



*Make your event special
at Hagley Museum and Library.*

Hagley Museum and Library

P.O. Box 3630 • Wilmington, Delaware 19807-0630

(302) 658-2400 • www.hagley.org

Hagley's Soda House

Meetings, Holiday Parties, Fundraisers...

Hagley Museum and Library can provide you with a charming, peaceful setting for your next corporate meeting, event, or social function.

Hagley's meeting rooms feature state-of-the-art audio and visual equipment for your presentations in a unique, tranquil setting.

Our scenic property has been called "The Most Beautiful Mile on the Brandywine" and can provide the perfect setting for your event year-round.

Located on 235 acres along the banks of the Brandywine River in Wilmington, Delaware, Hagley is minutes from I-95 and easily accessible from Washington, D.C., Baltimore, Philadelphia, and New York City.

Hagley offers a variety of facility rental options with the flexibility to meet your needs.

Exclusive catering is provided by Toscana Catering at Hagley. They can prepare delicious continental breakfasts, lunch spreads, and elegant seated dinners.

Facilities of the Hagley Museum and Library are available for use by Hagley Corporate members at the \$300 level and above, Hagley members at the \$150 level and above, and nonprofit groups at the \$60 level and above.

For facility information and reservations, contact:

Karen Logan, Special Events Coordinator
Hagley Museum and Library
P.O. Box 3630
Wilmington, DE 19807-0630
(302) 658-2400, ext. 203
klogan@hagley.org

For catering information, contact:

Erica Razze
Toscana Catering at Hagley
(302) 654-8877
ericarazze@bigchefguy.com



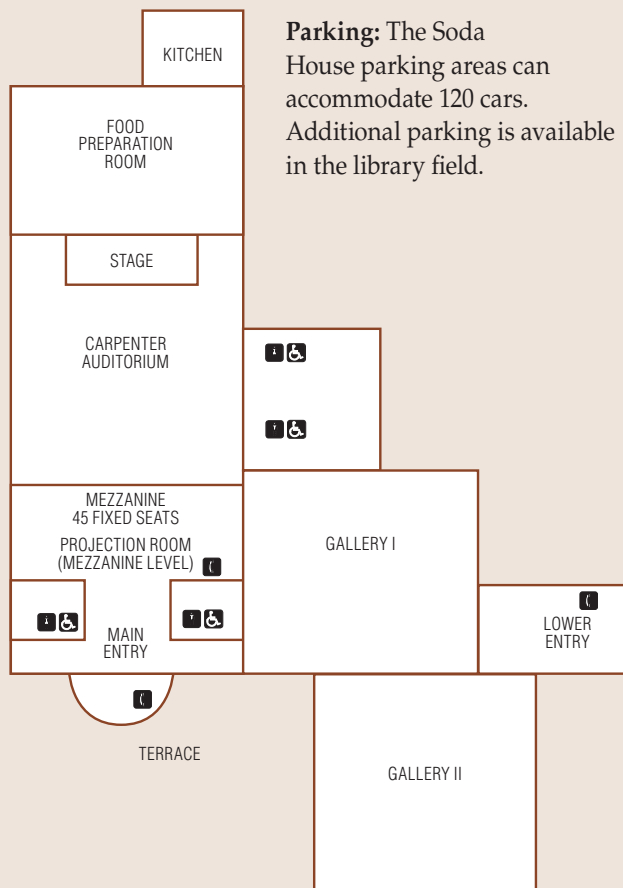
Hagley's Soda House



Soda House (Carpenter Auditorium, Galleries I and II, Kitchen)

Constructed in 1888, the Soda House was originally used for processing and storing sodium nitrate, which was used to manufacture blasting powder. Today the facility is ideal for corporate meetings and social occasions. Make your event special in this unique location.

Availability: The Soda House facilities are available daily from 8 a.m. to 5 p.m. for daytime events and 5 to 11 p.m. for evening events.



Parking: The Soda House parking areas can accommodate 120 cars. Additional parking is available in the library field.



