

## Facility Rental Information and Fees

- Non-package fees are based on a four-hour minimum.
- Standard 4-hour rental fees include the following:
  - one space (The Gothic Cloister, The Great Hall, The Hale Cloister, The Rotunda, or the Auditorium).
  - 5ft round, 4ft round, café, bistro, and banquet tables
  - ceremony & reception chairs (white cushioned folding chairs)
  - linen consultation with Prime Time (cost for selected rental items paid directly to Prime Time)
  - set-up and tear-down
  - Day-of coordination
- Additional spaces or hours will incur additional fees. Please see below for details.
- Events must be completed by 12:00 AM on Friday, Saturday, and Sunday.
- You must be member at the Reciprocal Level or higher. Those museum members that maintain the status of Jefferson Patterson Society, as well as the Circle levels of Renaissance Corporate Society will be offered a 20% discount on rental fees.
- Wedding Ceremonies and/or Receptions on Labor Day/Memorial Day Weekend/Fourth of July or New Years Eve will be subject to an additional fee of \$1,500. Holidays that fall on a weekday will be charged Friday/Sunday rates plus the holiday fee.
- A 50% non-refundable deposit of your total rental fees, the refundable security deposit of \$500, and your membership fee will be due upon signing of the contract. The balance of the rental fee will be due 30 days prior to your event.
- Nothing can be attached or brought into/onto the premises that will cause damage to occur.
- The Dayton Art Institute utilizes a list of exclusive caterers. Only those caterers will be permitted to provide food service. The catering cost is not included in the rental price and requires a separate payment.
- The cost of linens and rental items selected during Prime Time consultation is not included in the rental price and requires a separate payment.

# Rental Fees

## Weekday Rentals

Rental Type	Daytime Hours (Before 4:00 PM)	Evening Hours (After 5:00 PM)
Weekday Standard Rental	\$1200 for 4 hours *\$450 per additional space *\$450 per additional hour	\$1500 for 4 hours *\$450 per additional space *\$450 per additional hour
Weekday Wedding Rental	\$2900 for 4 hours *\$750 per additional space *\$750 per additional hour	\$2900 for 4 hours *\$750 per additional space *\$750 per additional hour
Auditorium	\$1200	\$1500

## Weekend Rentals

Rental Type	Cost
Friday/Sunday	\$4900 for 4 hours *\$750 per additional space *\$750 per additional hour
Saturday	\$5900 for 4 hours *\$750 per additional space *\$750 per additional hour

## Small Rental Spaces (Membership not required)

Room	Cost
Second Floor Community Room (Seats 30)	-\$500-All-day Meeting -\$250- Half-day meeting
Leo Event Space (Seats 40, Cocktail hour capacity: 65)	-\$550 Rental Fee

# Wedding Packages

Full Packages includes:

- Space for Ceremony, Cocktail Hour, and Reception
- 5 hours of event time

Room	Cost
Monday-Wednesday	\$5150
Friday/Sunday	\$7150
Saturday	\$8150

Cocktail and Reception Only Package Includes:

- Space for Cocktail Hour and Reception
- 5 hours of event time

Room	Cost
Monday-Wednesday	\$4100
Friday/Sunday	\$6400
Saturday	\$7400

Ceremony Only Package includes:

- Access to one space for ceremony and photos
- 1.5 hours of event time
- Ceremony coordination
- Access to a selection of décor pieces

Room	Cost
Wednesday-Thursday	\$1350
Friday/Sunday*	\$1450

\*Friday/Sunday dates will not be booked more than 90 days in advance.