

# Pyramid Hill Sculpture Park & Museum

1763 Hamilton-Cleves Rd.  
Hamilton, Ohio 45013  
[www.pyramidhill.org](http://www.pyramidhill.org)



Pyramid Hill Sculpture Park & Museum is a 300+ acre outdoor sculpture park and indoor museum founded by Harry T. Wilks in 1997. Pyramid Hill is a 501(c)3 not-for-profit museum whose mission is to “Bring People to Art in Nature.” The vision is to inspire and educate our diverse visitors in a world-renowned setting of art and nature and to be a catalyst for dialog, collaboration and contemplation. Various facilities are available for weddings, receptions, family gatherings, conferences, and group meetings. The event space must be reserved in advance and is booked on a first come, first serve basis. Reservations can be made by contacting the Event Sales Manager at (513) 868-8336.

Services Performed By:

Pyramid Hill Sculpture Park  
1763 Hamilton-Cleves Rd.  
Hamilton, Ohio 45013  
(513)868-8336  
[sgambill@pyramidhill.org](mailto:sgambill@pyramidhill.org)

Services Performed For:

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

City, State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

This Rental Agreement is issued between \_\_\_\_\_ (“Client Name”) and Pyramid Hill Sculpture Park (“Park”), effective \_\_\_\_\_ (the “Agreement Date”). This Agreement is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement.

## Event Space Options

### The Pavilion



Located between the Visitor Center and Pyramid House, The Pavilion is the largest venue at Pyramid Hill with 10,000 square feet of open space. This covered outdoor facility will hold up to 350 guests. For a 4 hour event, set-up time is allowed after 10am on the day of the rental. Pricing is determined by the number of guests.

Number of Guests	Weekday (Monday – Thursday)	Weekend (Friday-Sunday)
< 100	\$1,400	\$2,200
< 250	\$2,400	\$3,600
< 350	\$3,400	\$5,000

### Ceremony Sites



From The Overlook Patio to Age of Stone, Pyramid Hill has an array of picturesque backgrounds for weddings and other momentous ceremonies. Pricing is determined by the number of guests.

Number of Guests	Weekday (Monday – Thursday)	Weekend (Friday-Sunday)
< 50	\$500	\$1,000
< 150	\$1,000	\$1,500
< 250	\$2,000	\$2,500

### Pyramid House



This one-of-a-kind underground home has been featured in Better Homes & Gardens, Architectural Digest, and more. Pyramid House can accommodate up to 130 guests and features 2 private rooms for breakout sessions, select ancient sculptures, and lovely front and back patios with stunning views of the Park.

Number of Guests	Weekday (Monday – Thursday)	Weekend (Friday-Sunday)
< 130	\$1,500	\$7,500

## Event Space Options

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### The Lodge

Tucked into the woods is the Park's Lodge. With two covered patios, this venue provides a secluded cabin-feel to renters. The Chapel ceremony site is included with a Lodge booking.

Number of Guests	Weekday (Monday –Thursday)	Weekend (Friday-Sunday)
< 120	\$1,400	\$3,000
< 120 (4 Hour Only)	\$800	\$1500



### The Museum

Roman inspired courtyard setting that provides an elegant environment for ceremonies and receptions. The Museum also includes a stone patio with forest views. It is an excellent option for an indoor/outdoor experience.

Number of Guests	Weekday (Monday –Thursday)	Weekend (Friday-Sunday)
< 140	\$3,400	\$5,000
< 140 (4 Hours Only)	\$2,000	\$2,500

## Other details:

The Lodge and Museum are the only venues to offer “true” 4-hour rentals. What this means is the venue is not open to it's renters all day for decorating and event prep. The 4-hour rental allows for an hour of decorating, two hours for the event, and an additional hour for clean-up. To book a 4-hour rental at the Museum, the start time would be 5pm. Start times are flexible at the Lodge.

## Rentals Include

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1. All guests get into the park the day of for free. Have your guests mention they are there for the event and they will not have to pay admission. Client can access the rented facility after 10am the day of the event.
2. Ceremony- The Park sets up the rented white ceremony chairs. There is a labor fee for setup & teardown.
3. Reception/Event- Reciprocal Level and Above can utilize park tables and chairs. All others must rent chairs and tables thru Pyramid Hill or on their own. There is a labor fee for setup & teardown.
4. Choose any Caterer, cake, DJ, florist, etc. A list of recommended, certified caterers is attached.

