

## Detroit Historical Museum Price Guide

	Evening Rentals					
Space	Strolling	Buffet	Plated	Theater Style	Rental Price	10% Non-profit discount
Entire Museum Rental	1,000	N.A.	N.A.	N.A.	\$8,000	\$7,200
<i>Streets of Old Detroit</i> Exhibit	250	112	128	60-80	\$1,700	\$1,530
<i>Gallery of Culture</i> Exhibit	150	88	88	120-150	\$1,500	\$1,350
<i>America's Motor City</i> Exhibit	150	64	88	50-80	\$1,500	\$1,350
<i>Legends Plaza</i> (outdoors)	200	84	100	185	\$1,500	\$1,350
Wrigley Hall	N.A.	72-96	72-96	120-160	\$700	N.A.
Grand Trunk Passenger Station	N.A.	64	64	80	\$600	N.A.
Louise C. Booth Auditorium	N.A.	N.A.	N.A.	139	\$500	N.A.
DeRoy Conference Room	N.A.	N.A.	14	N.A.	\$350	N.A.

	Daytime Rentals (during museum hours)					
Space	Strolling	Buffet	Plated	Theater Style	Price	10% Non-profit discount
Wrigley Hall	N.A.	96	96	120-160	\$500	N.A.
Grand Trunk Passenger Station	N.A.	64	64	80	\$500	N.A.
Louise C. Booth Auditorium	N.A.	N.A.	N.A.	139	\$500	N.A.
DeRoy Conference Room	N.A.	N.A.	14	N.A.	\$350	N.A.

**Note: A \$150 maintenance fee will be added to the final cost for all events.**

Capacity is subject to change with other spatial needs, such as buffet, dancing, gift table, etc.

Music is permitted during daytime rentals but must be kept at a respectful level while the museum  
is open to visitors.

*Please note that all prices are subject to change and may vary with your unique needs.*

## **Pricing Includes**

### **Rental Time:**

- All rentals include four hours of event time with an hour and a half to decorate beforehand and one hour afterwards for cleanup.
- A maximum of two additional hours may be added to rentals for \$150 per additional hour. All rentals must end by midnight.
- Evening rentals taking place Monday through Friday may start as soon as 5:30 p.m. Evening weekend rentals may start as soon as 6:30 p.m.
- You and your vendors are responsible for removal of all items you brought into the facility. Our staff will break down the Historical Society's tables and chairs take care of general clean up.

### **Tables and Chairs:**

- All indoor rentals include the use of the Historical Society's tables and chairs. Furniture for outdoor rentals must come from an outside rental company.
- If you require tables and chairs beyond what the Historical Society can provide, they must be brought in from an outside rental company.
- Rental companies are responsible for the set-up, tear down, and removal of their property. All items must be removed the same day.
- The Detroit Historical Society does not provide linens. Linens can be rented through your caterer or through our preferred linen vendor. Please find our preferred linen vendor's contact information in the vendor portion of this packet.

**Parking:** Free parking is included for all events that take place after museum business hours. Parking during museum operating hours is \$7 per car, as available.

- The self-parking capacity for our lot is 60 vehicles. Valet is able to park between 80-100 cars in our lot. Please find our exclusive valet vendor's contact information in the vendor portion of this packet.
- If you require additional parking for your event, you may rent space from the Wayne State Parking Garages. Please find their contact information in the vendor portion of this packet.

### **General Museum Admission for Your Guests:**

- General museum admission is included for all rentals that take place during museum hours.
- For rentals that take place after museum business hours, access to the museum and its exhibits is included with the rental of the entire museum or one of our three exhibit spaces; *The Streets of Old Detroit* Exhibit, *Allesee Gallery of Culture*, or *America's Motor City* Exhibit.
- Entire museum access can be added to smaller rentals for an additional \$300.

**Serving Alcohol:** Although we do not have a liquor license, you may serve adult beverages at your event. Nonprofits may apply for a special liquor license through the State of Michigan Liquor Control Commission. Private and corporate events may serve adult beverages as long as there is no cost for the beverages, food, or to attend the event. Your caterer must be hired to serve adult beverages at your event.

**Event Management:** All events include a museum staff event coordinator. If you are renting Wrigley Hall, Grand Trunk Passenger Station or the Louise C. Booth Auditorium, you are allowed one complimentary appointment with your event coordinator. If you are renting one of our gallery spaces or the entire museum, you are allowed two complimentary meetings with your event coordinator.

Your event manager will be responsible for:

- Creating a floor plan for your event space
- The logistics of set up and teardown on the day of your event
- Ensuring your vendors have access to the event space ahead of time
- If you require more than your allotted amount of appointments with your event coordinator, there will be a fee of \$30 charged per hour for each additional appointment.

### **Additional Options**

Coat Check	\$25 per hour, per attendant
Gift Shop Attendant	\$25 per hour, per attendant
Additional Rental Time	\$150 per additional hour (you may add up to 2 additional hours)
Entire Museum Access Package	\$300 (this may be added to smaller events that do not include entire museum access)
Security	\$45 per hour, per person (security may be required for events with 300 guests or over)
A.V. Attendant	\$25 per hour, per attendant
<b>Basic A.V.</b> (microphone, podium and speakers)	\$100 flat fee, up to 4 hours of use
<b>Advanced A.V.</b> (mic, podium, speakers, projector, screen and laptop)	\$150 flat fee, up to 4 hours of use
<b>Linens and additional rental equipment</b> can be secured by our staff. We charge a 20% gratuity in addition to the total rental price of all items procured.	

