



The Detroit Historical Museum showcases the city's rich history through engaging exhibits and interactive displays. Spanning multiple floors, the museum highlights Detroit's automotive heritage, cultural evolution, and pivotal moments, offering visitors an immersive journey through the city's past and present.

Nestled at the intersection of Woodward Avenue and Kirby Street, the Museum enjoys a prime location in the heart of midtown Detroit. Its central position makes it easily accessible for both locals and visitors alike. The Museum boasts a wide range of exhibitions and galleries, each offering its own distinct atmosphere. Whether you're hosting a small gathering or a large celebration, the Museum's dynamic spaces serve as an ideal setting, ensuring that your event is not only seamless but also truly unforgettable.

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

We look forward to hosting your special event!



EVENING RENTALS						
SPACE	Strolling	Buffet	Plated	Theatre Style	Rental Price	Weekend Price F-Sun
Entire Museum	1,000	N/A	N/A	N/A	\$6,500	\$8,000
<i>Streets of Old Detroit</i>	250	112	128	68-80	\$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>Legend's Plaza</i> outdoors	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	Theatre Style	Rental Price
Grand Trunk Passenger Station	N/A	64	64	80	\$750
Louise C. Booth Auditorium	N/A	N/A	N/A	139	\$650

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

*Capacity subject to change depending on event space needs such as buffet tables, dance floor, bar set up, etc.*









## 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.

### TABLES, LINENS, AND CHAIRS

- All rentals include the use of the Historical Society's tables and chairs.
- Furniture for outdoor rentals must come from an outside vendor.
- If you require tables and chairs beyond what the Historical Society can provide, they must be procured from a third-party vendor or by Detroit Historical Society staff for an additional 20% fee.
- 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.

### MUSEUM ADMISSION

- General Museum admission for all guests is included for all Detroit Historical Museum Rentals.
- 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, *The Streets of Old Detroit*, *Allesee Gallery of Culture*, or *America's Motor City*.
- Entire museum access can be added to smaller rentals for an additional \$300.

### DETROIT HISTORICAL MUSEUM PARKING

- Parking is \$10, as available.
- The self-parking capacity for our lot off of Kirby Street is 70 vehicles.

### 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.
- The parking lot capacity for valet-parked cars is 90-100 cars.
- 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.



## 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
Entire Museum Access Package can be added to small-gallery rentals	\$300	
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

## POLICIES

### 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.

### 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.



## 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.



## 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 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 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: cass@casscatering.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: [sidecarbartending.com](http://sidecarbartending.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)