

PENNSYLVANIA MILITARY MUSEUM



Pennsylvania Historical & Museum Commission

51 Boalsburg Ave • Boalsburg, PA 16827
(814) 466-6263 • www.pamilmuseum.org

Rental FAQ

Building Information

Front Parade Grounds

- An expansive area allowing for a multitude of sizes and types of events, located in front of the 28th Division Shrine & Monuments.
- Electricity: None
- Potable water: None
- Restrooms: None

Pavilion

- Capacity: Approximately 100 guests, picnic tables are onsite and may not be moved
- Parking: Adjacent to the structure in the Multipurpose Field
- Gated Access: Yes
- Electricity: None
- Potable water: None
- Restrooms: None

Theater

- Capacity: Dependent on floor plan, examples below
 - Theater style seating, 100-120
 - Limited tables around perimeter for beverage/food, maximum is 70-80
 - Conference style layout, maximum is 50
- Tables and Chairs: 120 stacking chairs; 16 - 8ft. tables; 5 - 6' round tables
- Kitchenette: A residential size kitchen is attached to the theater with a sink, oven, microwave, and fridge. The kitchen provides exterior entry for caterers.
- AV Equipment: PC, Podium, Microphone(s), Projector Screen, Projector, and Surround Sound are available.
- Restrooms: Men's and women's; both have stalls (one accessible each) and both have diaper changing stations.
- Climate Control: Yes, the theater has full climate control that operates as part of our artifact care plan.

PENNSYLVANIA MILITARY MUSEUM



Pennsylvania Historical & Museum Commission

51 Boalsburg Ave • Boalsburg, PA 16827
(814) 466-6263 • www.pamilmuseum.org

Frequently Asked Questions

Can I hold a date?

No, dates cannot be held without payment and reservations for a particular date must be within a calendar year of which they are requested. All events, rentals, and facility use requests are coordinated around the Calendar of Events for the Pennsylvania Military Museum, and events that fall within our mission. All events, rentals, and facility use requests are subject to the approval of the Site Administrator, all rules and regulations of the Pennsylvania Historical & Museum Commission, and the applicable rules and regulations of the Commonwealth of Pennsylvania.

How much lead time is required for a facility use & rental?

There is a **minimum three week lead time** for all facility use requests. There is no guarantee, nor should there be any expectation that a facility use request can be honored inside of the **minimum three week window**.

Will we have access to museum restrooms if we rent the pavilion?

Yes, if your event falls within regular business hours of 9AM to 5PM. Outside of this time frame you will not have access to the museum restrooms.

Are the buildings at the Pennsylvania Military Museum wheelchair accessible?

Yes, the Museum and Pavilion are wheelchair accessible.

Can I setup for my event ahead of time or the night before?

The date/time for your event reservation must include this as part of the request. Your request must include time for set-up, tear down, and clean-up. There is no guarantee that you will be able to access the space before your rental time, and if you do, you will be charged for that time.

Do we need to clean the area or building we are renting?

Yes, the renter is responsible for cleaning the space after the conclusion of their event. Your rental time must include this. If the renter does not return the area or building to the condition of which it is found additional fees will be charged.

Can I rent my own tables and chairs?

Yes.

Does the Museum have preferred vendor list?

No.

Am I permitted to have alcohol at my event?

Such permission(s) may be granted though there are increased fees and additional rules & requirements.

Do I need to purchase insurance?

Liability insurance may be required for your event, such requirements will be discussed with the Site Administrator during the reservation process.

Are the guests of my event allowed to tour the gallery?

If the reservation includes such costs then yes, otherwise guests will need to pay applicable admissions fees to tour the gallery.

PENNSYLVANIA MILITARY MUSEUM

 Pennsylvania Historical & Museum Commission

51 Boalsburg Ave • Boalsburg, PA 16827
(814) 466-6263 • www.pamilmuseum.org

Is WiFi available in the Theater and on the grounds of the Pennsylvania Military Museum?

WiFi is available in the Theater but not on the grounds.

Is there AV Equipment available?

Yes, as part of the fees for renting the Theater however AV Equipment is not available for use at the Pavilion.