

# Rent Our Facilities

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Planning for a reunion, group picnic, birthday party, or wedding? Consider reserving one of the available facilities at the Dickinson Museum Center for your next event.

## How to get started

1. Check Our Events Calendar to see if the date and time is available.
2. Contact us by phone at (701) 456-6225 to find out more information and book your rental today.

## Requirements to book a space

- Complete and sign a rental contract
- Pay the required deposit(s) ahead of the reserved date

## Our Rental Venues

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### Heritage Pavilion

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Located on Museum Drive, in Prairie Outpost Park, the Heritage Pavilion Picnic Shelter is available to rent for reunions, birthday celebrations, picnics, receptions, and other private events.

- **Seating Capacity:** 125
- Rental fees for the Pavilion are **\$15 per hour or \$120 per day.**
- A **\$25 non-nonrefundable deposit** is required to reserve the date and time and must be paid when submitting the rental agreement contract. The remainder of the rental fee is due at least two weeks before the event.



- A **\$125 damage deposit** (check only) is also required upon pickup of the key and will be returned if there is no damage.
- Free parking is available along Museum Drive and in the Museum parking lot.

### ***Pavilion Features***

- Entire structure 80' x 30'
- Seating for 125+
- Electrical outlets on all columns
- Halogen lights on outside posts
- 12 picnic tables on site
- Bathrooms on site
- Wind screens available

### ***Kitchen Facility***

- 330 sq. ft
- 8 electrical outlets
- Sink and 6 gal. water heater
- Sliding front window for serving
- Countertop area
- Floor drain

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## **Ridgeway Church**

The historic Ridgeway Church is perfect for couples seeking a quaint and intimate setting for their wedding.

**Seating Capacity:** 75

**The cost to rent the church is \$50 per hour.**

A **\$25 non-refundable deposit** must be paid when submitting the rental agreement contract to guarantee the date. The remainder of the fee is due at least two weeks before the event.

A **damage deposit of \$200** (check only) is also required upon pickup of the key and will be returned if there is no damage.

Rental of the Ridgeway Church for a wedding includes the use of the church and the gazebo. The church has electricity.

Free parking is available along Museum Drive and in the Museum parking lot.



Wedding parties are responsible for arranging the official of their choice.

Decorating should be done during the scheduled time. Rental Wedding party is responsible for cleanup and removal of all decorations. Dickinson Museum Center staff can provide suggestions for decorating so that none of the historic elements in the building are damaged.

A larger, outdoor, wedding can be accommodated in various locations on our grounds, season permitting.

Receptions may be booked in the Heritage Pavilion Picnic Shelter, located in Prairie Outpost Park across from the church for an additional fee.

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## Birthday Parties

**\*Note: We are not currently accepting reservations for Birthday parties at this time**

Host your child's Birthday party among the Dinosaurs at The Dickinson Museum Center!

### Seating Capacity: 15

This unique setting is available for a fee of **\$100** for groups of up to 10 children and 5 adults.

Additional children/adults will be charged at **\$5 each**.

You must schedule the party *at least 1 month in advance* and pay a **\$25 non-refundable deposit** to hold the date and time. A contract will also need to be completed at the time of the deposit payment.

Included are age appropriate activities and/or crafts, admission to the Museum, gift bags for each child, and the use of our room for 2 hours. The room is not very large which is why we recommend that you keep the number of participants to 15 or less.

The length of your party shall not exceed 2 hours. You may come in up to one-half hour before your party's start time to setup as long as you have notified us at the time of booking.

Food, candy, or drinks are not allowed in the Museum. All food must remain in the party room.

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