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## Parties on the Pond

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Weddings  
Receptions

Meetings  
Luncheons

Affordable, Unique, Your Way  
Facility Rental Guide

Ward Museum of Wildfowl Art, Salisbury University  
909 South Schumaker Drive  
Salisbury, MD 21804  
(410)-742-4988 ext. 106  
[www.wardmuseum.org](http://www.wardmuseum.org)

Proceeds to benefit the Ward Foundation, Inc., a 501(c)3 non-profit.



The Ward Museum facility offers stunning waterfront views and a truly unique setting for any event. The grounds and building of the museum have been joined in a way that is like no other facility on the Eastern Shore. With access to our nature walk and the museum galleries, your event can encompass your love of nature, art and tradition in one location.

From weddings and anniversaries, to meetings and luncheons, the Ward Museum is able to accommodate your needs. Our rate schedule is designed to give you the most control over the services you would like to utilize. We want you to truly have a unique and memorable occasion. Please feel free to discuss any special needs you may have, and we will make every effort to accommodate you.

## Ample Parking and Easy Access



The museum offers ample and convenient paved parking at the front of the facility including entry circle for easy VIP drop-offs and deliveries. The museum facility is ADA compliant with two wheelchairs and AED unit on-site. The restrooms are equipped with baby changing stations.

# John A. Luetkemeyer and Thomas F. Mullan Jr.

## Legacy Center



The newly constructed, state-of-the-art, 2,200 square-foot, Legacy Center is sure to meet your needs with its exquisite views of Schumaker Pond, and a magnificently landscaped overlook path! This waterfront educational and event center offers dramatic views with indoor and outdoor amenities, premier hardwood floors, private restrooms and two 75-inch displays with a sound system supporting digital audio and wireless microphones is available at an additional charge. Perfect for receptions, banquets (seats 108), educational lectures and workshops, this room can also be divided into three separate spaces to meet your needs. The Legacy Center will comfortably seat guest for a banquet or for a lecture.

### Legacy Center Rental Rates & Fees

Monday-Saturday (Daytime): Rental between 9AM – 5PM	\$100/hr
Monday-Thursday (Evening): Rental between 5PM – 11PM	\$150/hr
Friday-Sunday (Evening): Rental between 5PM – 11PM	\$175/hr
Sunday (Daytime): Rental between 12PM – 5PM	\$100/hr



# Atrium Lobby



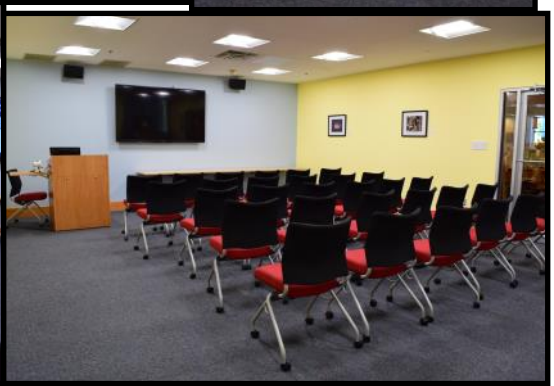
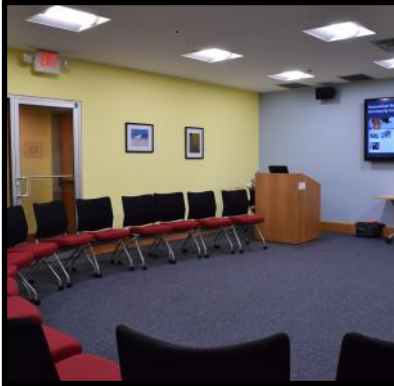
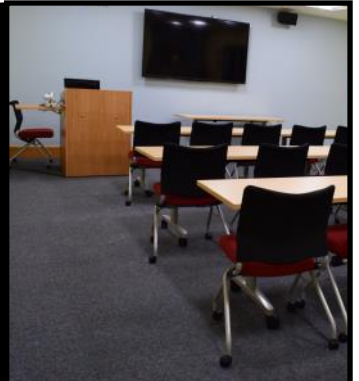
Our Atrium Lobby is ideal for day and evening events. Its 3-story glass walled views of Schumaker Pond are a magnificent backdrop to formal and informal occasions. The lobby comfortably seats your guests for a banquet or for a lecture. The space can also be arranged for a much smaller event while still maintaining the intimate waterfront setting. A sound system with wireless microphones is available with the rental and compatible with digital audio devices and audio visual technology is available via smart cart, reservations are needed and additional fees apply.

