

## Pilgrim Monument and Provincetown Museum

### Facility Rental Information

The historic grounds of the Pilgrim Monument and Provincetown Museum, with spectacular views of Provincetown and the harbor, are available to rent from May through October for weddings, private functions, corporate affairs and fund raising events. The grounds may be rented for daytime or evening events. In addition, the grounds may also be rented for abbreviated events.

The East lawn and the West lawn are perfect for special occasions for up to 175 guests. The East side is a fairly secluded area and features two beautiful old elm trees. Tents for 100 persons or less can fit into this area. The West side is larger and more open than the East side and can accommodate larger tents. Both settings offer extraordinary vistas.

### Rental Information

The minimum base fee structure for functions (wedding receptions, fundraisers, private parties, etc.) lasting 3 hours or more is listed below. The fee for each additional hour is \$200 per hour.

	<u>East Lawn</u>	<u>West Lawn</u>	<u>Both Lawns</u>
<u>Daytime Events (9am- 5pm)</u>			
3 Hr Day Rates	\$2,200	\$2,500	\$4,000
<u>Evening Events (4pm -11pm)</u>			
3 Hr Evening Rates	\$4,000	\$4,000	\$8,000
1 Hr Ceremony only	\$1,500**	N/A	N/A
**(Un-tented event)			

\* The East lawn may be rented for a one hour ceremony for \$1,333, when renting the West lawn. This is a no- tent rate, estimated for a ceremony only and dependent on location and setup/breakdown time

Fees to be determined on a case-by-case basis, with the use of center lawn or monument platform subject to additional cost

All evening events must end by 11pm; the bar should be closed at 10:30pm and last dance should be no later than 10:45pm, subject to your entertainment license from the town of Provincetown.

The base fee, noted above for daytime and evening events, includes space rental for three hours; utilities; 1/2 day each for tent set up and break down; a limited number of free parking spaces; and one PMPM attendant. Events exceeding 50 guests will require a second PMPM attendant/fee. In addition, there will be a one year membership fee of \$55, unless the renters are already PMPM members, and a \$350 security deposit that is refundable if there is no damage.

Fees will be increased for the following reasons:

- If there is to be extensive set-up and break down of tents, etc.
- If you require additional parking spaces.
- If the nature of your event is such that PMPM will need to assign additional staff members to be in attendance.

Abbreviated Events- All non-prime hour functions consisting of 25 or fewer guests with no tent or entertainment and lasting no longer than 2 hours will be charged a \$500 fee. These events are generally held on the East lawn.

#### Renter's responsibility

The renter is responsible for selecting a caterer; renting a tent; getting liability insurance, including liquor liability; and securing licenses and permits (building and entertainment). PMPM recommends that renters use full service caterers and/or party planners who can take care of many of the above tasks. PMPM has a list of caterers that are familiar with the grounds. PMPM reserves the right to approve all caterers. The renter must submit the name of a proposed caterer to PMPM for its approval.

Security Deposit A security deposit of \$350 will be charged to cover the costs of minor damages or extraordinary messes creating additional expenses to the Pilgrim Monument. If there are no damages, the deposit will be refunded.

#### Next Steps

We can answer any questions you might have, set up a meeting to see the grounds, discuss logistics and determine a final fee. We are eager to help you plan a wonderful occasion.

(508) 487-1310

[info@pilgrim-monument.org](mailto:info@pilgrim-monument.org)