

T. CLARENCE MARSHALL  
**MUSEUM**  
*Stanley*  
**STEAM CARS**

**RENT THE  
MARSHALL  
STEAM MUSEUM**



# HOST AN UNFORGETTABLE EVENT

*in a unique venue*

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The Marshall Steam Museum may be rented alone or in combination with other add-ons, making for a truly memorable occasion!

There is a 4-hour minimum rental period, which includes set-up and breakdown. If your reception itself is 4 hours, you will likely need to add 2–3 additional hours for set-up and clean-up.

By pre-arrangement, the rental may also include use of available folding tables. The museum has four 6-foot folding tables and two 4-footers available (for use *inside* the museum only), with patrons responsible for set-up and return of items to their original locations. Additional items may be rented or supplied by the renter. There may be additional fees for extraordinary set-up, removal or subsequent cleaning. More details are outlined in the event contract.

The facility may be rented on days when the museum is not open for public events or tours. Please inquire when selecting a date.

## *Rental Fees*

- \$750 for 4 hours (including set-up & clean-up); typical rental is 6 hours for \$950
- Add-ons are available with 4-hour museum rental

\$250 nonrefundable deposit  
required to secure a date



**Marshall Steam Museum at Auburn Heights**

3000 Creek Rd, Yorklyn DE 19736

302-239-2386 | Admin@AuburnHeights.org | AuburnHeights.org

# FREQUENTLY ASKED QUESTIONS

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## *Are there restrictions on decorations?*

Decorations (such as floral arrangements, table settings, or centerpieces) are welcome but may not be placed in or on display cases or artifacts. Because the Marshall Steam Museum is an older building with historic collections, we ask that patrons be mindful and respectful of the displays when making their decorating plans. The space has some areas where banners may be hung or images displayed on a screen, so please inquire about these options, if interested.

All decorations must be removed at the end of the event and picked up by 5 pm on the next business day (*note: the museum is not open/staffed on Sundays*). No confetti, rice, birdseed, balloons, flammable props, or live animals are permitted.

## *Is photography allowed?*

Photography is encouraged, but all visitors must remain behind the stanchions to take photos. For an additional fee, patrons may add a photo-op experience; see the add-ons section for more information.

## *May I serve food and/or hire a caterer?*

Food may be served in pre-arranged locations; however, open flames are strictly prohibited, including sternos, chafing dishes or candles. Electrified heating units (crock pots and hot plates) are allowed, but please note that multiple units (in particular, coffeepots) will overload circuits if plugged in at the same location. Staff can advise on optimum positioning.

Patrons are responsible for supplying all food and beverages or arranging for any desired catering services. No refrigeration or kitchen facilities are available.

## *How many guests does the museum hold?*

The museum can accommodate up to 100 people for a standing reception and approximately 60 if seated at tables. The museum has four 6-foot folding tables and two 4-foot tables. Additional items must be rented or supplied by the renter.

## *What happens if something is damaged or stolen?*

Renters are responsible for any damage that occurs as a result of the event, including damage to the building, fixtures, equipment and personal property.



*make your experience extraordinary*

## ADD-ON



### *Antique Auto Photo-Op*

Allow guests to get in on the fun at your special event by including a photo-op inside the museum! Guests will have the opportunity to don period hats, dusters (coats), and other props, climb into one of the museum's antique autos and snap a special "selfie."

#### *Pricing*

\$500 for 1-hour photo session (with minimum 4-hour museum rental). A museum attendant will assist guests in safely climbing in/out of the vehicle and will remain present for the 1-hour photo-op activity.

#### *Vehicle Selection*

The museum will identify the vehicle to be used, typically a 4-door touring car that can withstand repeated use. We apologize that the more delicate Packards and other museum autos are not suitable for use with photo-ops.

#### *Other Rules*

- ◆ Food and drink are not permitted inside the vehicle.
- ◆ Guests are responsible for taking all photos and must remain within the area designated for photos to prevent injury or damage to other collection vehicles.
- ◆ Guests must adhere to the direction of the attendant to assure their safety and the security of the vehicle.

*make your experience extraordinary with*

## ANTIQUE AUTO RIDES



### *Private Auto Rides*

Add the magic of an antique car ride to your event! This 60-minute experience makes any event memorable.

Base rate includes a single automobile, qualified operators and unlimited rides for up to 60 minutes. Please note that capacity of cars may be limited, depending on the vehicles used.

<b>Group Size</b> (Adults & Children)	<b>Antique Car Rides</b>
Up to 50	\$750
51-100	\$1,000
101-150	\$1,500
151-200	\$2,000