

## Detroit Historical Museum Price Guide

Nonprofit organizations receive a 10% discount off the rental of the entire museum, Streets of Old Detroit, Gallery of Culture, Americas' Motor City, and Legends Plaza.

	Evening Rentals					
Space	Strolling	Buffet	Plated	Theater Style	Monday-Thursday	Friday - Sunday
Entire Museum	1,000	N.A.	N.A.	N.A.	\$6,500	\$8,000
<i>Streets of Old Detroit</i>	250	112	120	60-80	\$2,000	\$2,250
<i>Gallery of Culture</i>	150	88	88	120-150	\$1,850	\$2,000
<i>America's Motor City</i>	150	64	88	50-80	\$1,675	\$1,850
<i>Legends Plaza</i> (Tent permitted, not included)	250	88	100	185	\$1,850	\$2,000
Grand Trunk Passenger Station	N.A.	64	64	80	\$750	N.A.
Louise C. Booth Auditorium	N.A.	N.A.	N.A.	139	\$650	N.A.

	Daytime Rentals (during museum hours)				
Space	Strolling	Buffet	Plated	Theater Style	Price
Grand Trunk Passenger Station (Available M-W)	N.A.	64	64	80	\$650
Louise C. Booth Auditorium	N.A.	N.A.	N.A.	139	\$500

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 90 minutes set up and one hour cleanup time.
- A maximum of two additional hours may be added to rentals for \$150 per additional hour. All rentals must end by midnight.
- Evening rentals may start as soon as 6:00 p.m.
- You and your vendors are responsible for removal of all items brought into the facility for your event. Overnight storage may be available but must be approved and arranged in advance.

To schedule an appointment or to speak with a sales associate, please call 313.833.1849

### **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.
- 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 arranged in advance by the Detroit Historical Society.
- The Detroit Historical Society does not provide linens. Linens can be rented through your caterer or through a linen vendor.

**Parking:** Usage of the parking lot is included with all events that take place after museum business hours. Parking during museum operating hours is \$9 per car, as available.

- The self-parking capacity for our lot is 70 vehicles. Valet is able to park approximately 90-100 cars in our lot. This number includes parking for guests and event vendors. If your event requires valet, please contact your event manager.
- 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.

## **Policies**

**Serving Alcohol:** The Detroit Historical Society does 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.

## **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.

To schedule an appointment or to speak with a sales associate, please call 313.833.1849

**Security Deposit:** All rentals are subject to a \$1,000 security deposit which may be paid by check. If the deposit is not needed the check will be returned uncashed 10 days after the event.

**Cleaning Fee:** A non-refundable cleaning fee of \$300 is applied to each rental. This defrays the cost of additional sanitizing protocols and post event cleaning.

### **Additional Options**

Coat Check	\$30 per hour, per attendant (4 hour minimum)
Gift Shop Attendant	\$30 per hour, per attendant (4 hour minimum)
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	\$60 per hour, per person (security may be required based on the nature of your event and your final attendance count)
A.V. Attendant	\$30 per hour, per attendant
<b>Basic A.V.</b> (microphone, podium and speakers)	\$150 flat fee, up to 4 hours of use
<b>Advanced A.V.</b> (mic, podium, speakers, projector, screen and laptop)	\$200 flat fee, up to 4 hours of use

## **Valet and Additional Parking**

All events requiring valet service must use one of our city approved valet vendors. Our museum parking lot can accommodate 70 self-parked cars. If you are using our exclusive valet services, the parking lot can accommodate between 90 to 100 cars. This number includes parking for guests and event vendors. Should you require extra parking, both garage and surface lot space can be rented through Wayne State University Parking Garages. Valet services and additional parking are booked by Detroit Historical Museum staff. If your event requires valet or additional parking, please talk to your event manager.

## **Exclusive Caterers**

All food items must be provided by one of our approved caterers or approved food truck. There are occasionally some exceptions made due to religious dietary restrictions. If an exception is permitted, the caterer must sign the non-exclusive caterer's waiver and be a licensed business able to comply with Detroit Historical Society event operations and insurance requirements. Additionally, the client must pay an additional \$500 deposit, which is refundable dependent on the client's chosen caterer fulfilling all the obligations set forth in the non-exclusive caterer's waiver.

## **Food Trucks**

The Detroit Historical Society permits food trucks to caterer events at the Detroit Historical Museum. Food trucks must operate in designated spaces and guests must go outdoors to be served. The client and food truck service must comply with the Society's Food Truck Policy. Clients who utilize food trucks must use one of our approved bar tending services for their bar service and table busing during the event.

## **Approved Caterers**

These caterers can provide full event services including catering, serving, table busing, bar tending, linens, rental items, and additional services and items.

To schedule an appointment or to speak with a sales associate, please call 313.833.1849

**Amiccis Pizza**

Contact: Chef John  
Phone: 313.580.0304  
Email: [jgrossi61@yahoo.com](mailto:jgrossi61@yahoo.com)  
Website: [outdoorpizzaonsite.com](http://outdoorpizzaonsite.com)

**Durden's Catering**

Contact: Chef, Rytone Durden  
Phone: 313.209.3350  
Email: [durdenscatering@ymail.com](mailto:durdenscatering@ymail.com)  
Website: [durdenscatering.com](http://durdenscatering.com)

**Forte Belanger**

Contact: Bonnie Peck  
Phone: 248.288.3300  
Email: [B.Peck@continentalserves.com](mailto:B.Peck@continentalserves.com)  
Email: [info@fortebelanger.com](mailto:info@fortebelanger.com)  
Website: [fortebelanger.com](http://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](http://holiday-market.com)

**2 Unique**

Contact: Carolyn Berry  
Phone: 248.607.6907  
Email: [Carolyn@twounique.com](mailto:Carolyn@twounique.com)  
Website: [twounique.com](http://twounique.com)

**Cass Catering**

Contact: Cass Przybylski  
Phone: 248-789-7250  
Email: [cass@casscatering.com](mailto:cass@casscatering.com)  
Website: [www.casscatering.com](http://www.casscatering.com)

This caterer focuses on the preparation and serving of food. You will need to hire one of our approved bartending services to ensure your tables are bussed, linen is placed and to bartend your event.

**Lazy Bones Smokehouse**

Contact: Heidi Huntington  
Phone: 586.775.7427  
Email: [catering@lazybonebbq.com](mailto:catering@lazybonebbq.com)  
Website: [www.lazybonessmokehouse.net](http://www.lazybonessmokehouse.net)

## Bar Tending and Other Services

Most caterers on this list can serve alcohol. If you choose one of our caterers that cannot serve alcohol, you must use one of these bar tending services. You should also hire one of these bar tending services if you are hosting a bar without any additional catering.

**Miss Mixology**

Contact: Lindsay LaFoy  
Phone: 248.941.4026  
Email: [missmixologyservice.com](mailto:missmixologyservice.com)  
Website: [missmixologymichigan.com](http://missmixologymichigan.com)

**Detroit On The Rocks**

Contact: Jeff Kurncz  
Phone: 248.497.2374  
Email: [detroitontherocks@gmail.com](mailto:detroitontherocks@gmail.com)  
Website: [www.TheDonTheRocks.com](http://www.TheDonTheRocks.com)

**Sidecar**

Contact: Kathy Sullivan  
Phone: 248.703.8865  
Email: [kbs@sidecarbartending.com](mailto:kbs@sidecarbartending.com)  
Website: [Sidecarbartending.com](http://Sidecarbartending.com)

To schedule an appointment or to speak with a sales associate, please call 313.833.1849