**Event Venues**

**National Road & Zane Grey Museum**

This historic site of the National Road & Zane Grey Museum offers our classroom or pottery room for meetings, programs and events

Rates and Capacities

**National Road & Zane Grey Museum Classroom**

Capacity: Theater Style 50, Banquet Style 30

Meeting & party rate: $75 per hour with a 2 hour minimum

Pre-payment: $75

**National Road & Zane Grey Museum Pottery Room**

Capacity: Theater Style 50, Banquet Style 30

Meeting & party rate: $75 per hour with a 2 hour minimum

Pre-payment: $75

The room has a nice counter area with sink which works well for serving. There is access to restrooms. A Smart TV is available. There is an option for guided museum tours and the gift shop to be open with an extra charge of $5 per person.

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**Rental Restrictions**

1. The facilities of the National Road & Zane Grey Museum may be scheduled at any point outside of the museums hours of operation.
2. No event may be held outside of the classroom.and/or pottery room
3. Set up may begin 1hr before the event, if the room is not previously scheduled. The Museum Association of east Muskingum nor Ohio History Connection will be held responsible or liable for any item(s) left by the rental group or guest before, during or after the event.
4. The Museum Association of East Muskingum, reserves the right to access the site and its buildings at any time before, during or after an event.
5. Tables, chairs and linens can be provided.
6. The serving of all food and beverages is restricted to the designated spaces that have been rented.
7. Decorations
	1. Nothing may be attached in any way to the ceilings or walls
	2. Decorations are limited to table decorations or freestanding decorations
	3. Glitter, confetti, and other small particulates are not permitted.
	4. Open flame, fireworks, sparklers and such are not permitted with exception for birthday candles or sterno for chafing dishes.
8. Clean Up
	1. All clean up from an event must take place on the day of the event unless other arrangements are made with the site manager.
	2. Clean up includes, but is not limited to:
		1. Cleaning of all tables and chairs
		2. Dry dusting or mopping spills on the floor, if needed
		3. Removing all trash to outside trash container
		4. Removal of all food, beverages and ice that was brought in for the event
	3. If the user of the classroom fails to adequately clean up after themselves, a fee of $75 will be kept from the pre-payment. Any damages may result in additional fees being levied.

*The Museum Association of East Muskingum reserves the right to reject any application if it is determined that the event does not align with the mission of either The Museum Association of east Muskingum*, *or Ohio History Connection, or if it is determined that the organization has abused its privileges in using the facilities in the past.*