

Pyramid Hill Sculpture Park & Museum

1763 Hamilton-Cleves Rd.
Hamilton, Ohio 45013
www.pyramidhill.org



Pyramid Hill Sculpture Park & Museum is a 300+ acre outdoor sculpture park and indoor museum founded by Harry T. Wilks in 1997. Pyramid Hill is a 501(c)3 not-for-profit museum whose mission is to “Bring People to Art in Nature.” The vision is to inspire and educate our diverse visitors in a world-renowned setting of art and nature and to be a catalyst for dialog, collaboration and contemplation. Various facilities are available for weddings, receptions, family gatherings, conferences, and group meetings. The event space must be reserved in advance and is booked on a first come, first serve basis. Reservations can be made by contacting the Event Sales Manager at (513) 512-2829.

Services Performed By:

Pyramid Hill Sculpture Park
1763 Hamilton-Cleves Rd.
Hamilton, Ohio 45013
(513)868-8336

nkoedel@pyramidhill.org

Services Performed For:

Client Name: _____

Client Address: _____

City, State/Zip: _____

Phone Number: _____

Email Address: _____

This Rental Agreement is issued between _____ (“Client Name”) and Pyramid Hill Sculpture Park (“Park”), effective _____ (the “Agreement Date”). This Agreement is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement.

Facility Rental Summary

Event Date(s): _____ Event Start Time: _____ Event End Time: _____
Ceremony
Location: _____ Cost: _____
Reception/Event
Location: _____ Cost: _____
Estimated #
of Guests: _____ Total Venue Cost: _____

Additional Rentals Summary

Ceremony Chair Rental _____ x \$3.50 = _____

Art Cart Rental (\$25/hr per Cart) _____ x \$25/hr = _____

Bar Package _____ x _____ = _____

Bartender Fee (\$200 Each Bartender) _____ x \$200 = _____ (1 Bar = 2 Bartenders, 2 Bars = 3 Bartenders)

Extra Hour Rental (\$300/Hour) _____ x \$300 = _____

Extra Hours (Bartender \$50 Each Hour) _____ x \$50 = _____

Extra Hour Bar Fee Total Bar Package / 4 = _____

*Labor Fee - Event Sales Manager (Ceremony Only \$60 / Reception Only \$180 / Ceremony and Reception \$250)

*Labor Fee - Setup/Teardown/Cleaning(Ceremony Only \$50/Reception Only \$125/Ceremony and Reception \$150)

Linens = _____

* Labor Fees are not a service charge or gratuity. Fees are for the labor of the Pyramid Hill Event Staff.

Payment History

Total Facility/Site Rental Amount Due-

Amount Due to Hold the Date (50% of Total Due and is Non-Refundable)- Date of Payment-

\$300 Damage Deposit (Must Be Paid by Credit Card or Check and is Due 30 Days Prior to the Event. Payment will be charged or cashed and will be returned within 30 days after the event as long as no amount is taken out)-

Date of Payment

Remaining Balance of Rental (Due 30 Days Prior to Event)-

Date of Payment

Additional Rentals Amount (Due 2 Weeks Prior to Event) * -

Date of Payment

***Additional Rentals will be discussed in future months**

By signing below, you certify that you have read this agreement, that you know and understand the meaning and intent of this agreement and that you are entering this agreement knowingly and voluntarily.

Client Name

Pyramid Hill Sculpture Park

Signed Name:

By:



Printed Name:

Name: Nikki Koedel
Title: Event Sales Manager

Event Space Fees and Deposits

1. Reservations can be made two years in advance.
2. Reception/Event time block is 4 consecutive hours. Wedding ceremonies are 1 hour. If having the Ceremony and Reception, the 5 hours must be continuous. An additional fee of \$300 per hour can be contracted in advance of your event. A fee of \$500.00 per hour will be charged if any rental exceeds contracted hours or concludes past 12 am unless prior arrangements have been made.
3. A non-refundable deposit of 50% of your rental fee is required to reserve your event date and location. Complete rental fee settlement shall be made 30 days prior to rental date, unless otherwise arranged. If complete rental fee is not made prior to agreed date, space reserved shall be released and rental deposit forfeited.
4. Should Client desire to cancel this agreement and if notification is given in writing to the Park at least 90 days prior to date of the event listed, the Park will retain 50% of any previous payments made by the Client for this rental. Cancellations by the Client made less than 90 days prior of the date of event listed, will result in loss of any money paid to the park, less any damage deposit. The Client and the Park shall be relieved of any further obligations under this agreement.

