



FACILITY RENTALS – **SPECIAL EVENTS**

LOBBY, ATRIUM, AND MONUMENTAL STAIRCASE: \$2,300

200-225 standing; 85-100 seated at tables

The Museum's iconic marble lobby with historic murals dating to the 1930s is the perfect place to start your event. The Atrium includes the iconic 20' statue of the Goddess of Liberty, Marianne, and her two guard lions.

CALDWELL DELANEY COURTYARD: \$600 – Get a \$30% discount when rented with the Atrium (\$420)

150-170 wedding seating, 75 seated at tables

This picturesque outdoor space between two of the Southern Market buildings sets the perfect tone for intimate wedding ceremonies, rehearsal dinners, wine tastings, and more. Please note that the walls may not be power-washed or bleached to preserve the natural and historic charm of the space.

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: \$300 – Get a 30% discount when rented with the Atrium (\$210)

75 standing; 50 seated at tables

The Museum Classroom is perfect for small events, including meetings, showers, luncheons, etc. during the museum's operating hours. It is often used to stage catering for large events being held in the Atrium.

ADD-ON: GALLERIES: \$1,500

Share Mobile's heritage with your guests by opening the galleries throughout the museum. ***Additional museum attendants required.***

History Museum of Mobile ~ Phoenix Fire Museum ~ Colonial Fort Conde ~ Africatown Heritage House

111 South Royal Street, Mobile, AL 36602 ~ Post Office Box 2068, Mobile, AL 36652

(251) 208-7508 ~ historymuseumofmobile.com

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VENUE TOURS

If you are considering hosting an event at History Museum of Mobile, you **must book a venue tour in advance** by emailing museumevents@historymuseumofmobile.com. In your email, include your event date and time so we can check our calendar for availability. Please allow 48 hours for staff to respond to inquiries. We do not conduct venue tours on evenings or weekends. **Venue tours for walk-ins are not available.**

RULES & REGULATIONS

DOWN PAYMENT | \$200/\$500 (non-refundable)

To secure the facility for your requested date, a **non-refundable down payment of \$500 is required** for events after 5:00 pm (Mon-Sun). For events or meetings held during Museum operating hours (Mon-Sat 9:00 – 5:00 | Sun 1:00 – 5:00), the **non-refundable down payment is \$200**. Down payments are collected at the time of booking and signing of the rental agreement contract. The down payment must be paid before the date will be secured and is non-refundable if your event is cancelled.

DAMAGE DEPOSIT | \$500 (refundable)

A damage deposit of \$500 must be paid in full 30 days prior to the event date. Events may not exceed the start and end times stated in the contract. *If for any reason the attendants are required to stay beyond the times named in the contract, an additional invoice will be mailed to reflect the extra charges and funds will be recovered from Damage Deposit.* In the event there is no damage to the facility during the event, no excessive clean-up needed, and/or no extra hour charges for attendants, the damage deposit will be refunded in full.

MUSEUM ATTENDANTS and HOUSEKEEPING | \$30 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 museum attendants at the rate of \$30 per hour, per attendant, commencing at 5 pm when the museum closes to the public. **Billed hours begin one hour before the event starts and ends an hour after the event ends, regardless of the time the event starts.** The number of museum attendants required is based on the number of guests attending the event and spaces rented. **THE HISTORY MUSEUM OF MOBILE RESERVES THE RIGHT TO INCREASE THE NUMBER OF ATTENDANTS IF NECESSARY.** **An additional (5) museum attendants are required for opening History Museum galleries during an after-hours event.**

OFF-DUTY OFFICER | \$50 per hour, per officer

In addition to the rental cost, groups or individuals using the museum's facilities after operating hours must cover the cost of an off-duty Mobile Police Department officer. This is to be paid directly to the officer, either via cash or check written directly in the officer's name on the day of the event. The number of officers may increase from one to two based on the number of guests and spaces rented at the discretion of the Event Coordinator. Officers are secured in advance by the Event Coordinator and should be paid hourly from the start of the event and until one hour after the event is complete.

BEVERAGE/ALCOHOL 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. Alcohol is only allowed in the facility after regular business hours.



A professional bartending service that has valid 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.

PROHIBITED DÉCOR AND ITEMS

Items prohibited inside the History Museum of Mobile include open flames of any kind (including candles), bubbles/bubble machines, faux flower petals, faux snow, confetti of any kind, glitter of any kind, rice, bird seed, or any device that emits a smoke/vapor/spark. ***Flameless candles are allowed indoors. Open flames are only allowed in the Courtyard.**

EQUIPMENT & DECORATIONS

Equipment and decorations must be approved in advance by the Event Coordinator. Dance floors, easels, props, arbors, altars, floral décor, photo booths, and free-standing photo backdrops are permitted with approval.

Wedding throws and send-offs must be approved in advance. **The distribution or use of any wedding throws is not permitted inside of the building or the courtyard without prior approval.**

PRE-EVENT SETUP

Tables will be set up based on your chosen layout for decorating the day before your event, only if the Museum is not using the spaces at that time. Chairs will be set up by Museum staff in rented areas the day of the event. Florists and decorators must check with the Event Coordinator about space availability for decorating purposes. Nails, tape, tacks, screws, staples, or anything that could cause damage to the facility are prohibited. Please note that **HMM does not provide linens, tableware, decorations.** An ice machine is provided for caterers and bartenders. Décor and setup are the sole responsibility of the renter. **Museum staff are prohibited from handling food (including wedding cake setup), alcohol, florals, and decorations.**

CATERING

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

POST-EVENT TEAR DOWN & CLEAN UP

At the conclusion of your event, the History Museum of Mobile staff will remove trash, break down tables and chairs, and clean floors, surfaces, and bathrooms. Catering staff must clean all areas used for serving and prep, including the classroom, kitchen, and alleyway. Decorations and floral arrangements may be picked up the following day during operating hours. Items that **MUST** be taken at the end of the event include wedding gifts, cake, leftover food, electronics, and valuable items. Plan to bring plastic wrap, coolers, boxes, and any items needed to package food at the end of the event. Any food or cake left on the premises after your event has ended will be discarded.



TABLES & CHAIRS

Tables available include:

- (23) 6' buffet
- (3) 5' rectangular tables
- (9) 72", (10) 60", (2) 48" and (5) 36" round tables
- (6) round bistro tables
- (3) 8' buffet tables
- (40) 36" square cocktail tables (poles fit 30" restaurant height or 42" bistro height)
- (119) black and chrome chairs for downstairs functions; (70) red upholstered chairs for events on the second floor.

Available to rent:

- (400) white resin folding chairs - \$2.00 per chair