



Lewis Howard Latimer Fund, Inc.
34-41 137th St. Flushing, NY 11354
tel: (718) 961-8585 latimernow.org

RENTAL FAQ

The Lewis Latimer House Museum (LLHM) is located at 3441 137th Street in the southern tip of Leavitts Park. The Museum site covers the triangular area between 137th Street and Leavitt Street. In addition to the historic building, the garden area is separately available for rental.

INDOOR SPACE

The Tinker Lab is ideal for meetings, kids' parties, salons, and more. The first floor Gallery may be rented in conjunction. (This is only for space rental. If you'd like to book a Museum-curated Tinker Lab Birthday Party, please see the Tinker Lab webpage.)

- **Capacity**

30 seated, 50 standing Tinker Lab (handicapped accessible)

30 seated, 80 standing Tinker Lab + Gallery (handicapped accessible)

- **Amenities**

Indoor rentals include use of:

- Parking for 6 vehicles
- Four 30"x72" tables
- 30 chairs
- A 100-cup coffee urn
- A bathroom (handicapped accessible)
- A set of speakers is available to rent for an additional \$30
- A projector and a projection screen are available to rent for an additional \$150
- A whiteboard

THE GARDEN

The museum's garden is ideal for outdoor events such as intimate weddings, cocktails, and more.

- **Capacity**

75 seated, 120 standing in Garden.

- **Amenities**

Outdoor rentals include use of:

- Parking for 6 vehicles
- Four 30"x72" tables
- 50 chairs
- A 100-cup coffee urn
- A PA system is available to rent for an additional \$100



Lewis Howard Latimer Fund, Inc.
34-41 137th St. Flushing, NY 11354
tel: (718) 961-8585 latimernow.org

Rental Rates

- Tinker Lab: \$40/hour
- Tinker Lab + Gallery: \$60/hour
- Garden: \$100/hour for 2-hour minimum

House Rules

- LLHM is a museum and must be treated with appropriate respect. Care must be taken in the first floor Gallery to not disturb, change, or alter the exhibits in the course of setting up for an event, as well as in the Tinker Lab if there is an exhibit in the space at the time of your event.
- If you hire a catering company that will be staffing your event, and/or party rental company, vendors must supply a copy of their insurance certificate naming the Lewis H. Latimer Fund, Inc., the Historic House Trust, and the New York City Department of Parks and Recreation as additional insureds.
- Parents or legal guardians must be present for the duration of any event planned for children.
- If an outside rental company is being used, rented equipment must be delivered and picked up on the day of the event. You will incur an additional charge from LLHM, and probably from the rental company as well, if not.
- LLHM will provide premises “broom clean.”
- User is responsible for final cleanup and removal of debris, and must leave the premises in the condition found.
- Neither alcoholic beverages nor food may be sold on these premises unless necessary licenses are on file with LLHM.
- Games of chance are not allowed.
- Dogs are not permitted anywhere inside the House or on the grounds.
- Smoking is not permitted anywhere inside the House or on the grounds.
- The use of stickpins, tape, or any other materials that damage walls is prohibited. Artist or painters tape may be used to put up decorations, but may not disturb the artwork.
- User will not engage in any unlawful activity on site.