



## Event Rentals FAQ

### **When can I tour the facility?**

Site Visits and Walk-throughs are by appointment. If you'd like to schedule a site visit, please call or email the Events Manger @ 650.948.9427 x 12 or [events@losaltoshistory.org](mailto:events@losaltoshistory.org)

- Weekend tours are not possible during wedding season (May – October).
- You may visit the museum on your own schedule, Museum hours are Thurs – Sun 12 pm – 4 pm.
- The outside is available to view anytime.

### **What is the normal deposit to hold the venue?**

- We do not take a deposit to hold your date. Booking the museum is done by making a full or ½ payment

### **Does the museum offer any discounts?**

- At this time, we do not offer any discounts but, if you make a full payment of all rental fees you may earn a discount:
- Friday / Sunday Event = \$100
- Saturday = \$200

### **What information or documents do I need to provide to the museum after I book?**

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

- Certificate of Insurance – 30 days prior to scheduled event
- Alcohol permit – 30 days prior to scheduled event
- Timeline of event – 2 weeks prior
- Table layout – 2 weeks prior
- Docent request form [if Smith House tours are desired] \$150 fee – 30 days prior
- Vendor list



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### **When can we have our rehearsal?**

- Rehearsals can take place any evening prior to your event. You must be flexible with your rehearsal date as we book events on Fridays, Saturdays, and Sundays.
- Saturday & Sunday events can book the prior day provided it is not booked
- Saturday & Sunday events must wait 2 months prior to the event to book prior day for rehearsals as we receive many inquiries for quick bookings.

### **Should we meet with the caterers and someone from the museum prior to our event?**

- A caterer meeting should be scheduled 2-3 weeks prior to the event. This helps get everyone on the same page.
- Sorry but the museum does not schedule meetings with ancillary vendors such as DJs, Florists, Cake Makers, etc.

### **When does the caterer arrive and when can they 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 [public area] of the museum until the Museum closes at 4pm.

### **When does a representative of the museum arrive?**

- The Museums Event Manager or Representative arrive at 3 pm.

### **When can the DJ setup?**

- DJ can set up exterior music systems as early as 3pm. Interior setup must take place after 4pm.



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### **Where can we store flowers?**

- Flowers may be stored the day of the event [sorry no early deliveries] on the back-patio picnic tables or in the kitchen after 3pm.
- Make sure your caterer knows that the kitchen space will be used for storage by the florist and/or other vendors.

### **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 parking for your guests

### **What alcohol can I serve?**

- Beer, wine, champagne, and signature cocktails

### **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 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?**

- 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 and 1 hour to clean up after the end of your event.



## Event Rentals FAQ

### **Can we leave any decorations and alcohol behind for next day pick-up?**

- No as our storage space is limited. All decorations, personal belongings and excess alcohol must be taken home after your event.

### **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.
- Bottles, Cans and Cardboard may be placed in our recycling bins if there is space. If the bins are full, then these too must be taken off premises.
- The City of Los Altos requires that you sort your recyclables so no cardboard can be mixed with bottles. Additionally only glass & plastic bottles, aluminum cans and cardboard are to be placed in recycle bins.