

Dossin Great Lakes Museum Price Guide

Nonprofit organizations receive a 10% discount off the rental of the entire museum.

Evening Rentals				
Space	Strolling	Banquet Style	Theater Style	Rental Price
Entire Museum	250	N.A.	N.A.	\$2,500
DeRoy Hall	150	75-125	185	\$1,000
Gothic Room	N.A.	40	60	\$850

Daytime Rentals (must end by 3 p.m.)				
Space	Strolling	Banquet Style	Theater Style	Price
DeRoy Hall	N.A.	75-125	185	\$700

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.

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.
- Afterhours rentals may start as soon as 5:30 p.m.
- You and your vendors are responsible for the removal of all items brought into the facility for your event. 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 or procured by Detroit Historical Society staff for an additional 20% gratuity fee.
- Detroit Historical Society staff members are not responsible for the load in, set up, teardown, or storage of equipment from outside rental companies or third party vendors. Delivery and pickup of third party vendor items must be approved in advance by the Detroit Historical Society event operations staff.
- The Detroit Historical Society does not provide linens. Linens can be rented through your caterer or through a linen vendor. Please find our preferred linen vendor's contact information in the vendor portion of this packet.

Dossin Great Lakes Museum Parking: There is a parking lot adjacent to the Dossin Great Lakes Museum with ample public parking. However, since this lot is neither owned nor managed by the Detroit Historical Society, we cannot guarantee parking in association with your event.

The Dossin Great Lakes Museum is located on Belle Isle State Park. Every vehicle entering Belle Isle State Park must have the State Recreation Passport. If any vehicles attending and event at the Dossin Great Lakes Museum does not have a Passport, they can be purchased upon entrance to the park or at a Customer Service Center. More information on the Recreation Passport can be found online at Michigan.gov/recreationpassport.

Detroit Customer Service Center

1801 Atwater Street
Detroit, MI 48207
313.396.6890

General Museum Admission for Your Guests:

- General museum admission is included for all Dossin Great Lakes Museum Rentals

Serving Alcohol: The Detroit Historical Society and it's museums do not own a liquor license. The only events that may have a cash bar are nonprofits who obtain a one day special liquor license through the State of Michigan Liquor Control Commission. The application and associated fees are the responsibility of the client. All alcoholic beverages must be served by one of the Detroit Historical Society approved vendors.

Ticketed Facility Rentals: The Detroit Historical Society does not host events for individuals or businesses selling tickets to the general public, unless it is a nonprofit fundraiser and all ticket sales methods have been pre-approved by Society staff. The Society reserves the right to cancel any event not in compliance with this policy.

More questions? Please call 313.833.1456 to schedule a free consultation with our event specialist.

Contract Process and Requirements

Securing Your Date: Your event date is confirmed with a returned signed contract and **non-refundable deposit** of no less than 50% of the total rental amount. The balance is due 14 days prior to your event. Once an event has been confirmed with a signed contract and deposit, the client may only make changes to the contract that are of an equal or greater monetary value

Event Management: After your event is confirmed, a member of our event sales and operations team will contact you to schedule a final walkthrough 4-6 weeks before your event. Staff will create a floor plan for your rented spaces, obtain your vendor's contact information, and confirm the timeline for your event. On the day of your event a museum assigned staff member will be onsite to ensure the floor plan is set up accordingly, to assist your vendors into the building, and to be your main point of contact throughout the event.

Additional Options

Coat Check	\$25 per hour, per attendant (4 hour minimum)
Gift Shop Attendant	\$25 per hour, per attendant (4 hour minimum)
Additional Rental Time	\$150 per additional hour (you may add up to 2 additional hours)
Security	\$45 per hour, per person (security may be required based on the nature of your event and your final attendance count)
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.	

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 call 313.833.1808 to book valet services.

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Where
the past
is present

DETROIT HISTORICAL SOCIETY

Exclusive Caterers

All food items must be provided by one of our approved caterers. There are occasionally some exceptions made due to religious dietary restrictions. In the case when an exception is made, the caterer must be a licensed business able to comply with Detroit Historical Society event operations and insurance requirements. Clients using a different caterer because of restrictions must pay an additional \$500 deposit. This deposit is refundable dependent on the client's chosen caterer fulfilling all obligations outlined in the non-exclusive caterer's waiver.

Durden's Catering

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

Events of Excellence

Phone: 248-353-8300
Email: eventsofexcellencecatering@gmail.com
Website: eventsofexcellencecatering.com

Forte Belanger

Contact: Bonnie Peck
Phone: 248.288.3300
Email: B.Peck@continentalserves.com
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: Emily Gozdziwski
Phone: 248.608.0690 ext. 20
Email: emily@koschcatering.com
Email: catering@koschcatering.com
Website: koschcatering.com

2 Unique

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

Lazy Bones Smokehouse

Phone: 586.775.7427
Email: catering@lazybonebbq.com
Website: www.lazybonesmokehouse.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

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Suggested 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

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