## Facility Usage

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1. All clients are expected to abide by the rules and regulations set forth in the Usage Policies.
2. All clients are expected to take pride in and assume responsibility for the appearance and condition of the Park.
4. The Park reserves the right to refusal and may terminate rentals at their discretion, but such cancellations will only occur with reasonable cause.
5. **NO** firearms are permitted on the premises unless carried by on-duty officers of the law.
6. **NO illegal substance is PERMITTED on the premises. If found in violation then the \$500 damage deposit will be forfeited.**
7. With outdoor facilities weather damages can occur that may need attention and can cause delays.
8. **Pyramid Level Members of Pyramid Hill receive a Discount on chairs, tables, and Art Carts. Must be current at the time of booking & the date of the event. Can't be combined with other offers.**

## Client Liability

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1. Clients are responsible for the personal conduct, safety and welfare of their volunteers, representatives, employees, contractors and guests on the premises at all times.
2. Clients agree to be fully responsible for all damages, costs, and expenses associated with their use of the Park facility. This includes but is not limited to: rental fees, careless misuse, unreasonable conduct, theft or vandalism. In addition, clients are responsible for all damages, costs, and expenses for the unauthorized use of patented or copyrighted materials, including but not limited to licensing agencies, such as ASCAP, BMI, SESAC, etc.
3. Onsite security is required at our venues that have ancient sculptures. This is a \$300 flat charge to pay for security labor.

## Usage Policies

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1. Clients may not attach anything to light fixtures or change, alter or make permanent additions to the Park walls, floors, ceilings, sculpture or natural growth without Park approval.
  - a. Use of tape, nails, screws, push-pins or other fasteners on walls is prohibited unless approved by the Park staff. Command Strips are pre-approved but are not permitted in art galleries.
  - b. All decoration plans of the client must be approved by The Park.
  - c. **NO CONFETTI, RICE, GLITTER, PUNCH-OUTS, ETC.** Preapproval needed for biodegradable confetti.
  - d. No helium balloons in the indoor facilities unless approved by the Park staff.
  - e. If the space rented is not left in good condition and warrants disproportionate maintenance, additional custodial fees of \$150 per hour may be charged.

\_\_\_\_ Client's Initials

Any area being rented and utilized, including rooms, kitchens, restrooms, hallways, lawn areas and roads must be cleared of all non-Park equipment within one hour of the end of the event unless prior permission has been granted in writing by the Park. If these areas are not cleared in a timely fashion, the Park will bill the Client at a rate of \$300 per additional hour.

3. Clients must keep the facility clean and free of trash and hazardous materials. Any area not left in good order and repair will be cleaned and repaired by the Park as necessary and the Client agrees to be billed and responsible for any and all costs.
4. **All food related trash MUST be removed by the caterer before leaving the premises and/or by the end of the event and placed in the dumpster at the Park Exit, down from the Pyramid House.**
5. Decorations must be removed the day of the event, within 1 hour after the event has ended. The Client may request Park Approval for delayed décor removal the following day if no event is occurring.
6. The Park staff will have access to any rented space for all Park purposes during the rental period provided the activities of the Parks' personnel do not unreasonably interfere with the authorized activities of the Client.
7. Clients may not use highly flammable, explosive or toxic materials on the Park's premises. No open flames
8. **Clients are not permitted to have fireworks or paper lanterns on the Park's premises.**
9. **Only Licensed Drone Pilots with appropriate insurance AND Park Approval may fly on property.**

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## Catering-MUST be a Certified Caterer

1. Catering is the Client's responsibility. The catering contract at the end of this document cites the catering fee. Once The Client secures a caterer, it is The Client's responsibility to relay the Catering Contract.
2. It is the Client's responsibility to coordinate seating and set-up arrangements, as well as catering needs with the Park's Event Sales Manager two weeks prior to the scheduled event.
3. It is both the Client and the Caterer's responsibility to keep the facility clean and free of trash and hazardous materials. Any area not left in good order and repair will be cleaned and repaired by the Park as necessary and the Client agrees to be billed and responsible for any and all costs.

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## Alcoholic Beverages

1. **Alcoholic beverages MAY NOT be brought into or taken out of the Park. It will be confiscated. Your Damage Deposit will be forfeited if found in Violation of the above!** All alcoholic beverages **MUST BE** served by Pyramid Hill's in-house beverage staff during events.
2. The Park encourages responsible drinking at all times.
3. The serving of alcohol is taken seriously at the Park. The management will make every effort to accommodate Client needs while observing the laws of the State of Ohio.
4. Bar packages can be selected from the Bar Packages document.