Facility	Day of Week	Rental Price		Capacity
Pavilion Tables and chairs included	Monday - Thursday Friday - Sunday	\$2,750 \$4,250 up to 250 guests	\$5,000 for 250+ guests	325
Lodge Tables and chairs included	Monday - Thursday Friday - Sunday	\$2,000 \$2,750		10-120 depending on set up
Ancient Sculpture Museum Tables and chairs included	Monday - Thursday Friday - Sunday	\$2,750 \$3,750		130-150 depending on set up
Pyramid House Tables and chairs included	Monday - Thursday Friday - Sunday	\$3,750 \$5,000		130-140 depending on set up
Ceremony Sites (Add-on to Reception) Amphitheater, Chapel, Lakes, Age of Stone and others not listed in the Upgraded Sites		\$350	\$3.50 per ceremony chair	varies
Upgraded Ceremony Sites (NOT having reception) Abracadabra, Overlook Patio, Garden of Sculpture, Museum, Pyramid House		\$350 - \$2,500 (\$2,000/\$2,500 is for Museum or Pyramid House Ceremony Only- Without Reception)	\$3.50 per ceremony chair	varies
Art Carts		\$25/Hour per Cart		

____ Client's Initials

Rentals Include

1. All guests get into the park the day of for free. Have your guests mention they are there for the event and they will not have to pay admission. Client can access the rented facility after 10am the day of the event.
2. Ceremony- The Park sets up the rented white ceremony chairs. There is a labor fee for setup & teardown.
3. Reception/Event- The Park will provide all tables and chairs. There is a labor fee for setup & teardown.
4. Choose any caterer, DJ, florist, etc. A list of recommended caterers is attached.

Facility Usage

1. **No alcoholic beverages are permitted to be brought onto the premises. Alcoholic beverages and the bartenders must be purchased from Pyramid Hill. If found in violation then the \$300 damage deposit will be forfeited.**
2. All clients are expected to abide by the rules and regulations set forth in the Usage Policies.
3. All clients are expected to take pride in and assume responsibility for the appearance and condition of the Park.
4. The Park reserves the right to refusal and may terminate rentals at their discretion, but such cancellations will only occur with reasonable cause.
5. No firearms are permitted on the premises unless carried by on-duty officers of the law.
6. **NO illegal substance is PERMITTED on the premises. If found in violation then the \$300 damage deposit will be forfeited.**
7. With outdoor facilities weather damages can occur that may need attention and can cause delays.
8. **Pyramid Hill Members do receive a 10% Discount on facility rentals only and must be current at the time of booking and the date of the event. Only 1 Discount per Event.**

Client Liability

1. Clients are responsible for the personal conduct, safety and welfare of their volunteers, representatives, employees, contractors and guests on the premises at all times.
2. Clients agree to be fully responsible for all damages, costs, and expenses associated with their use of the Park facility. This includes but is not limited to: rental fees, careless misuse, unreasonable conduct, theft or vandalism. In addition, clients are responsible for all damages, costs, and expenses for the unauthorized use of patented or copyrighted materials, including but not limited to licensing agencies, such as ASCAP, BMI, SESAC, etc.
3. When additional security is required for a function, the Park will provide security services when requested and will invoice the client for those charges.

Usage Policies

1. Clients may not attach anything to fixtures, light fixtures or change, alter or make additions to the Park walls, floors, ceilings, sculpture or natural growth.
 - a. Use of tape, nails, screws, push-pins or other fasteners on walls is prohibited unless approved by the Park staff. Command Strips are fine.
 - b. All decoration plans of the client must be approved by The Park.
 - c. NO CONFETTI, RICE, GLITTER, PUNCH-OUTS, ETC. Can use bubbles or bird seed.
 - d. No balloons in the indoor facilities unless approved by the Park staff.
 - e. If the space rented is not left in good condition and warrants disproportionate maintenance, additional custodial fees of \$25 per hour may be charged.
2. Any area being rented and utilized, including rooms, kitchens, restrooms, hallways, lawn areas and roads must be cleared of all non-Park equipment at the end of the rental period unless prior permission

has been granted in writing by the Park. If these areas are not cleared in a timely fashion, the Park will bill the Client for the costs associated with additional custodial time required to clear/clean the area.

