

Available Rental Spaces

Room capacity

- ◆ Tent Pavilion.....100-350
 - ◆ Cornelia Wells Conference Center & Banquet Hall.....50-200
 - ◆ Cottage Special Events Room.....60-75
- Separate Reception Space**.....Yes
- Accommodates Ceremony**.....Yes
- Gazebo and/or City Sky Line
- Handicapped accessible**.....Yes
- House Caterer**.....Preferred

Space Rental Details

Rental Details: Cottage Special Event Room

(small inside space)

- Rental Cost Cottage Special Event Room
- \$950.00 — \$1200.00 Bridal or Baby Shower
- \$1500.00 Seminar, Mini Conference, etc.

Cottage Rental Includes: Selected Space, Parking Lot, Maintenance, Tables and Chairs

4 Hours, including setup e.g. caterers, decorating, etc. ~ Total: four (4) hours

Extra hours can be rented for an additional \$250.00 per hour

A deposit of \$500.00 required to reserve your date. Balance must be paid fifteen (15) days prior to event.

Space Rental Details (continued)

Rental Details for the larger Spaces

- A) Rental Cost Cornelia Wells Conference Center & Banquet Hall:**
- ◆ \$4,000 Weddings – Receptions and Conferences
 - ◆ \$3,500 Private Party
- B) Rental Cost Tent Pavilion:**
- ◆ \$3,000 Weddings – Receptions and Conferences
 - ◆ \$2,500 Private Party
- Rental Spaces A & B (above) Include:
Selected Space, Parking Lot, Maintenance.
- (Note: Rental of tables and chairs is additional)
- 4 Hours, plus two (2) hours prep time; e.g. caterers, decorating, Etc. ~ Total: six (6) hours
- Extra hours can be rented for \$250.00 per hour
- A deposit of \$1,000.00 required to reserve your date. Balance must be paid fifteen (15) days prior to event.

Preferred Caterers

Cricket Catering and Special Events

610-623-2006
info@cricketcatering.com

Feastivities Caterer

610-889-0750
meryl@feastivitiescatering.com

J. Cabot Catering Company

215-884-9900
jcabotcatering@aol.com

- ◆ There is no additional fee for Belmont Mansion Preferred Caterers.
- ◆ The Outside Catering fee is \$500.00. Caterer proof of Insurance documentation is required.



Equipment Rental Fees

◆ All rentals of tables, chairs, umbrellas and linens must be provided through The Historic Belmont Mansion.

- ◆ No outside rentals permitted.
- ◆ Final payment is due 15 days prior to event.

TABLES

CHAIRS

Banquet 6' - 8'.....	\$13.50	White Formica.....	\$ 2.95
Card Table.....	\$ 7.50	White Padded.....	\$ 5.75
Round Seats 4 (Cake) 48".....	\$ 9.00	Natural Wooden Folding.....	\$7.20
Round Seats 8 - 10 60".....	\$15.00	Chivari Chair w/pad*.....	\$ 10.45
Round 72".....	\$16.00		
Heart Shaped.....	\$18.00	UMBRELLAS	
High Top Table.....	\$19.00	White (each).....	\$22.00
		White and Yellow (each)....	22.00

Equipment Delivery Fee \$95.00

Rental Equipment Fees: Subject to Change with out Notification

Important Information

- ◆ Party canopies and dance floors are available at additional cost.
- ◆ Different color chairs and padding available at additional cost.
- ◆ Chair Covers and Sashes are available at additional cost.
- ◆ All china, glassware, and linens are provided by the caterer, with exception of special events.
- ◆ Banquet table skirting is available. Conference and meeting equipment are billed at cost.
- ◆ **There is no additional fee for Belmont Mansion House Preferred Caterers.**
- ◆ **The Outside Catering fee is \$500.00. Caterer proof of Insurance documentation is required.**

Updated 12/2014

American Women's Heritage Society, Inc.

Historic Belmont Mansion & Underground Railroad Museum

West Fairmount Park, Philadelphia, PA 19131

Call 215-878-8844 - Fax 215-878-9439

www.belmontmansion.org

awhs2000@gmail.com

Event Rental

Information Packet



Weddings, bridal showers, baby showers,
birthday, anniversary, & more!

Host your Wedding & Events at
The Historic Belmont Mansion &
Underground Railroad Museum

The Crown Jewel of Fairmount Park

**AWSHS: Keeping the Spirit of the Legacy Alive
Heritage for the Future!**



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