



Creative Partners 2025

The Reading Public Museum is pleased to partner with the following local event professionals. These vendors are hand-selected by our event team and are recognized in Berks County (and beyond!) as being at the forefront of their craft. By partnering with these companies, we provide our clients with the best possible service in the Reading area, but also ensure that our venues are represented with sophistication, elegance, and professionalism.

Bartending Services

Double Vision Bartending
Trish and Lexi Leddy



Cakery

Cake-A-Fare by Country Fare
Restaurant



Disc Jockey

Nick Talarico,
The People's DJ



Event Design & Florist

LEO Design Gallery & Flower
Shoppe



Hotel

Courtyard by Marriott,
Reading-Wyomissing



Photography

Heidi Reuter
Photography



Lindsey Hart
Photography



Zerbe Photography



Rental Company

Tents & Events



Preferred Caterers 2025

The Reading Public Museum is pleased to partner with the following local, professional catering companies. It is **mandatory** for all contracted event clients to choose a caterer from this list to provide the food and beverage service for their event. The Museum does not allow outside caterers to work in our buildings or on our grounds, nor does The Museum permit our clients to self-cater (providing their own food). We trust that our Preferred Caterers will offer you delicious menus, all-inclusive packages, and first-rate hospitality at an affordable and flexible price.



Full Service

DEVOUR Catering & Event Design

Ron DiBenedetto
610.698.1261
ron@devouevents.com
www.devouevents.com



Mayo's Catering & Events

Phil Mayo
610.374.2433
chefpmayo1usa@gmail.com
www.mayoscatering.com



Russo's Gourmet Foods & Market

Sabrina Cirandine
610.334.0508
sabrina@russofoodmarket.com
www.russofoodmarket.com



Simply Smooth

David Casey
610.434.3900
chefdavid@simplysmooth.com
www.simplysmooth.com



Special Occasions by Panevino

David Brennan
610.223.7802
dbrennan81@comcast.net
www.specialoccasionsbypanevinovino.com



Drop-Off Service

Cloud 9 Café and Catering

Stefanie Karli
610.320.9909
cloud9berks@gmail.com
www.cloud9cafeberks.com



Russo's Gourmet Foods & Market

Sabrina Cirandine
610.334.0508
sabrina@russofoodmarket.com
www.russofoodmarket.com



**Foundation for the Reading Public Museum
Rental Locations and Rates**

RENTAL LOCATION	RATE	HOURS OF AVAILABILITY
Ground Floor Auditorium - Total Capacity: 80 seated at tables, 150 seated theatre-style - 1287 sq. ft. - Recommended for meetings, lectures, showers	\$800	All day, every day of the week
Second Floor Founders' Gallery - Total Capacity: 100 seated at tables, 200 seated theatre-style - 2005 sq. ft. - Recommended for small receptions, meetings, wedding ceremonies, cocktail parties	\$1,500	Every day of the week starting at 5:30pm
Ground Floor Atrium (includes Museum History Gallery) - Total Capacity: 80 seated at tables, 150 seated theatre-style - 2800 sq. ft. - Recommended for receptions, showers, cocktail hours/parties, corporate events	\$1,950	Every day of the week starting at 5:30pm
First Floor of Museum - Total Capacity: 100 seated at tables, 250 standing - 13325 sq. ft. - Recommended for cocktail-style parties and receptions	\$1,800	Every day of the week starting at 5:30pm
Second Floor of Museum - Total Capacity: 250 seated at tables, 400 standing - 7645 sq. ft. - Recommended for wedding receptions, formal dinners	\$3,450	Every day of the week starting at 5:30pm
Neag Planetarium - Total Capacity: 175 seated at tables, 300 standing - Chamber: 1256 sq. ft., Lobby: 3121 sq. ft. - Recommended for wedding ceremonies & receptions, showers, large parties, corporate events	\$3,450	Monday-Friday starting at 5:30 Saturday all day
Stone Terrace (includes 20' x 20' catering tent) - Total Capacity: 200 seated at tables, 350 seated theatre-style - 3200 sq. ft. - Recommended for wedding receptions, concerts, large parties, fundraisers	\$3,500	All day, every day of the week
Wedding Ceremony in Arboretum (Perennial Garden or Trudy's Garden) The Museum offers seated wedding ceremonies in our Arboretum. In addition to the \$1,650 rate, The Museum charges \$2 per guest/chair (100 chairs are complimentary).	\$1,650	All day, every day of the week
Capacities may vary based on current exhibitions. Food and beverage are permitted in most spaces, with some restrictions. A Museum security guard will be present for all after-hours and weekend events in The Museum, Stone Terrace and Planetarium.		

