



The Dossin Great Lakes Museum is dedicated to showcasing the story of the Great Lakes, with a special emphasis on Detroit's role in regional and national maritime history. Our visitors at this 16,000 square foot museum enjoy exhibits that tell more than 300 years of the region's rich maritime history, from the shipping fleets that rule the waterways to the varied roles that the Great Lakes and the Detroit River have played in our region's industrial and social history.

Situated on the picturesque shores of Belle Isle, a location rich in history, the Museum offers stunning views of the Detroit River. With an array of diverse galleries and beautifully landscaped outdoor areas, the venue provides a perfect backdrop for events, ensuring a unique and memorable experience for all attendees.

To schedule an appointment or to speak with a sales associate please call (313) 833-1849.

We look forward to hosting your special event!



<b>Rental Spaces (November – April)</b>				
SPACE	Strolling	Banquet Style	Theater Style	Rental Price
Entire Museum	250	N/A	N/A	\$2,500
DeRoy Hall	150	75-100	185	\$2,000
Gothic Room	N/A	40	60	\$850
<b>Rental Spaces (May-October)</b>				
SPACE	Strolling	Banquet Style	Theater Style	Rental Price
Entire Museum including Grand Lawn & Waterfront Patio	250	N/A	N/A	\$5000
Entire Museum including Waterfront Patio	250	N/A	N/A	\$3,500
DeRoy Hall including Waterfront Patio	150	75-100	175	\$2,500
Waterfront Patio	75-100	64	160-175	\$1,000
Gothic Room	N/A	40	75	\$850
Grand Lawn	150	75-100	175	\$3,750

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

## THE FINE PRINT

### RENTAL TIME

- All rentals include four hours of event time with 90 minutes set up and one hour tear-down time.
- A maximum of two additional hours may be added to rentals for \$150 per additional hour. All rentals must end by midnight.
- After-hours rentals may start as early as 6:00 p.m.
- Daytime rentals are available on days when the museum is closed and for certain spaces during museum hours.

### TABLES, LINENS, AND CHAIRS

- All rentals include the use of the Historical Society’s tables and chairs.
- If you require tables and chairs beyond what the Historical Society can provide, they must be procured from a third-party vendor.
- Detroit Historical Society staff members are not responsible for the load in, set up, teardown, or storage of equipment from 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.
- You and your vendors are responsible for the removal of all items brought into the facility for your event.



## THE FINE PRINT cont.

### TENTS

- Tent rental and installation is not included within the quoted prices.
- Clients must work directly with the Detroit's Historical Society's preferred tent vendor to secure a tent which has been approved for use on site.
- Tent costs are in addition to the site rental fee and can be negotiated directly with the tent company by Client.
- The Waterfront Patio may not be tented.
- The Grand Lawn may be tented.

### MUSEUM ADMISSION

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

### 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.**

### VALET

- All events requiring valet service must use our city approved valet vendor. Valet services are booked by Detroit Historical Society staff. If your event requires valet, please contact your event manager to book valet services.

### BELLE ISLE ACCESS

- The Dossin Great Lakes Museum is located on Belle Isle State Park. Belle Isle is very busy on summer afternoons and vehicle access may be restricted by the Michigan State Police or Department of Natural Resources. Guests and Vendors will be provided with passes in advance, which will allow access in this case.
- **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 (1801 Atwater Street, Detroit, MI 48207 313.396.6890). More information on the Recreation Passport can be found online at [Michigan.gov/recreationpassport](http://Michigan.gov/recreationpassport).

### SERVING ALCOHOL

- **The Detroit Historical Society does not own a liquor license.** 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.
- 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.





GOTHIC ROOM



GRAND LAWN



DOSSIN GREAT LAKES MUSEUM



WATERFRONT PATIO



DEROY HALL





## CONTRACT PROCESS & 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

### SECURITY DEPOSIT

- All rentals are subject to a \$1,000 security deposit which may be paid by credit card or check. If the deposit is not needed, security deposit will be refunded within 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.

### EVENT MANAGEMENT

- After your event is confirmed, a member of our event sales and operations team will contact you to schedule a final walk through 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.

### TICKETED EVENT 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.

## ADDITIONAL SERVICES

Coat Check	\$30 per hour, per attendant	4 hour minimum
Additional Rental Time	\$150 per hour	2 hour maximum
Security	\$60 per hour, per attendant	security may be required based on the nature of your event and/or final attendance count
A.V. Attendant	\$30 per hour, per attendant	
Basic A.V. Package microphone, podium, speakers	\$150	up to 4 hours of use
Delux A. V. Package microphone, podium, speakers, projector, screen, laptop	\$200	up to 4 hours of use



## CATERERS & FOOD TRUCKS

All food items must be provided by one of our approved caterers or approved food truck. Exceptions may be granted due to religious dietary restrictions. In the case when an exception is made, 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 Dossin Great Lakes 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 CATERER LIST

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

#### **Jackson's Five Star Catering, Inc.**

Contact: Joseph Welch  
Phone: (248) 629-1676  
Email: joseph@jacksonfivestarcatering.com  
Website: jacksonfivestarcatering.com

#### **Forte Belanger**

Contact: Bonnie Peck  
Phone: (248) 288-3300  
Email: B.Peck@continentalserves.com  
Email: info@fortebelanger.com  
Website: fortebelanger.com

#### **2 Unique**

Contact: Carolyn Berry  
Phone: (248) 607-6907  
Email: Carolyn@twounique.com  
Website: twounique.com

#### **Holiday Market**

Contact: Eric Blotkamp  
Phone: (248) 543-4390  
Email: eblotkamp@holiday-market.com  
Website: holiday-market.com

#### **The Kitchen by "Cooking with Que"**

Phone: (313) 462-4184  
Email: info@cookingwithque.com  
Website: thekitchenbycwq.com/catering

#### **Apple Spice Catering Co.**

Contact: Jan Panditi  
Phone: (734) 744-5186  
Email: jpanditi@applespice.com

#### **Lone Star Catering**

Contact: Maurice Wallace  
Phone: (313) 995-3604  
Email: lonestrcatering@gmail.com  
Website: lonestarcateringonline.com

#### **Cass Catering**

Contact: Cass Prybylski  
Phone: (248) 789-7250  
Email: lonestrcatering@gmail.com  
Website: casscatering.com



## ALCOHOL, BARTENDING & BAR SERVICES

Alcohol is permitted at the Dossin Great Lakes Museum. 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.

### SERVING ALCOHOL

- **The Detroit Historical Society does not own a liquor license.** 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.
- 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.

### APPROVED BAR SERVICES PROVIDERS

#### **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: [thedontherocks.com](http://thedontherocks.com)

---

#### **Sidecar**

Contact: Kathy Sullivan  
Phone: (248) 703-8865  
Email: [kbs@sidecarbartending.com](mailto:kbs@sidecarbartending.com)  
Website: [xidecarbartending.com](http://xidecarbartending.com)

#### **WillUParty Event Planning**

Contact: Brandy Lane  
Phone: (313) 530-8405  
Email: [willuparty@gmail.com](mailto:willuparty@gmail.com)  
Website: [willuparty.com](http://willuparty.com)