	Dimensions	Theater Seating	Banquet Seating	Cocktails	Rental Fee
Carpenter Auditorium	33' x 45' - 1485 square feet	200	140*	200	\$1,600
Gallery I	32' x 30' - 960 square feet	85	72*	90	\$800
Gallery II	34' x 34' - 1156 square feet	90	100*	110	\$800
Terrace	Multiple Levels			170	free with rental

* requires rental chairs

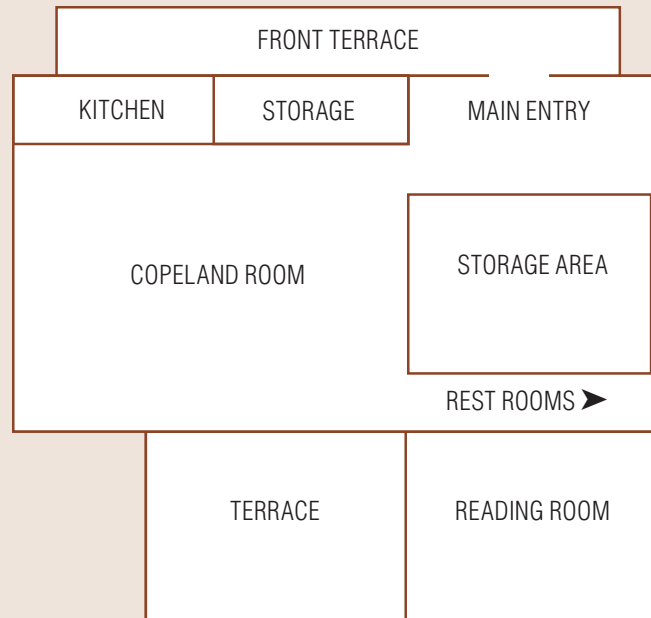
Library (Copeland Room, Reading Room, Terrace, Front Terrace, Kitchen)



The Hagley Library's facilities include the Copeland Room, which houses artifacts for your guests' enjoyment; the relaxing reading room; and a large terrace overlooking a tranquil meadow perfect for cocktails and dinner.

Availability: The library facilities are available on Saturdays and Sundays from 8 a.m. to 11 p.m. On weekdays the library facilities are available from 5 to 11 p.m.

Parking: The library parking areas can accommodate 30 cars. Additional parking is available in the library field. (Parking attendants are required for the field.)



	Dimensions	Theater Seating	Banquet Seating	Cocktails	Rental Fee
Copeland Room	33' x 43' - 1462 square feet	100	90*	100	\$1,000
Reading Room	20' x 28' - 560 square feet	56	40*	60	\$600
Front Terrace	23' x 32' - 736 square feet	-	-	90	free with rental
Terrace	20' x 100' - 2000 square feet	-	-	90	free with rental

* requires rental chairs

Visitor Center (First Floor and Terrace)



Originally a cotton mill, Hagley's Visitor Center provides your guests with the perfect venue to enjoy cocktails among fascinating exhibits and spectacular views of the Brandywine.

Availability: from 5 to 11 p.m. daily

Cocktail Party Capacity: 50

Parking: The Visitor Center parking areas can accommodate 120 cars.

Renter must provide tables and chairs if needed.



	Dimensions	Reception	Rental Fee
First Floor	25' x 26' + 6' x 11' - 736 square feet	200	\$2,000
Terrace	37' x 22' - 814 square feet	50	included

Other Information

All charges are subject to change without notice. Hagley will provide a Reservation Confirmation summarizing the charges, date of event, and other details. A 10 percent non-refundable deposit is required for first-time renters and should be returned with the signed confirmation. We will submit an invoice within ten working days after the event.

Reservations

Hagley will hold verbal requests for dates or room reservations for a maximum ten-day period. Written reservations confirmed by Hagley will be held a maximum of thirty days, and will be canceled after this time unless a deposit and signed confirmation are received.

Staffing

Hagley will provide a building manager (and additional attendants* depending on number of guests) who will be on duty during the event and is responsible for facility security, any collection items, and Hagley-owned equipment. The manager makes all appropriate contacts with authorities in the event of an emergency and provides light custodial and maintenance service during the event as required.

Damage

A fee may be assessed and billed to the renter for damages above and beyond normal use.

Publicity

All events which use the "Hagley Museum and Library" name in publicity must receive prior approval through Hagley's Public Relations Office. Contact the Public Relations Coordinator by calling (302) 658-2400, ext. 238, weekdays.

*additional fee may apply



Parking

Hagley does not provide parking attendants. Larger groups may need to hire parking attendants.

Security

Hagley maintains security for its own needs. Renting organizations assume responsibility for their property while on Hagley premises.

Restrictions

Hagley requests that certain restrictions be honored to insure the safety of its buildings, artifacts, and collections. Open flames (except for chafing dishes), candles, smoking, and opening of pressurized bottles (champagne) are not permitted in any building. Smoking is not permitted in any Hagley building. Cooking is allowed only in the two kitchen facilities and the hallway of the Visitor Center, and all propane/compressed gas tanks must remain outside the buildings as required by law.

Insurance Liability

Each renting organization or individual is required to provide a minimum of \$1 million general liability coverage, a Certificate of Insurance, and a signed liability agreement. The certificate and signed agreement must be received by Hagley five working days prior to the event.

