

Locust Grove

Historic Estate • Museum • Nature Preserve



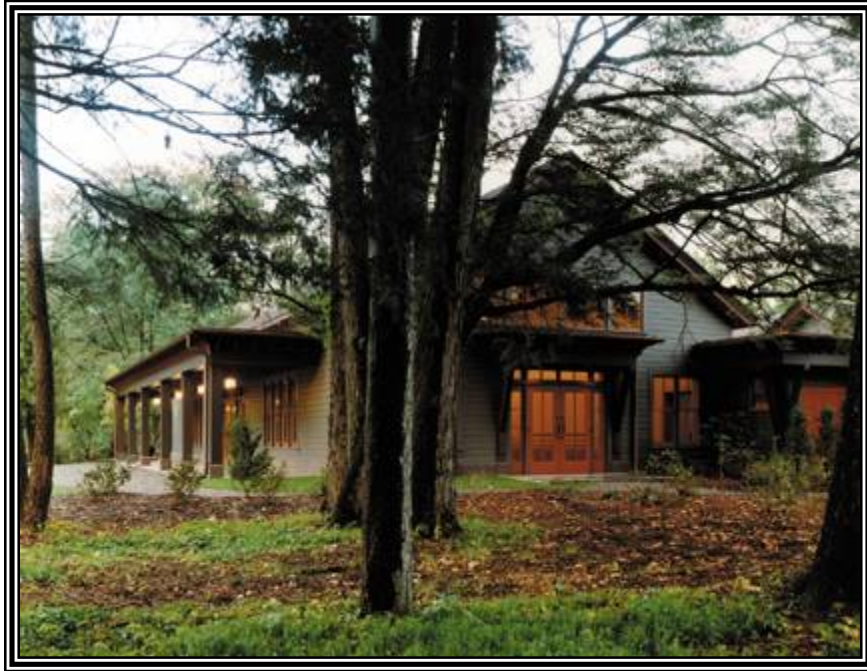
The West Gallery easily accommodates 50 to 150 guests for dinner and dancing



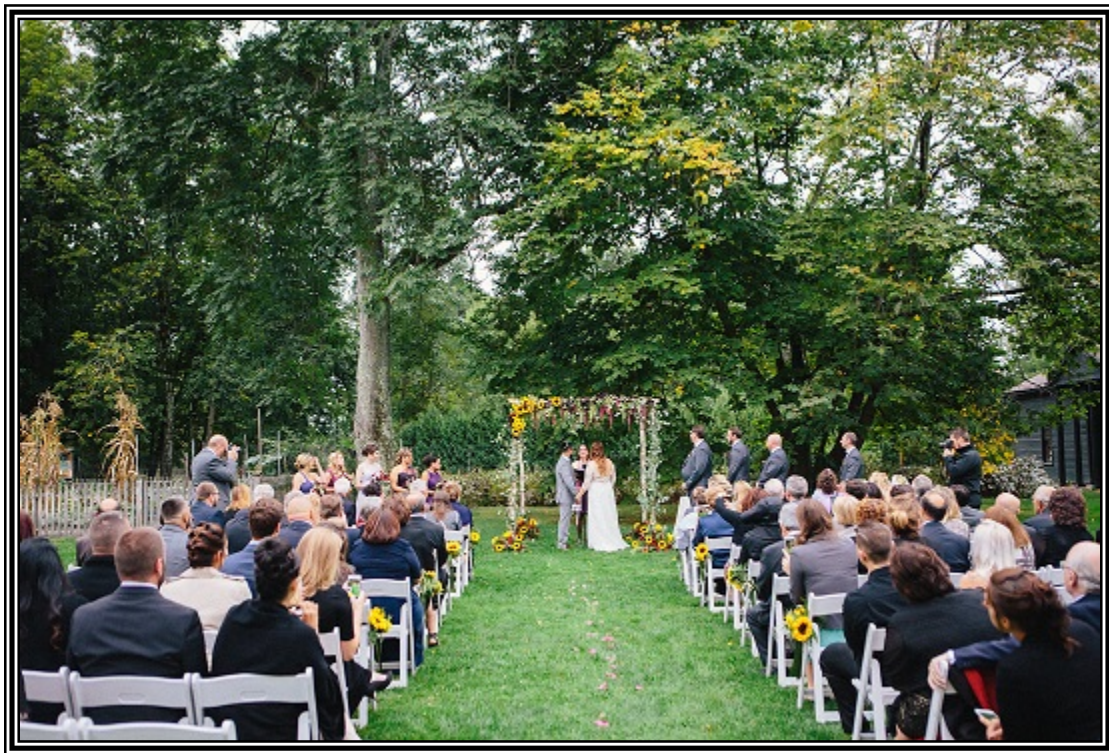
The adjoining courtyard and terrace are available for an elegant cocktail reception

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The reception site is nestled in a grove of trees and flowering shrubs, with views to the estate gardens



For ceremonies, the adjoining Garden Lawn may be rented for an additional fee

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Locust Grove's beautiful gardens are open for you and your guests to enjoy



Private Event Rental Policy At Locust Grove

Hours of Use

- West Gallery may be set up after 1PM (caterer, florist, musicians, etc.)
- Reese Gallery may be set up after 3:30PM
- Events may begin after 5PM
- Please note that Locust Grove's grounds are also open to the general public until dusk (all event spaces, however, are exclusively for your guests).

Number of People

- Maximum capacity for West Gallery is 150 people
- Maximum capacity for Reese Gallery is 100 people

Deposit

- Half of the rental fee is due at the time of booking the event. This nonrefundable deposit reserves the space. The remainder of the fee is due 30 days before the event.

