



## THE CAROUSEL MUSEUM

### Facility Rental FAQs

Thank you for considering The Carousel Museum for your event! Answers to frequently asked event questions are below. We would be happy to answer any additional questions related to your event.

#### **1. How many guests can fit in the ballroom?**

For daytime events we can hold events of up to 60 people. For after-hours events the ballroom can hold up to 150 people.

#### **2. What does the Museum provide?**

The Museum provides up to twenty-five 60" round tables, two 6' tables, two 8' tables and enough chairs to seat 150 people. (100 Gold Chiavari chairs and 50 red padded art deco style chairs)

#### **3. How much setup and breakdown time is included in the rental?**

For a Daytime Event Rental and an After-Hours Event Rental you have 1 hour of setup time and 1 hour of breakdown time. For a Brass Ring Event Package, you have the entire day before the event to setup and 1 hour immediately following the event to breakdown.

#### **4. Is the Ballroom a private space?**

As we have multiple exhibits just off the Ballroom, guests of the Museum can tour those exhibits everyday we are open until 5pm. This makes any Daytime Ballroom events only semi-private. After-Hours Events and Brass Ring Events are fully private.

#### **5. Any requirements of the vendors?**

If a vendor you are using has never worked in our space before, we ask that they schedule a time to visit the museum prior to your event. That way they are familiar with where they will be setting up and working for your event.

#### **6. What about Carousel rides?**

Our indoor carousel is a children's carousel and cannot accommodate any adult riders. Rides are for children only. Adults are only allowed to be on the carousel if assisting a very small child by standing next to the selected horse. Carousel Rides are available for Daytime Ballroom events but are shared with the Public. For After Hour events and Brass Ring Events carousel rides are an additional \$100/hour.



**7. Do I need to hire a bartender?**

Yes, if you are serving alcohol, we require you either hire or designate someone as the bartender for the duration of the event. If you would like a list of approved bartenders for the Museum, please ask the Event Coordinator.

**8. I love the fairy lights around the poles in the pictures! Does the museum do that for events?**

Clients are responsible for supplying and putting up fairy lights and any other decorations. Please confirm any larger decorative plans with the Event Coordinator.

**9. Can we move some of the horses to better accommodate our floor plan?**

Clients are not allowed to move any parts of the collection at any time.

**10. Is there air conditioning?**

Yes!

**11. Can we hire a DJ for our event?**

You can hire a DJ/ have music for an After-Hours event and a Brass Ring Event. Music may be played during Daytime Events at the discretion of Museum management.

**12. Can we have candles?**

Open flames are not allowed in the museum. However, sterno is allowed to keep food warm.

**13. What about Event Insurance?**

The Museum requires a Certificate of Liability naming The Carousel Museum as the additionally insured for all events serving alcohol and/or are taking place after 5pm.

**14. Should I check in with the museum about my event?**

Yes! The more information we have on your event the better. Please call the Event Coordinator with any questions or changes to your event.

**15. I must cancel my event. Can I get my deposit back?**

All deposits are non-refundable. In the event an event is cancelled, the Event Coordinator will work with the client to find a new date for the event. No refunds will be given.