



Meeting Room Rental Frequently Asked Questions

Rental Rates

- Base rate: \$100 per hour
- Evenings from 5-10pm: \$200 first hour, and then \$100 per additional hour
- Nonprofit rate: \$125.00 for 4 hours
- Use of Museum's laptop and/or projector: \$50
- Optional Added Museum Tour: \$5 per person

Payment & Security Deposit

- Accepted payments: cash, check, credit card
- A \$100 security deposit is required (check or cash)

Capacity

The room can seat up to 100 people, depending on the table and chair arrangement. We provide a blank room layout for you to customize your setup.

Kitchen Use

Available for your use:

- 2 microwaves
- 1 stove (3 ovens)
- 2 large coffee pots (must bring own coffee & filters)
- Limited refrigerator and freezer space
- Bussing cart for transporting your items

Bring coolers for large amounts of cold items. Kitchen utensils, pans, dishwasher, and coffee maker are not available for use. DO NOT USE GARBAGE DISPOSAL.

Accessibility

The room is on the lower level and is accessible by elevator or stairs.

Set-Up and Clean-Up Time

Your rental begins when you arrive and ends when you vacate the Museum.

Item Drop-Off

You may drop off items when the museum is open or at a scheduled time. Security cameras monitor movement, so balloons or similar items that could trigger the alarm are not allowed.

Catering

Outside food and drinks are allowed. PHM does not provide food or catering services.

Clean-Up Responsibilities

- Leave the room as you found it.

- Remove trash bags and place them in the corner of the room near the kitchen.
- Trash bags must be easy to move without assistance or a cart.

Tables and Chairs

We provide and set up tables and chairs for your event.

- Round tables: 4' in diameter (seats 4) – up to 19 available
- Rectangular tables: 8' x 2.5' (seats 8-10) – up to 24 available

Please provide your own tablecloths, easels, or any other table coverings.

Decoration Restrictions

The following are not allowed:

- Live plants or flowers
- Glitter, sequins, confetti, etc.
- Water beads (Orbeez)
- Hang nothing from the ceiling
- Tape or putty
- Other materials that are difficult to clean

If you wouldn't want to clean it off your own floor, we won't clean it off ours!

Room Viewing & Reservations

You may view the room during museum hours or by appointment. Contact the museum office for available dates and times.

Parking

Street parking is limited. We recommend parking at the library.

Hours of Operation

- Museum: Wed, Fri, Sat, Sun 1-4 PM
- Office: Mon & Wed, 10am-4pm | Fri, 12:30pm-4pm

More Information

For rental policies, agreement forms, and further details, please visit:

plymouthhistory.org/events/room-rentals

Personalized Questions

Contact Laura Elder, Marketing Specialist and Administrative Assistant, at 734.455.8940 ext 0.

Thank you!