### **Contract Process and Requirements**

#### **Securing Your Date:**

Your event date is secured with a returned signed contract and deposit for 50% of the total rental amount. The balance is due two weeks prior to your event.

#### **Liability Insurance:**

Clients are expected to provide a copy of valid liability insurance for their event. This can often be added to your homeowners insurance policy at minimal cost to the homeowner. If you require a separate liability insurance policy, we recommend you contact Markel Event Insurance. They can be reached at 855-456-5697. You can also visit their website at [markelinsuresfun.com](http://markelinsuresfun.com). The insurance requirements are specified in our rental agreement.

### **Valet and Additional Parking**

All events requiring valet service must use our city approved valet vendor. Our museum parking lot can accommodate between 60-80 self-parked cars. If you are using our exclusive valet services, the parking lot can accommodate up to 100 cars. Should you require extra parking, both garage and surface lot space can be rented by directly contacting Wayne State University Parking Garages. Valet services are booked by Detroit Historical Museum staff. If your event requires valet please contact the person listed below.

Contact: Marcus Craig, event operations manager  
Office: 313.833.1921  
Email: [marcusc@detroithistorical.org](mailto:marcusc@detroithistorical.org)

#### **Wayne State University Parking Garages**

Please fill out parking request form and you will be contacted by a member of the staff at Wayne State Parking Garages  
Website: <http://parking.wayne.edu/events/index.php>



## **Exclusive Caterers**

All catering for facility rentals at the Detroit Historical Museum must be provided by one of our approved caterers. If you have religious dietary restrictions that are not addressed with this list, please let us know and we may be able to make an allowance.

### **Brown Bag Catering**

Contact: JoAnne Greer  
Phone: 313.869.6668  
Cell: 313.460.5748  
Email: [brownbagfoods@gmail.com](mailto:brownbagfoods@gmail.com)

### **Edibles Rex**

Contact: Michelle Deland  
Phone: 313.922.3000  
Email: [michelle@ediblesrex.com](mailto:michelle@ediblesrex.com)  
Website: ediblesrex.com

### **Forte Belanger**

Contact: Lauren Smith  
Phone: 248.288.3300  
Email: [info@fortebelanger.com](mailto:info@fortebelanger.com)  
Website: fortebelanger.com

### **Holiday Market**

Contact: Traci Bahlman  
Phone: 248.543.4390  
Email: [tracibahlman@holiday-market.com](mailto:tracibahlman@holiday-market.com)  
Website: holiday-market.com

### **Kosch Catering**

Contact: Cass Przybylski  
Phone: 248.608.0690  
Email: [catering@koshcatering.com](mailto:catering@koshcatering.com)  
Website: koshcatering.com

### **2 Unique**

Contact: Adrienne Amelio Perzyk  
Phone: 248.549.5242  
Email: [AAmelio@twounique.com](mailto:AAmelio@twounique.com)  
Website: twounique.com

## **Recommended Vendors**

### **Linens and Rental Items**

#### **Linen Hero**

Contact: Amber Thompson or Marissa Nichols  
Phone: 855.269.4376  
Website: linenhero.com

#### **Event Source**

Contact: Suzanne Chandler  
Phone: 313.309.9000  
Email: [suzannechandler@eventsource.com](mailto:suzannechandler@eventsource.com)  
Website: eventsource.net

### **Florists**

#### **Blossoms**

Contact: Dale Morgan  
Phone: 248.644.4411  
Email: [dale@blossomsbirmingham.com](mailto:dale@blossomsbirmingham.com)  
Website: blossomsbirmingham.com

#### **Blumz**

Contact: Event Sales Office  
Phone: 248.398.5130 313.964.5777  
Website: blumz.com  
myprettywedding.com

### **Event**

#### **Production/Sound/Lights/Entertainment**

#### **Elysium Experience**

Phone: 586.203.8575  
Email: [Elysium@elysiumexp.com](mailto:Elysium@elysiumexp.com)  
Website: elysiumexp.com

### **Accommodations**

#### **The Inn on Ferry Street**

Contact: Brent Szczygielski  
Phone: 313.871.6000  
Email: [iofs.reservations@gmail.com](mailto:iofs.reservations@gmail.com)  
[Brent.iofs@gmail.com](mailto:Brent.iofs@gmail.com)  
Website: Innonferrystreet.com

#### **Holiday Inn Express**

Contact: Sherri Taylor  
Phone: 313.887.7000 ext. 2  
Email: [sheri@hiexpressdetroit.com](mailto:sheri@hiexpressdetroit.com)

### **Alcohol**

#### **Woods Wholesale Wine**

Contact: Christina Matouk  
Phone: 313.882.5420  
Email: [cmatouk@woodswholesalewine.com](mailto:cmatouk@woodswholesalewine.com)  
Website: woodswholesalewine.com

**Miss Mixology-** In the event that you are hosting a bar without any additional catering.

Contact: Lindsay LaFoy  
Phone: 248.941.4026  
Email: [missmixologyservice@gmail.com](mailto:missmixologyservice@gmail.com)