Policies and Guidelines

What is included in the rental?
- Use of the lawn and patio at the Museum of North Idaho
- Tables and chairs for up to 150 guests
  - One set of 150 chairs that can be moved from the ceremony to the reception area
  - Eighteen 60” round tables
  - Four banquet tables for use as the head table, gift table, etc.
  - White or black linens for all tables

Rental Fees and Deposits
- The White House is rented for a daily rate of $3,500. The rental period is from 10:00 a.m. to 10:00 p.m.
- A refundable security deposit of $500 is required for every rental and is due at time of booking. The security deposit will be refunded to you within thirty (30) days after the event should no repairs or cleaning be necessary.
  - In the circumstance that the cost to repair any damages or complete any cleaning exceeds the security deposit, the renter may be charged the additional cost.
- In addition to the $500 security deposit, half of the rental fee is due at the time of booking. The remaining balance is due 120 days prior to the event date.
- Renters are required to hold an Event Liability Insurance policy for the day of the rental. The policy must have coverage of $1,000,000. Proof of insurance is required with the final rental fee payment.
- Add-Ons
  - Museum Closure - The Museum is open daily from 11 am - 5 pm during the summer season. As such, museum guests will be entering and exiting the building during that time. Best efforts will be made to keep museum guests out of the venue space. In order to ensure that an event is completely private, the museum can be closed to the public for an additional cost.
- Half Day (11:00 am - 2:00 pm or 2:00 - 5:00 pm) - $500
- Full Day (11:00 am - 5:00 pm) - $1,000
  - We provide one set of standard white folding chairs with every rental. If you would like to upgrade to a different chair type, the difference in cost will be added to your rental fee.
  - If you would like a second set of chairs for the reception, they can be rented for an additional $500.
  - The Fort Sherman Chapel has a capacity of 100 and can be rented for the ceremony only for $125 per hour. There is a two-hour minimum rental in addition to the rental fee for the White House.

Availability
- The White House event venue is available to rent May - October.
- A one-hour rehearsal can be scheduled in the week leading up to your event. Rehearsals must be scheduled before 6:00 p.m. Scheduling is based on venue and staff availability.

Cancellation Policy
- If you cancel your rental reservation 60 days or more before your event, your full rental fee will be refunded but your $500 security deposit will be forfeited.
- If you cancel your rental reservation less than 60 days prior to the event, half of the rental fee will be refunded but your $500 security deposit will be forfeited.
- Instead of canceling your event rental, you may reschedule for a future date. For reschedules made over six months prior to your original event date, there is no rescheduling fee. For reschedules made less than six months prior to your original event date, a $500 rescheduling fee will be incurred.
- Refunds will not be granted due to weather conditions. The renter is responsible for preparing for the weather the day of the event.

Decorations
- Only rope, string, or painter’s tape can be used to attach decorations to the White House. No nails or other methods that will create permanent marks are allowed.
- No tossing rice or confetti on the White House grounds. Birdseed, bubbles or real flower petals may be used. If flower petals or another item are approved, it must be cleaned up in its entirety following the event.

Parking
- Eighteen parking spots are available in the Museum parking lot.
- Additional parking is based on availability in the nearby city parking lots and on the street.
Other

- If alcohol will be served, the renter is required to ensure that all the proper permits and licenses are in place.
- The conference room is available for the bride to wait in or rest in during the event rental.
- Two restrooms are available for use inside the Museum. Portable restrooms may be rented if needed.