3. Clients must keep the facility clean and free of trash and hazardous materials. Any area not left in good order and repair will be cleaned and repaired by the Park as necessary and the Client agrees to be billed and responsible for any and all costs.
4. **All food related trash MUST be removed by the caterer before leaving the premises and/or by the end of the event and placed in the dumpster at the Park Exit.**
5. Decorations must be removed the day of the event after the event has ended. The Client may have until noon the following day unless another event is booked at that location.
6. The Park staff will have access to any rented space for all Park purposes during the rental period provided the activities of the Parks' personnel do not unreasonably interfere with the authorized activities of the Client.
7. Clients may not use highly flammable, explosive or toxic materials on the Park's premises.
8. **Clients are not permitted to have fireworks or paper lanterns on the Park's premises.**
9. **Drones are not permitted for events. Only Licensed Drone Pilots with appropriate insurance.**

Catering

1. Catering is the Client's responsibility. The catering contract citing the catering fee is included for the Client to provide the caterer.
2. It is the Client's responsibility to coordinate seating and set-up arrangements, as well as catering needs with the Park's Event Sales Manager two weeks prior to the scheduled event.
3. Clients must keep the facility clean and free of trash and hazardous materials. Any area not left in good order and repair will be cleaned and repaired by the Park as necessary and the Client agrees to be billed and responsible for any and all costs.

Tablecloths/Linens

1. Tablecloths are available for rent from the Park. **Linen Price varies depending on the size, lap length vs floor length and style.** The colors available are Black, White and Ivory. Other colors are available depending on what vendor is used.
2. Linen napkins are available in a variety of colors.

<u>Size</u>	<u>Cost per Piece</u>
Round/Long Linens	\$12 - \$15
Dinner Napkins	\$1.00

Alcoholic Beverages

1. **Alcoholic beverages MAY NOT be brought into or taken out of the Park. It will be confiscated.** All alcoholic beverages **MUST BE** served by Pyramid Hill's in-house beverage staff during events.
2. The Park encourages responsible drinking at all times.
3. The serving of alcohol is taken seriously at the Park. The management will make every effort to accommodate Client needs while observing the laws of the State of Ohio.
4. Bar packages can be selected from the Bar Packages document.
5. All bar staff are TIPS Certified.
6. Any excess/leftover alcohol will not be reimbursed and is not permitted to leave Pyramid Hill.

____ Client's Initials

Bar Packages

What's Provided:

- All Liquor, Beer & Wine as shown below by Chosen Package
- Mixers, Non-Alcoholic Beverages
- Bar Supplies, including Bar Ice, Garnishes, Cocktail Napkins & Disposable Cups
- Bar Set-up & Clean-up
- **Certified Bartender(s) at a rate of \$200 1 Bar = 2 Bartenders 2 Bars = 3 Bartenders etc.**

	Beer Only	Wine & Beer	House Selection* (Choice of 5-6 Liquors)	Premium Selection (Choice of 5-6 Liquors)
Soft Drinks	Pepsi or Coke Products	Pepsi or Coke Products	Pepsi or Coke Products	Pepsi or Coke Products
Water	Bottled	Bottled	Bottled	Bottled
Beer	Choice of 2-3 domestic beers from Beer List	Choice of 2-3 domestic beers from Beer List	Choice of 2 domestic beers and 1 specialty beer from Beer List	Choice of 2 domestic beers and 1 specialty beer from Beer List
Wine		Choice of 2-3 house wines	Choice of 2-3 house wines	Choice of 2-3 wines from Premium Wine List
Vodka			Smirnoff	GreyGoose, Absolut, Titos
Gin			Seagram's	Beefeater, Tanqueray
Rum			Paramount, Admiral Nelson	Bacardi, Captain Morgan
Scotch			Lauder's	J&B, Dewar's
Bourbon			Old Crow	Maker's Mark, Jack Daniels, Jim Beam
Canadian Whiskey			Seagrams 7	Canadian Club, Crown Royal
Liqueur			Triple Sec, Amaretto, Peach Schnapps	Disaronno, Baileys
Tequila			Rio Grande	Jose Cuervo, 1800

*House Selections are subject to change without notice, but will always be of equal or better quality than listed.

