

Dossin Great Lakes Museum Price Guide

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

Evening Rentals					
Space	Strolling	Banquet Style	Theater Style	Price	10% Non-profit discount
Entire Museum	400	N.A.	N.A.	\$2,000	\$1,800
DeRoy Hall	150	75-125	185	\$700	N.A.
Gothic Room	N.A.	40	60	\$500	N.A.

Weekend Rentals During Museum Hours (events must end by 3 p.m.)					
Space	Strolling	Banquet Style	Theater Style	Price	10% Non-profit discount
DeRoy Hall	N.A.	75-125	185	\$500	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.

Entering Belle Isle State Park and Parking at the Dossin Great Lakes Museum:

Every vehicle entering Belle Isle State Park must have the Recreation Passport. If any guests attending an event at the Dossin Great Lakes Museum do not have a Passport, they can be purchased on the island. More information on the Recreation Passport can be found at www.michigan.gov/recreationpassport

More questions? Please call 313.833.1733 to schedule a free consultation with our event specialist.

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.
- 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.

General Museum Admission for Your Guests:

- General museum admission is included for all rentals that take place during museum hours.
- General museum admission is included with the rental of the Entire Museum and DeRoy Hall.
- Entire museum access can be added to the rental of the Gothic Room for an additional \$150.

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 the Gothic Room or DeRoy Hall, you are allowed one complimentary appointment with your event manager. If you are renting the entire museum, you are allowed two complimentary meetings with your event manager. 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.

More questions? Please call 313.833.1733 to schedule a free consultation with our event specialist.

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	\$150 (may be added to the rental of the Gothic Room)
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
Basic A.V. (microphone, podium and speakers)	\$100 flat fee, up to 4 hours of use
Advanced A.V. (mic, podium, speakers, projector, screen and laptop)	\$150 flat fee, up to 4 hours of use
Linens and additional rental equipment 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 or you can visit their website at 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. 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

More questions? Please call 313.833.1733 to schedule a free consultation with our event specialist.

List of Approved Caterers

All catering for facility rentals at the Dossin Great Lakes 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

Durden's Catering

Contact: Chef, Rytonie Durden
Phone: 313.350.6408
Email: durdenscatering@ymail.com
Website: duredenscatering.com

Edibles Rex

Contact: Michelle Deland
Phone: 313.922.3000
Email: michelle@ediblesrex.com
Website: ediblesrex.com

Forte Belanger

Contact: Lauren Smith
Phone: 248.288.3300
Email: info@fortebelanger.com
Website: fortebelanger.com

Holiday Market

Contact: Traci Bahlman
Phone: 248.543.4390
Email: tracibahlman@holiday-market.com
Website: holiday-market.com

Kosch Catering

Contact: Cass Przybylski
Phone: 248.608.0690
Email: catering@koshcatering.com
Website: koshcatering.com

2 Unique

Contact: Adrienne Amelio Perzyk
Phone: 248.549.5242
Email: AAmelio@twounique.com
Website: twounique.com

Lazy Bones Smokehouse

Contact: Jennifer Smiljanovski
Phone: 586.775.7427 ext. #2
Email: catering@lazybonebbq.com
Website: www.lazybonessmokehouse.net
(This caterer does not serve alcohol. You may hire the bar tending service below to serve alcohol, if you use this caterer)

Miss Mixology- Most caterers on this list are able to serve alcohol. If you choose one of our caterers that cannot serve alcohol, you must use this bar tending service. You should also hire this bar tending service in the event that you are hosting a bar without any additional catering.

Contact: Lindsay LaFoy
Phone: 248.941.4026
Email: missmixologyservice@gmail.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
Website: eventsource.net

Florists

Blossoms

Contact: Dale Morgan
Phone: 248.644.4411
Email: 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
Website: elysiumexp.com

Accommodations

The Inn on Ferry Street

Contact: Brent Szczygielski
Phone: 313.871.6000
Email: iofs.reservations@gmail.com
Brent.iofs@gmail.com
Website: Innonferrystreet.com

Holiday Inn Express

Contact: Sherri Taylor
Phone: 313.887.7000 ext. 2
Email: sheri@hiexpressdetroit.com

Alcohol

Woods Wholesale Wine

Contact: Christina Matouk
Phone: 313.882.5420
Email: cmatouk@woodswholesalewine.com
Website: woodswholesalewine.com