



PINPOINT HERITAGE MUSEUM

Wedding & Event Information

Thank you for considering Pin Point Heritage Museum for your special day!
This packet contains general information on special events for our site.



For inquiries, please contact:

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On-Site Event Location

Pin Point Heritage Museum is a rustic, open-air, historic seafood cannery, made up of several outbuildings including the Picking & Cooling House, Oyster Factory, Deviled Crab Building, and the outdoor Crab Boiling Pavilion. The site offers a beautiful backdrop of marsh and river views.

- Pin Point Heritage Museum is open Thursday, Friday, and Saturday from 9:00am – 4:00pm, but events may be held any day of the week. Events may begin no earlier than 5pm and may run no later than 10pm.

Site Rental Fees & Requirements

Pricing

- **\$500 rental base-fee plus \$15 per person** (*guest count is due 1 week prior to event with a 50-person min & 200-person max*). **This fee is for 3 hours use of the venue. Additional event hours are \$1000 per hour.**

What's Included

- **Wedding Rehearsal** lasting 1 hour the day before and ending before 4pm. Event staff will be present but do not assist in wedding coordination. A **\$200 Fee** will apply for rehearsals lasting over one hour.
- Set up of onsite tables, benches, and bar items/equipment.
- Picnic tables, on-site tables, benches, and up to 8 eight-foot folding tables.

Add-On Items

- **\$5** – cocktail highboys (up to 10, linens not included).
- **\$75** - Metal Fireplaces
- **\$50/hr** - Historic Interpreters for your event (fee includes one interpreter).
- Indigo dyeing demonstration or hands-on class (**see Site Administrator for details and pricing**).

Outside Rentals & Vendors

- Aside from the limited number of tables on site, tables/chairs are not included in the event package. Items need to be rented from an outside vendor.
- Linens available through outside vendors.
- Outside vendors are allowed on site but must be licensed, provide proper insurance, documentation, and abide by all museum rules and regulations.
- Recommendations for preferred vendors are available but must be coordinated by the client.

Billing

If you choose Pin Point Heritage Museum as your event venue, a tentative hold can be placed on the selected date without a deposit. This will give you the "right of first refusal." If another client expresses interest in the same date, you will be contacted to either provide a deposit or forfeit the date.

- **Deposits are \$500** to secure the date. Deposits are non-refundable and will be applied to total event cost.
- **Contract Balance:** due no later than 3 days before the event
 - We accept payments in the form of cash, check, money order, or credit.

Maximum Capacity: 200 guests



Bar Options*

Beer, Wine, & Soda \$24 /person

(Choose 4 beers & 3 wines)

- Beer Options:
 - Miller Lite
 - Coors Light
 - Blue Moon
 - Corona
 - Heineken
 - Local Beers available for add'l fee

- Wine Options:
 - House Chardonnay
 - House Pinot Grigio
 - House Merlot
 - House Cabernet
 - Red Blend
 - House Pinot Noir
 - Champagne
 - White Zinfandel
 - Moscato

Medium Bar \$28 /person

(Choose 4 beers, 3 wines)

- Smirnoff Vodka
- Tanqueray Gin
- Bacardi Light Rum
- Scoresby Scotch
- Seagram's 7
- Jim Beam Bourbon
- Montezuma Gold Tequila

Premium Bar \$32 /person

(Choose 4 beers, 3 wines)

- Tito's Vodka
- Bombay Sapphire Gin
- Bacardi Light Rum
- Captain Morgan's Rum
- Dewar's White Label Scotch
- Seagram's 7
- Jim Beam Bourbon
- Jack Daniel's Whiskey
- Jose Cuervo Gold Tequila

**options are subject to change and are dependent upon availability*

Pricing Includes

- Soft drinks: Sprite, Coke, Diet Coke (plus mixers for full bar options)
- Plastic barware (glassware may be rented through rental company)

\$25/hour – per bartender + tip jar (including set-up and breakdown)

*one bartender per 50 guests

*cash bars are available by request.

Add-ons

- **\$150** – Additional Bar set-up
- **\$5 per person** – famous Pin Point Punch (see Site Administrator for details)
- Special beverage requests or substitutions can be made (may incur additional fee)

Policies

- Museum staff **must** coordinate alcohol service. ***NO alcohol*** may be brought on site and is subject to additional fines.
- Guest must be 21 years of age to consume alcohol. Museum staff and bartenders reserve the right to request proper I.D. from any guest. **Staff may refuse service to anyone who is visibly intoxicated.**

Site Policies & Information

- No material may be adhered to any wall in any manner (staples, tape, glue, nails, etc.). Materials and decorations may be hung from trees, but no nails or staples. *Damage (done to our historic walls) is subject to a restoration fee.
- Vendors must follow site rules and coordinate set-up with Site Administrator.

Smoking is permitted in outdoor areas. All smoking materials must be disposed of in provided receptacles. **Cigarette clean-up is subject to a maintenance fee.*

Parking is available on-site at Pin Point Heritage Museum. If requested, additional parking areas are available to rent.

Restrooms are available on the end of the site near the Company Store. Portable restroom rentals are allowed if you feel the provided aren't adequate for the number of guests.

Security may be required and available upon request.

Children are always welcome, though adult supervision is required at all times. They are also included in your guest count.



Vendor Information

Outside Vendors must review site policies beforehand. Please provide contact information and arrival time for all vendors arriving on site. Food trucks are allowed on-site.

Setup is allowed during museum hours as long as it does not interfere with daily operations. **Unapproved interruptions are subject to a fee.* **Vendors may not drive on-site unless given prior approval.**

Breakdown must occur immediately following the event. Trash removal, table & chair breakdown, and bar stations are the responsibility of the museum staff. We are not responsible for removing, storing, or disassembling decorations. Please make arrangements to have all equipment, decorations, and rentals picked up after the event. **Anything left on-site after the event is subject to a fee.*

Preferred Vendor List

Erica Davis Catering
Wiley's BBQ
Suspenceful Catering
B Local
JLK Lighting
Ranco Event Rentals
Event Works
Love Actually Events
Ivory & Beau
Tunes in a Bucket



Thank you for considering Pin Point Heritage Museum for your event!