

## 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	Rental Price	Saturday Price
Entire Museum	1,000	N.A.	N.A.	N.A.	\$6,500	\$8,000
<i>Streets of Old Detroit</i>	250	112	128	60-80	\$1,875	\$2,000
<i>Gallery of Culture</i>	150	88	88	120-150	\$1,675	\$1,850
<i>America's Motor City</i>	150	64	88	50-80	\$1,675	\$1,850
<i>Legends Plaza (outdoors)</i>	200	84	100	185	\$1,875	\$2,000
Wrigley Hall	N.A.	72-96	72-96	120-160	\$850	N.A.
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.
DeRoy Conference Room	N.A.	N.A.	14	N.A.	\$400	N.A.

Daytime Rentals (during museum hours)					
Space	Strolling	Buffet	Plated	Theater Style	Price
Wrigley Hall	N.A.	96	96	120-160	\$650
Grand Trunk Passenger Station	N.A.	64	64	80	\$650
Louise C. Booth Auditorium	N.A.	N.A.	N.A.	139	\$650
DeRoy Conference Room	N.A.	N.A.	14	N.A.	\$400

**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 rentals on Saturdays and Sundays may start as soon as 6:30 p.m.
- You and your vendors are responsible for 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 our preferred linen vendor. Please find our preferred linen vendor's contact information in the vendor portion of this packet.

**Parking:** Usage of the parking lot is included with 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 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 our event operations staff.
- 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 and its 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.



## 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
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 based on the nature of your event and your final attendance count)
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.	

## 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 you event requires valet or additional parking, please call 313.833.1808.

## 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.

### **Durden's Catering**

Contact: Chef, Rytonie Durden  
Phone: 313.350.6408  
Email: [durdenscatering@ymail.com](mailto:durdenscatering@ymail.com)  
Website: [durdenscatering.com](http://durdenscatering.com)

### **Edibles Rex**

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

### **Jackson Five Star Catering**

Contact: Joseph Welch  
Phone: 248.629.1677  
Email: [joseph@jacksonfivestarcatering.com](mailto:joseph@jacksonfivestarcatering.com)  
[dee@jacksonfivestarcatering.com](mailto:dee@jacksonfivestarcatering.com)  
Website: [www.jacksonfivestarcatering.com](http://www.jacksonfivestarcatering.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)

### **Kosch Catering**

Contact: Fran Allen  
Phone: 248.608.0690 ext. 21  
Email: [fran@koschcatering.com](mailto:fran@koschcatering.com)  
Email: [catering@koschcatering.com](mailto:catering@koschcatering.com)  
Website: [koschcatering.com](http://koschcatering.com)

### **2 Unique**

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

## Suggested Vendors

### **Linen Hero**

Contact: Amber Thompson or Marissa Nichols  
Phone: 855.269.4376  
Website: [linenhero.com](http://linenhero.com)

### **Event Source**

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

### **Blossoms**

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

### **Blumz**

Contact: Event Sales Office  
Phone: 248.398.5130 313.964.5777  
Website: [blumz.com](http://blumz.com)  
[myprettywedding.com](http://myprettywedding.com)

### **Elysium Experience**

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

### **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](http://Innonferrystreet.com)

### **Woods Wholesale Wine**

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