RATE ADDENDUM

- The rates listed above reflect four (4) hour rental. The Museum will charge \$300 per each additional hour beyond the initial four (4) hour rate. **NOTE:** The Stone Terrace venue is an exception to this rule. The \$3,500 rate reflects a full day rental.
- The Museum does not charge for the time needed to setup for or tear down from an event, with the exception the parameters explained in Section IX, B, of the Facilities Usage Agreement.
- The Museum is pleased to offer the following Museum Member discounts* on rentals (discount applied to a limit of one (1) rental per calendar year:
 - \$100 off the rental rate for Contributor Level Members and above.
 - Plus, Museum Members of the Scientist's Observatory Level and above will receive a specified percentage off any rental, per the benefit list associated with that Member Level.
- Non-profit organizations will receive a discount of \$100 off the rental rate only.* See Section IX, C, for more information.
- Rentals of combined spaces will receive 10% off the total rental rate only.* The rental of A La Carte items are not included in the discount.
- The Stone Terrace tent will come equipped with window siding for the entire perimeter, as well as basic string lights.
- The following items are complimentary with all rentals:
 - 13 tables- (choose from those sizes listed on page 11)
 - 100 white, padded seat folding chairs
 - trash cans with liners

*Discounts not applicable to wedding ceremonies in The Arboretum. One discount per rental permitted. In the case of multiple eligible discounts, the User will be granted the highest grossing discount.

Attachment III, continued	
Foundation for the Reading Public Museum A La Carte Price Sheet	
ITEM	SUPPLEMENTAL CHARGES TO RENTAL
Additional tables (6ft banquet, 8ft banquet, 4ft round, 5ft round, 6ft round, 30inch high top cocktail, 3ft card, 2.5ft cake table)	\$5/table
Additional white, padded seat folding chairs	\$2/chair
Easels (tabletop & standing / floor)	\$5/easel
Stanchion & Rope	\$5/set
4' x 8' Stage piece	\$25/piece
12' x 12' Parquet Dance Floor (12 (3' x 4') total pieces)	\$270
15' x 16' Parquet Dance Floor (20 (3' x 4') total pieces)	\$450
Pipe & drape (black, 10' wide x 8' high)	\$40
White Wedding Arch (used primarily for outdoor ceremonies)	\$100
Battery-operated Sound System – Bluetooth (used primarily for outdoor ceremonies)	\$100
MUSEUM ONLY	
Visual Equipment (projector, projector screen, podium and speakers – Auditorium only)	\$100
Audio Equipment (Bluetooth speakers, microphone & podium)	\$100
75" monitor/TV Screen with Soundbar	\$150
Self-guided/free-roam tour of The Museum**	\$1/person per hour
PLANETARIUM ONLY	
Sheer Curtains & Lighting in chamber	INCLUDED
Display Cases & Serpentine Tables for "moon bar" setup	INCLUDED
Photo Slideshow on Lobby TVs	INCLUDED
Audio Equipment (if not using vendor)	\$100
Star or Music Show (approximately 30 minutes in length)	\$100/show
Custom Visuals or Presentation on Planetarium dome	\$250/hour
Photo Slideshow on Planetarium dome	\$250

**The User will be charged \$1/person per hour for every guest in attendance at The User's event, regardless of how many guests take advantage of the tour. Minimum charge is \$25. For events with less than 25 guests in attendance, the User will be charged a minimum of \$25.



Frequently Asked Questions

Can my photographer/family/other stop by to see the venue?

You're welcome to bring family members or friends to see the venue you rented, but we ask that you make an appointment first. Otherwise, you and your guests will be charged admission into the museum/planetarium or your chosen space may even be closed to the public.

Can I add tables to my invoice?

Sure! Simply contact us through phone or email and let us know what you would like to add. We don't finalize any floor plans until two weeks before your event, and even then if there is a slight change it should be no problem! (Just keep in mind your linen needs may change as well.)

What time can I come to setup?

Setup time depends on your location and any other events that may be happening that day or the day before. For events in The Planetarium you can usually come in the day before your event to begin setup. If your event is on a Saturday and there is another event the day before, you may arrive as early as 9:00am (but please remember to arrange this with us first so that a staff member can be there to let you in).

For events in The Museum you will need to keep in mind The Museum is open to the public daily from 11am to 5pm. This doesn't necessarily mean you won't be able to begin to setup until The Museum is closed, but it could potentially limit what kinds of things you can set out. Contact the Event Rental Department if you have questions about when you can setup for your event in The Museum.

When will my ceremony rehearsal be?

Ceremony rehearsals typically begin at 5pm and can be scheduled any day of the week, Monday through Friday.

What decorations are allowed for outdoor ceremonies?

Because our outdoor venues are classified as an Arboretum, there are special rules and regulations when it comes to events. The use of staples, nails or tacks to hang decorations is not permitted. Fires, candles, torches and/or other sources of open flames are not permitted.

Frequently Asked Questions

What equipment is in The Planetarium kitchen?

We have a fully working conventional oven, refrigerator, freezer and prep areas as well as a restaurant-style three-sink washing area. There is no stove-top or dishwasher.

Where will my caterer work if I rent The Museum?

