



NEILL-COCHRAN HOUSE MUSEUM

RENTAL POLICY

The Neill-Cochran House Museum (NCHM) provides an intimate, historic setting for events ranging from meetings, classes, lectures, and conferences to wedding receptions, rehearsal dinners, luncheons, and teas. Please review the following Rental Packages and guidelines and schedule a visit to the House by calling 512.478.2335 or emailing info@nchmuseum.org. All rental requests are subject to evaluation on the basis of site appropriateness, scheduling, staffing requirements, and availability. Reservations can be made 15 months in advance for museum rentals and 4 months in advance for parking-lot rentals. Last revised 09/01/09; rates subject to change.

RENTAL PACKAGES

PACKAGE A

Designed for small meetings and seminars in the Meeting Room up to 24 persons

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

Day & Time	Hours	Rental Fee	Additional Fees
Weekdays	2	\$100	\$100/hr for each additional hour; prep and clean-up fees apply
Weekdays after 5 PM & Weekends	2	\$150	\$100/hr for each additional hour; prep, clean-up, and management fees apply

PACKAGE B

Designed for meetings and seminars in the Meeting Room up to 50 persons

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

Day & Time	Hours	Rental Fee	Additional Fees
Weekdays	4	\$350	\$100/hr for each additional hour; prep and clean-up fees apply
Weekdays	8	\$600	\$100/hr for each additional hour; prep and clean-up fees apply
Weekdays after 5 PM & Weekends	4	\$400	\$100/hr for each additional hour; prep, clean-up, and management fees apply
Weekdays after 5 PM & Weekends	8	\$700	\$100/hr for each additional hour; prep, clean-up, and management fees apply

PACKAGE C

Designed for grand parties and events up to 250 persons

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

Day & Time	Hours	Rental Fee	Additional Fees
Weekdays	4	\$800	\$250/hr for each additional hour; prep and clean-up fees apply
Weekdays	8	\$1,600	\$250/hr for each additional hour; prep and clean-up fees apply
Weekdays after 5 PM & Weekends	4	\$1,500	\$350/hr for each additional hour; prep, clean-up, and management fees apply
Weekdays after 5 PM & Weekends	8	\$2,800	\$350/hr for each additional hour; prep, clean-up, and management fees apply

The upstairs of the historic house can be added for an additional \$1,500.00 (flat rate).

PACKAGE D

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

A waiver of liability is required for all parking lot rentals. Those occurring in the evening require either security, arranged by NCHM, or valet, arranged by the contracting party.

Parking lot rentals will not be accepted more than 4 months in advance.

Day & Time	Hours	Rental Fee	Additional Fees
Weekdays	4	\$150	\$40/hr for each additional hour
Weekdays	8	\$275	\$40/hr for each additional hour
Weekdays after 5 PM & Weekends	4	\$225	\$50/hr for each additional hour; security fee may apply
Weekdays after 5 PM & Weekends	8	\$400	\$50/hr for each additional hour; security fee may apply

DISCOUNT SCHEDULE

*Discounts are nontransferable, and only one discount may be used per rental.
Discounts apply only to the base rental fee; all other fees remain the same.*

- Rental fees paid with cash or check receive a 2% discount.
- Members of the *Friends of the Neill-Cochran House Museum* receive discounts at varying levels.
- Corporate sponsors also receive discounts at varying levels.
- Nonprofit and heritage organizations receive a 20% discount.

AMENITIES & CAPABILITIES

Meeting Room

Seated, plated meal: *50 people* Auditorium seating: *70 people* Standing ceremony: *100 people*
Standing cocktail: *up to 120, however, with 50 people or more the Centennial Terrace or downstairs Hallway must be used.*

Centennial Terrace: *250 people*

Parking Lot: *depending on the vehicle size of and driver's skill, between 30 and 60 cars.*

Your rental can include use of the following:

- Six 48 inch circle tables
- One conference table (can seat up to 18)
- Four 30 x 72 inch folding tables
- 35 Windsor chairs
- 35 folding chairs
- One podium
- AV equipment for lectures and Powerpoint presentations, including a microphone

Any additional furniture, tableware, or linens are the responsibility of the contracting party.

The use of the 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.

FEE SCHEDULE

Preparation Fees *(optional)*

The rental fee includes standard preparation by staff, including cleaning and furniture arrangement in the Meeting Room.

When preparation time outside of the Rental Package is necessary, it is available at a reduced rate.

If the contracting party wishes to have additional work performed in advance by the staff, all requested duties will be outlined, and fees will be determined at contract signing. If time adjustments are necessary after the contract has been signed, the contracting party will be informed before the work is complete.

Applicable Package	Time	Service	Rate
A,B,C	All	Event planner/caterer set-up	\$30 per hour
A,B,C	All	Staff active prep time	\$30 per hour, per staff member

Clean-Up Fees *(mandatory)*

Caterers are required to perform all clean-up associated with food service.

Applicable Package	Time	Service	Rate
A,B,C	All	Standard Clean-up	\$1 per person in attendance

Management Fee *(mandatory)*

Rentals occurring outside regular business hours require a manager-on-duty for the duration of the rental.

Applicable Package	Time	Service	Rate
A,B,C	Weekdays after 5PM & weekends	Event Management	\$30 per hour

Security *(mandatory)*

The presence of a security guard, arranged by NCHM, is required unless a valet service is hired by contracting party.

Applicable Package	Time	Service	Rate
D	Weekdays after 5PM & weekends	Parking Lot Assistance	\$30 per hour

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.

Overage Fees

The rental time shown on the Contract Agreement includes set-up, event, and clean-up time. Additional preparation time is available at a discounted rate. Events that extend beyond the time allotted in the Contract Agreement will be charged for additional time, based on the rate stated in the rental package.

Payment Schedule and Damage Deposit

One-half the rental fee is due upon signing the Contract Agreement. At that time, credit card information must be provided to act as a damage deposit. The balance is due three weeks prior to the event. Overtime, additional preparation time, and damage fees are billed after the event is complete.

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.

Photography

There is no charge for wedding photographs taken during regular NCHM business hours, if the subject has a wedding-related event scheduled at the NCHM. However, arrangements must be scheduled in advance and are subject to rescheduling if a rental 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. Photography sessions should be scheduled and conducted during NCHM business hours. Sessions scheduled when the NCHM is closed will be charged an hourly rate of \$200 with a 2-hour minimum.

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. All Texas Alcoholic Beverage Commission (TABC) laws must be followed while on the premises. Alcohol must be served by a TABC-certified bartender.

NCHM Business Hours

Regular business hours are Monday through Friday, 9 AM – 5 PM.

RESTRICTIONS

- Smoking is strictly prohibited on NCHM property, defined as areas within the perimeter fences.
- Fresh flowers must be removed from the House at the end of an event.
- Red wine; strawberries; raspberries; strawberry or raspberry sauce; and cranberry and tomato juices are prohibited at events.
- 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 NCHM 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.