Decorations Policy

- All decorations must be approved 14 days prior to the event. Tape, nails, pushpins and the like are prohibited from walls, windows, chairs, tables, and the floor, both inside and out.
- Nothing may be hung from the ceiling beams or columns.
- All candles must be in holders or containers.
- The following are prohibited: fireworks, smoke machines, laser machines, glitter, confetti, bubble machines, and flower petals.
- Decorations can be delivered after 1PM on the day of the event, and must be removed after the event – nothing can be stored at Locust Grove.

Caterer Selection

- All caterers must be approved by Locust Grove.
- Certain menu restrictions apply. No dish with an open flame is allowed, and no dishes are to be cooked at the table.
- No grills or fryers are permitted at Locust Grove.

Use by Caterer

- Use of site kitchen/equipment by the caterer requires a clean up deposit of \$500 to be paid by the caterer, and refundable upon proper clean up of kitchen and equipment by caterer and upon inspection by site representative.
- Proper insurance for food and/or liquor service is mandatory.
- The caterer is required to remove all trash, including bottles and cans.
- The site will provide chairs and tables for up to 150 people (15 60" round tables, 15 6' banquet tables, 10 30" round tables, 150 white folding chairs for outdoor ceremonies, 150 Chiavari chairs for indoor use). The caterer is responsible for room set up and for returning tables and chairs to storage carts.

Music

- DJ's and live music are permitted.
- Set up hours begin at 1:00 PM and hours of play are from 5PM to 11PM. Reasonable volume is to be observed.

Staff

- A museum staff member will be present at all evening events.

Insurance (Generally handled by the caterer)

The lessee also agrees to require all contractors allowed on the premises to provide a Certificate of Insurance with the following minimum limits:

- 1) Comprehensive General Liability insurance with a combined single limit of a minimum of one million dollars per occurrence.
- 2) Workman's Compensation Insurance must be provided for all employees. Statutory limits as required in New York State.
- 3) If alcohol is to be served - Liquor Liability Insurance policy with a minimum combined single occurrence of one million dollars must be provided. No tip cups allowed. All licensing, permits and age restrictions as set by New York State must be observed.
- 4) All liability policies must name "Young-Morse Historic Site" as an additional insured on a primary and non-contributory basis.
- 5) A certificate of insurance must be on file at the site one month prior to the event (at time of the final payment).

It is the responsibility of Lessee to have appropriate Certificates of Insurance on file with the Director 30 days prior to event. Failure to provide certificates of insurance can lead to event cancellation and loss of deposit.

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Rental Fees Private Parties at Locust Grove

Locust Grove is open year-round. Enjoy the romantic landscape of the past within a state-of-the art modern facility.
Maximum Capacity: 150 people

Only one event is scheduled per evening.
Substantial discounts are available during our off-season, November – April!

Rates: Effective January 1, 2023
All inclusive, no additional fees or taxes are applied.

| | | |
|---------------------|--------------------------|---------|
| Fridays and Sundays | (Reception/Party only) | \$4,000 |
| Saturdays | (Reception/Party only) | \$6,000 |
| Fridays and Sundays | (Ceremony and Reception) | \$5,000 |
| Saturdays | (Ceremony and Reception) | \$7,000 |

All rental fees include:

Use of West Gallery, Terrace, and estate grounds
Changing room
Use of 150 chairs and 15 tables (West Gallery)
Use of six tables and 12 chairs (Terrace)
Use of 150 chairs (Garden Lawn ceremony location)
Use of the Catering Kitchen
Staff supervisor who directs caterer and stays throughout event
Please note that estate grounds are open to the public until dusk

2683 South Road, Poughkeepsie, New York 12601
845.454.4500 www.lgny.org

Catering List

While Locust Grove cannot recommend any one caterer, this is a list of companies that we have worked with before.

| | |
|---------------------------|---|
| Flores Food Group | 845-243-0479 Ext 3 floresfoodtruck.com |
| Lola's Catering | 845-471-8555 lolascafeandcatering.com |
| Simply Gourmet | 845-214-0300 simplygourmetevents.com |
| Spice Catering | 845-471-4603 sugarspicecafe.com |
| Agnes Devereux | 845-926-6059 agnesdevereuxcatering.com |
| Valley Home Dining | valleyhomedining.com |

Hotel List

While Locust Grove cannot recommend any one hotel, this is a list of locations close to the estate.

The Hampton Inn **845-463-7500**

Hyatt Place **845-632-3100**

Marriott Courtyard **845-652.0165**

Hilton Homewood Suites **845-462-0030**

Holiday Inn Express **845-473-1151**

The Beekman Arms **845-876-7077**

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Looking for a unique place for pre-wedding prep and photos?

Greystone House, a private residence on the Estate grounds, is the ideal spot!

Greystone House can easily accommodate groups of up to 10 in four sitting rooms as well as beautiful gardens.



Rental includes access to the house and gardens for up to 8 hours. Arrive in the morning for hair and makeup, take photos in the afternoon, then walk to the main Locust Grove Estate for your big day.

Rental fee: \$500/day

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Time saving ideas from Locust Grove-

Instead of purchasing party favors, plant a tree
on the estate's historic grounds!



Sponsorships of historic trees are available for \$500. Your gift is tax-deductible and includes a card that you can place on each table letting your guests know how you've chosen to mark your special day.

For more information about sponsorships, call 845-454-4500 x 211.

