of event and table layout – 2 weeks prior
- Docent request form (if Smith House tours are desired) $150 fee – 30 days prior
- Vendor list

When can we have our rehearsal?

Rehearsals can take place any day before the event. Typically rehearsals are held as close to the day before the event as possible (schedule permitting). Rehearsal dates may need to be flexible as we book events on Fridays, Saturdays, and Sundays.

When can vendors gain access to the museum?

The caterer will normally arrive at 3pm. Access to the patio and kitchen is 3pm. Vendors may not access the interior of the museum until the Museum closes at 4pm.

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How big is the refrigerator?

The refrigerator is a residential refrigerator. Please do not bring excessive amounts of refrigerated items as space is limited.

Is there enough parking?

There is ample free parking for your guests as well as electric plug-ins.

Are there enough restrooms?

Yes, we have restrooms located at the front door for guests. The ladies room has four stalls and the men's room has one stall and two urinals.

What alcohol can I serve?

Beer, wine, champagne, and signature cocktails are allowed.

Are there any city ordinances that are imposed?

There is a standard noise ordinance that must be adhered to. Your music levels may not exceed 60db at the perimeter of the property. All electrified equipment must be indoors after 8pm. This does not mean that you cannot have music outside. Speakers must be indoors but sliding glass doors may remain open.

How late can the event go?

The standard contract goes to 10pm. You may have your event end at 11pm if you purchase an extra hour. Extra hour fee is $500. 11pm is the latest your party may end. Caterers will need a minimum of 1 hour to clean up after the end of your event. If clean-up takes longer than expected, additional hours will be charged. Additional time if charged in increments of hours.

Garbage dumpster and recyclables?

The museum does not have a large garbage dumpster. Your caterer should be informed that all garbage must be taken with them. Any bottles, cans, or cardboard may be placed in our recycling bins if there is space. If the bins are full, then these too must be taken off the premises.