\_\_\_\_ Client's Initials

## Facility Rental Estimate

### Additional Costs

<b>Labor Fee (Event Staff Set-up/Tear Down) Required</b>	<b>\$300</b>		
<b>Onsight Security (Required for Pyramid House or Museum only)</b>	\$300		
<b>Damage Deposit</b> <b>Required 30 days before event, will be returned 30 days after event if no damages occur</b>	\$500		
<b>Art Carts</b>	\$25 each (2 Maximum)		
<b>Chair Rental</b>	>50	\$200	
	50-150	\$300	
	150-250	\$400	
	250+	\$500	

\*Labor Fees are not a Service Charge or Gratuity. These fees are for the setup/teardown by Pyramid Hill Event Staff.

### Event Space Fees and Deposits

- Reservations can be made two years in advance.
- Reception/Event time block is 4 consecutive hours. Wedding ceremonies are 1 hour, with 1 hour for cleanup. If having the Ceremony and Reception, the 5 hours must be continuous. An additional fee of \$300 per hour can be contracted in advance of your event. A fee of \$500.00 per hour will be charged if any rental exceeds contracted hours or concludes past 12am unless prior arrangements have been made.
- A Non-Refundable deposit of 50% of your facility rental fee is required to reserve your event date and location. Complete rental fee settlement shall be made 30 days prior to rental date, unless otherwise arranged. If complete rental fee is not made prior to agreed date, space reserved shall be released and rental deposit forfeited.
- Should Client desire to cancel this agreement and if notification is given in writing to the Park at least 90 days prior to date of the event listed, the Park will retain 50% of any previous payments made by the Client for this rental. Cancellations by the Client made less than 90 days prior of the date of event listed, will result in loss of any money paid to the park, less any damage deposit. The Client and the Park shall be relieved of any further obligations under this agreement.
- ALL CREDIT CARD PAYMENTS WILL HAVE A 3% CREDIT CARD PROCESSING FEE ADDED TO THE AMOUNT.**

\_\_\_ Client's Initials

Event Date	Start Time	End Time	Number of Guests
Location(s)	Cost of Location	Additional Costs	Total Cost (Including \$500 Deposit)

**By signing below, you certify that you have read this agreement, that you know and understand the meaning and intent of this agreement and that you are entering this agreement knowingly and voluntarily.**

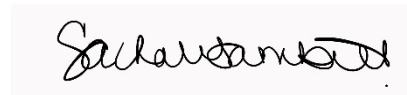
Client Name/Signature

Pyramid Hill Sculpture Park

Signed

Name: \_\_\_\_\_

By:



Printed

Name: \_\_\_\_\_

Name: Sacha Gambill

Title: Events Manager

# Payment History

Total Facility/Site Rental Amount Due-

Amount Due to Hold the Date (50% of Total Due and is Non-Refundable)      Date of Payment-

\$500 Damage Deposit (Must Be Paid by Credit Card or Check and is Due 30 Days Prior to the Event. Payment will be charged or cashed and will be returned within 30 days after the event as long as no amount is taken out)-

Date of Payment-

Remaining Balance of Rental (Due 30 Days Prior to Event)-

Date of Payment-

Additional Rentals Amount (Due 2 Weeks Prior to Event) \* -

Date of Payment-

**\*Additional Rentals will be discussed in future months**

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**Bringing People to Art in Nature**

## Catering Contract

1. The Caterer shall leave the premises clear of all garbage and place it in the dumpster in the park after the event. The dumpster is located at the Park Exit.
2. **WHEN** a caterer is secured the caterer **MUST** send a copy of this caterer's contract immediately to Pyramid Hill after it has been signed. A catering fee of 15% shall be paid to Pyramid Hill from the caterer for the use of the premises to conduct its business. The check and copy of the caterer's contract **MUST** be sent **1 WEEK PRIOR** to the event.
3. The caterer is responsible for any damage they may cause.
4. The above fee is an expense to be paid by the caterer/catering business. If the Client fails to provide the catering contract to their caterer the Client will be charged the catering fee.

Caterer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Pyramid Hill Signature \_\_\_\_\_ Date \_\_\_\_\_

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1763 Hamilton Cleves Road | Hamilton, Ohio 45013  
P 513.868.8336 | F 513.868.3585 | [pyramidhill.org](http://pyramidhill.org)

\_\_\_\_ Client's Initials

## Recommended Caterers

Two Women in a Kitchen

866.866.0463



Hammann's Catering

513.858.3237



Jeannette's Delicacies

513.309.7973



Cincinnati Catering

513.541.2626



Vonderhaars Catering

513.554.1969



Hilver's Catering

513.681.2135