For Museum events, caterers make use of our freight elevator, which is actually big enough for two eight-foot banquet tables. Depending on the event location, our Contemporary Gallery or Auditorium are also sometimes used as a catering prep area.

Where will my caterer work if I rent The Stone Terrace Tent?

For events inside The Stone Terrace Tent, your caterers will work out of a separate tent located just to the left of The Stone Terrace Tent.

Do I need to remove everything from the venue the same night of my event?

You and your caterer will be responsible for clearing everything off of the tables and out of the main event area. While we encourage you to take everything with you that night, we understand this isn't always possible. There are storage rooms you can make use of, but please arrange this with Event Department staff prior to your event.

If your event is in The Planetarium on a Saturday, you can come in the next day from 12:30pm to 5pm to pick up any remaining items. Please schedule a pickup time if your planetarium event falls on any other day besides a Saturday.

If your event is in The Museum, you can come in the following day from 11am to 5pm to pickup any remaining items. The Museum is open every day from 11am to 5pm.

Since The Planetarium is already equipped with speakers, is there anything my DJ should know?

Because The Planetarium is equipped with a state-of-the-art theater sound system, your DJ won't need to bring all of their usual speakers if they should choose not to. They are welcome to stop by and check out the sound system before your event, but we do ask that they make an appointment first.

Do I rent my linens through The Museum?

The Museum does not rent linens. Typically your linens will be rented through your caterer.

Does The Museum allow kegs?

We do not allow kegs in any of our rental spaces.

My grandmother or other family member has a Museum Membership. Can I get a discount on my rental?

In order to receive a membership discount on your rental, the name on the membership card must match the name on the contract.

EVENT POLICIES AND PROCEDURES AT-A-GLANCE



Payments

Credit card authorization is required at the time of deposit. This card is kept on file as a security retainer in case damage is done to the space as a result of your event. This card will not be charged without your consent. In order to hold your event date, at least 50% of the rental rate is required as a deposit. This deposit is non-refundable.

Rental deposits are due 2 weeks after the contract is sent out.

Event Logistics

The Museum, Arboretum, Stone Terrace and Neag Planetarium are continually changing spaces. The space may look different at the time of your event then it did at your initial showing or booking.

When possible, you are permitted to come in the day prior to setup for your event. Arrange this with your Event Planner to ensure the space is available for setup the day before. If unavailable, you will be given sufficient time to decorate and setup on the day of your event.

All event materials and decorations (except hanging decorations) need to be removed from the event space and stored in an area designated by Museum Staff. Items stored overnight and hanging decorations, must be picked up by the next day. Make arrangements for storage and pickup with your Event Coordinator.

Our parking lot consists of approximately 80 spaces and will be monitored by a guard during your event to ensure that only your guests and Museum patrons are permitted to park on our grounds. Additional street and off-site parking may be utilized if needed.

Restrictions

Open flames and fog machines are not permitted anywhere on The Museum grounds or inside any Museum buildings.

The Museum does not allow decorations to be attached to the walls, cases or doors anywhere on campus. Additionally, potted plants are not allowed in The Museum.

The only areas of The Museum that allow flash photography are the Atrium, Auditorium and Main Staircase. Only still-frame videography is permitted in The Museum.

Additional decorative lighting is permitted in the Stone Terrace and Planetarium. Decorative lighting in The Museum must be approved by your Event Coordinator.

We DO NOT allow kegs anywhere.

Planetarium Specific

The paper lanterns in The Planetarium are permanent fixtures and cannot be taken down or changed. Decorations cannot be hung from the lanterns, or directly attached to the walls.

The SciDome projectors cannot be blocked at any time during an event.

Attachment II

Foundation for the Reading Public Museum Photography Policy

Photographs may be taken of objects, artwork or exhibits, with the following exceptions:

1. Flash photography is not permitted anywhere in The Museum proper with the exception of the Ground Floor Atrium, Ground Floor Auditorium, and main staircase. Photography with a flash is permitted in all areas of the Neag Planetarium.
2. Videotaping is not allowed in The Museum, with the exception of single frame shots for wedding ceremonies and receptions. Please discuss any and all videography plans with Museum staff prior to the scheduled event.
3. Photography of any kind is strictly prohibited within temporary exhibits, where the exhibit or any portion thereof is borrowed or on loan. These areas of The Museum proper include, but are not limited to, the Ground Floor Works on Paper Gallery and Auditorium hallway, the First Floor Meinig Gallery, and the entirety of the east wing of the Second Floor. At times, other areas of The Museum may contain borrowed or loaned works that are not to be photographed. Museum staff will alert you of these areas.
4. Temporary exhibitions that are comprised of works from the Reading Public Museum's Permanent Collection may be photographed without flash.
5. All images are the cultural property of the Reading Public Museum, and if they are to be used in any published materials, permission must be granted. Please contact Museum staff if you plan to publicize any or all images taken on The Museum's property.
6. Commercial photographs may be taken with prior permission from Museum staff.