** If you wish to add a specific brand of distilled spirits, wine or bottled beer to your selected package, we are happy to add the item, if available from our distributor. Additional cost is dependent upon selection requested.

By Consumption/Cash Bar Prices	
Domestic Beer	\$4.00
Import Beer	\$5.00
Craft Beer	\$6.00
House Wine	\$5.00
Premium Wine	\$7.00
House Liquor	\$6.00
Premium Liquor	\$8.00

Domestic Beer Selections
Miller Lite
Coors Light
Budweiser
Bud Light
Yuengling
Yuengling Light

Specialty Beer Selections
Heineken
Corona
Sierra Nevada
Samuel Adams
Sam Adams Seasonal
Ciders (Ask for Upgraded Price)
Craft & Local Beers (Ask for Upgraded Price)

House Brand Wines
RED WINES
Pinot Noir, Red Blend, Cabernet
WHITE WINES
Pinot Grigio, Chardonnay, Moscato (Beringer)
BLUSH
White Zinfandel/Pink Moscato (Beringer)

Premium Brand Wine Selections
Clos du Bois (Cabernet, Chardonnay, Pinot Grigio)
Kendall Jackson (Chardonnay, Pinot Noir)
Ménage a Trois (Red, Red Silk, Pinot Grigio)
Rodney Strong (Chardonnay, Sauv Blanc)
Joel Gott (Cabernet, Red Blend, Sauv Blanc)
SeaGlass/Love Noir (Pinot Noir)

Bar Package Selection

Selection	Cost per person
_____ Soft Drinks and Bottled Water Selection	_____ \$5
_____ Beer Selection	_____ \$13
_____ Beer and Wine Selection	_____ \$16
_____ House Full Bar Selection	_____ \$19
_____ Premium Full Bar Selection	_____ \$22
_____ Bar Set Up/Tear Down Fee for Cash Bars	_____ \$200
_____ By Consumption	_____ Price is determined by what is consumed.

NOTES Anyone 21+ gets the bar package price for the 4 hours. Anyone 6-20 is charged the \$5 package price for the 4 hours.

****CHAMPAGNE MUST BE PURCHASED FROM PYRAMID HILL (House Champagne is \$15 a bottle and 1 bottle serves 8 people. You can bring in your own champagne flutes. All Champagne **MUST BE** served by the Pyramid Hill Staff.**



Bringing People to Art in Nature

Catering Contract

1. The Caterer shall leave the premises clear of all garbage and place it in the dumpster in the park after the event. The dumpster is located at the Park Exit.
2. **WHEN** a caterer is secured the caterer **MUST** send a copy of this caterer's contract immediately to Pyramid Hill after it has been signed. A service charge of 15% of the catering bill on **FOOD ONLY** shall be paid to Pyramid Hill from the caterer for the use of the premises to conduct its business. The check and copy of the caterer's contract **MUST** be sent **1 WEEK PRIOR** to the event.
3. The caterer is responsible for any damage they may cause.
4. The above fee is an expense to be paid by the caterer/catering business. If the Client fails to provide the catering contract to their caterer the Client will be charged the catering fee.

Caterer's Signature _____ Date _____

Pyramid Hill Signature _____ Date _____

1763 Hamilton Cleves Road | Hamilton, Ohio 45013
P 513.868.8336 | F 513.868.3585 | pyramidhill.org

____ Client's Initials

Recommended Caterers

Two Women in a Kitchen	513.844.4236	www.twowomeninakitchencatering.com
Hammann's	513.858.3237	www.hammannscatering.com
Jeannette's Delicacies	513.309.7973	www.JeannettesDelicacies.com
Cincinnati Catering	513.541.2626	www.cincinnati catering.com
Vonderhaars Catering	513.554.1969	www.vonderhaars.com
Hilver's Catering	513.681.2135	www.hilvers.com