



FACILITY RENTALS – SPECIAL EVENTS

The History Museum of Mobile

LOBBY, ATRIUM, AND MONUMENTAL STAIRCASE \$2,000

200-225 standing; 100-125 seated at tables

The Museum's iconic marble lobby with historic murals dating to the 1930s is the perfect place to start your event.

CALDWELL DELANY COURTYARD \$500 – Get a \$30% discount when rented with the Atrium (\$350)

100 standing or theater seating, 75 seated at tables

This picturesque outdoor space between two of the Southern Market buildings set the perfect tone for intimate wedding ceremonies, rehearsal dinners, wine tastings, and more.

AUDITORIUM \$750 – Get a 30% discount when rented with the Atrium (\$525)

250 Standing; 200 Theater Seating

With fully operational AV system, the auditorium is a warm, elegant, and practical space for meetings, luncheons, training seminars, receptions, or large showers.

MUSEUM CLASSROOM \$150 – Get a 30% discount when rented with the Atrium (\$105)

75 standing; 65 seated at tables

The Museum Classroom is perfect for small events, including meetings, showers, luncheons, etc. during the museum's operating hours.

GALLERIES \$1,500

Share Mobile's heritage with your guest by opening the galleries throughout the museum. Additional security is required.

Colonial Fort Conde

ENTIRE FORT \$2,000

Includes outdoor patio and lawn, indoor banquet room with restrooms, and the Fort Museum.

OUTDOOR PATIO & LAWN \$1500

Includes use of the lawn and brick patio space, and restrooms only inside.

BANQUET ROOM \$400

Includes use of banquet room with set-up and indoor restrooms. Can access the patio as long as no set-up is required.



HISTORY MUSEUM OF MOBILE & COLONIAL FORT CONDE RULES & REGULATIONS

DAMAGE DEPOSIT

\$500, refundable

To secure the facility for your event, a security deposit of \$500 is required. Deposits are paid at the time of booking and signing of the rental agreement contract. The deposit must be paid in full before the date will be secured. In the event there is no damage to the facility during the event, no excessive clean-up needed, and/or no extra hour charges, the deposit will be refunded.

For events or meetings held during Museum operating hours, there is a non-refundable deposit of \$100 that must be paid at booking.

MUSEUM ATTENDANT and HOUSEKEEPING

AFTER HOURS: \$25 per hour, per attendant

In addition to the rental cost, groups or individuals using the museum's facilities must cover the cost of the required security guards at the rate of \$25 per hour, per attendant, commencing at 5 pm when the museum closes to the public. Billed hours begin at 5 pm, regardless of the time the event starts, and end one hour following an event of less than 200 people, or two hours following an event of 200 people or more. The number of guards required is based on the number of guest and space rented.

An additional four (4) security guards are required for open History Museum galleries during an after-hours event.

OPERATING HOURS: \$100.00

Events held during the Museum and Fort's operating hours will incur a \$100 Housekeeping fee.

BEVERAGE POLICY

Beverages are not allowed in the Museum galleries; however, beverages (alcoholic or non-) are allowed within the rentable areas of the facility, including the Lobby, Atrium, Courtyard, and Auditorium.

The consumption of red beverages is prohibited in carpeted areas (the Auditorium) within the Museum. This includes red wine, cranberry juice, punch, or any red beverage of any kind.

A certificate of comprehensive general liability insurance with limits of liability of not less than \$1,000,000 for all injuries and/or deaths resulting from any one occurrence must be provided if serving alcohol. The policy must name the History Museum of Mobile and its directors, officers, agents, employees, and volunteers as additional insured, at no cost to the History Museum of Mobile. Most insurance carriers offer special event insurance at a nominal fee.

OPEN FLAMES

Open flames, including candles, are not permitted.

Flameless candles are permitted.



EQUIPMENT & DECORATIONS

Equipment and decorations must be approved in advance by Special Events Manager. A photo booth is permitted if operated by a licensed photographer. Renters may not use confetti or glitter on Museum premises.

TABLES & CHAIRS

The History Museum can provide tables and chairs in all rentable areas (except for the Courtyard) for your event at no charge. The Museum has:

- (119) black and chrome chairs for downstairs functions, and red upholstered chairs for events on the second floor.
- (400) white resin folding chairs

Tables available include:

- (23) 6' buffet
- (3) 5' rectangular tables
- (9) 72", (10) 60", (2) 48" and (5) 36" round tables
- (3) round bistro tables

Colonial Fort Conde can provide up to (12) 8' plastic buffet tables, (105) plastic chairs, (3) wooden high-top tables, (4) wooden small top tables.

Tables, chairs, and equipment cannot move from the History Museum to the Fort or vice versa.

The History Museum does not provide linens or tableware.

FLOWERS

Artificial or cut real flowers may be used in the Museum. Cut flowers must come from a professional florist. Cut flowers from a yard or any other source other than a professional florist are not allowed under any circumstances. To ensure that our artifacts are not infiltrated by insects, plants and flowers in soil are not allowed under any circumstances.

HOT FOOD

The History Museum of Mobile does not allow cooking of any kind in the facility. Chafing dishes with sterno or heat lamps are allowed inside of the building. Caterers may cook food on site in the alley by the Museum's loading dock off of Royal Street. All leftover food and liquids must be removed from Museum premises, and may not be dumped on the grounds.

WEDDING THROWS

Wedding bells may be distributed to guest to ring in lieu of a throw. The distribution or use of any wedding throws (rice, bird seed, bubbles, confetti, glitter, etc.) is not permitted inside of the building or the courtyard. Only rose petals may be used, and must be distributed and used outside of the building and courtyard.