## Atrium Lobby Rental Rates & Fees

Monday-Saturday (Daytime): Rental between 9AM – 5PM	\$60/hr
Monday-Thursday (Evening): Rental between 5PM – 11PM	\$125/hr
Friday-Sunday (Evening): Rental between 5PM – 11PM	\$150/hr
Sunday (Daytime): Rental between 12PM – 5PM	\$60/hr



# Victor Oristano Meeting Room



The Oristano Meeting Room is well suited for meetings and presentations. This space features an 80-inch display complete with a classroom sound system so no microphones are needed, additional fee for use. This room has the added effect of dimmable lighting. The 6' tables and cushioned chairs in this room have wheels and are easily movable. Also included in this space is a small prep area complete with counter space and a full size refrigerator. This room accommodates 35 for a lecture and can be set up for board room seating.

## Oristano Room Rental Rates & Fees

Monday-Saturday (Daytime): Rental between 9AM – 5PM	\$50/hr
Monday-Thursday (Evening): Rental between 5PM – 11PM	\$100/hr
Friday-Sunday (Evening): Rental between 5PM – 11PM	\$125/hr
Sunday (Daytime): Rental between 12PM – 5PM	\$50/hr



# Richard A. Henson Education Center



The newly renovated Henson Education Center is an excellent space to host private meetings, workshops, and small parties. This space also offers dimmable lights and easy kitchen access. Audio visual technology is available via smart cart with a reservation and additional fee. This space is suitable for classroom style, lecture style, and for board room seating.

## Education Center Rental Rates & Fees

Monday-Saturday (Daytime): Rental between 9AM – 5PM	\$50/hr
Monday-Thursday (Evening): Rental between 5PM – 11PM	\$100/hr
Friday-Sunday (Evening): Rental between 5PM – 11PM	\$125/hr
Sunday (Daytime): Rental between 12PM – 5PM	\$50/hr



# Accessorize Your Event



Let our staff here at the Ward Museum make your event special and unique to you! We have a variety of upgrades to tailor your event to suit your needs. Give your guests the full experience with an opportunity to explore the museums breathtaking galleries, or take a walk out to the observation deck; complete with picnic benches and a spotting scope to take a closer look at the rich natural resources in this region.

Keep your guests busy browsing at *Treetops*, *Gifts of Art and Nature* where they can find local handcrafted products and unique gifts. Planning on having a caterer? The Ward Museum invites you to use our newly constructed catering kitchen (available 2018) featuring quality commercial appliances which is guaranteed to help your caterer provide you quality service with ease. Our Nature Lounge is perfect for guests to socialize in prior to making your grand entrance to your function, or perhaps a comfortable space for bridal parties to gather just before walking down the aisle.

Here at the Ward Museum, we can provide you a perfect layout for your event complete with tables and linens, chairs, tents, and even live foliage for that special touch. Also available is our on-site event coordinator who will be with your group every step of the way to ensure a smooth and seamless event. Having a coordinator take care of your vendors and last minute touches can make the difference in your day. Give us the opportunity to make your event a special one!

**Plan to take event photos on our beautiful grounds!**



# Accessory Menu

Galleries Access	\$3 per guest, Or \$100 flat rate per event
Catering Kitchen Access	\$100 (Subject to cleaning fees)
Observation Deck Access	No Charge; Requires room reservation
Nature Lounge Access	No Charge; Requires room reservation
Treetops Gifts of Art & Nature Extended Hours	No Charge; Requires reservation
6' Rectangle Tables (seats 6-8)	\$5 each, does not include linens(12 Maximum)
3' Round Café Tables	\$5 each, does not include linens (15 Maximum)
6' Round Tables (seats 6)	\$8 each, does not include linens (12 Maximum)
8' Round Tables (seats 8)	\$10 each, does not include linens (10 Maximum)
Tablecloth– Rectangle	\$5 per cloth for basic Ivory or White Additional fee for other colors
Tablecloth– Round/Café (fits 3', 6', & 8')	\$5 per cloth for basic Ivory or White Additional fee for other colors
Cloth Napkins (unfolded)	\$15 per 50
Cloth Napkins (simple fold)	\$25 per 50
Folding Chairs (red & black in color)	\$1 each chair
Ivory Chairs (Fixed Back)	\$1 each (75 Maximum)
10 x 10 Canopy Tent	\$25 each (3 Maximum)
A/V Smart Cart	\$50; Requires reservation
In Room A/V Access	Lobby (sound only): \$15; Oristano/Legacy/Henson: \$25
Podium	\$5
Easels	\$1 each (12 Maximum)
Copy Services	\$.50 each Black and White, \$1 each Color
Live Foliage rental	\$5 each (12 Maximum)
On Site Coordinator	\$100/hr

Discounts: Members receive 5% discount. Corporate Partners receive 10% discount of bills totaling \$500 or more. Discounts for 501(c) 3 nonprofits available.

Please note: Set-up and breakdown time must be reserved. Any renter on premises after 11PM will be charged for the additional hours plus an additional fee of \$200. Events with caterers must have a Caterer Agreement on file. Please refer to Rental Contract for full details on Rental Policies. **\* All accessories are based on availability. Some exclusions apply. For on site use only. Updated 7/7/2017.**