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

- 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 Museum’s 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.
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.