HISTORY MUSEUM OF MOBILE

SPECIAL EVENT RENTALS

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. Our staff does not conduct venue tours or walk-throughs for event planning purposes on evenings or weekends. **Venue tours for walk-ins are not available.**

RENTAL SPACES

LOBBY, ATRIUM, AND MONUMENTAL STAIRCASE: $5,000

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. Add on the Carriage Gallery (adjacent to the Atrium) for **$500**.

CALDWELL DELANEY COURTYARD: $1,000

150-170 wedding ceremony 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. Flip the courtyard after the ceremony to use as an additional reception space for **$500.**

HEARIN-CHANDLER AUDITORIUM: $1,000

250 Standing; 200 Theater Seating

The auditorium is a warm, elegant, and practical space for meetings, luncheons, training seminars, receptions, and parties.

CLASSROOM: $300

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.

OPEN MUSEUM GALLERIES: $1,500

Share Mobile's heritage with your guests by opening all the galleries throughout the museum during your event. Either the upstairs or downstairs galleries can be rented on their own for **$750**. Additional museum attendants are required.



BOOKING & PAYMENT

DOWN PAYMENT | 25% (non-refundable)

To secure the facility for your requested date, **a non-refundable down payment of 25% of the rental cost is required.** The down payment is collected at the time of booking and signing 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. The 25% does not include attendant pay or the refundable damage deposit.

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 the damage deposit.* If 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 and will be paid back by check and mailed.

MUSEUM ATTENDANTS and HOUSEKEEPING | $50 per hour, per attendant (5 minimum required)

In addition to the rental cost, renters must cover the cost of five (5) required attendants at the rate of $50 per hour, per attendant. Billed hours begin at 5:00pm when the museum closes to the public, regardless of the time the event starts, through two hours after the event ends. THE HISTORY MUSEUM OF MOBILE RESERVES THE RIGHT TO INCREASE THE NUMBER OF ATTENDANTS IF DEEMED NECESSARY. Additional attendants are required to open the galleries during events after 5 pm.

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 police officer. This is to be paid directly to the officer, either via cash or check written in the officer's name on the day of the event. The number of officers required may increase 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. Renters may not hire their own officer(s). This cost is not included in the rental contract.

SETUP & DECORATING

PRE-EVENT SETUP & DROP OFF

Drop off for event items and décor is permitted starting at 2:00pm the day before the rental event. Tables will be set up by museum staff based on your chosen layout. **Decorating may begin at 9:00am on the day of the event**, but no decorations or equipment may block any entrance to a museum gallery prior to 5:00pm since the museum is open to visitors from 9:00am – 5:00pm Mon – Sat. 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, extension cords, tableware, or decorations**. Décor and setup are the sole responsibility of the renter. HMM staff are not responsible for monitoring, security, or damage to décor or other event items that are set up prior to 5:00 pm in public museum spaces.

Planners and/or decorators may not stop by the facility unannounced for planning purposes. All visits to the museum by renters, planners, decorators, vendors, etc. **must be scheduled in advance** by emailing museumevents@historymuseumofmobile.com.



EQUIPMENT & DECORATIONS

Equipment and decorations must be approved in advance by the Event Coordinator. Renters are responsible for keeping the Event Coordinator informed about plans, vendors, equipment, decorations, etc. Dance floors, easels, props, arbors, altars, floral décor, photo booths, and free-standing photo backdrops are permitted with pre-approval. Wedding throws for send-offs must also 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.***

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, feathers/boas, helium balloons, 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.** If event items or decor create excessive mess/cleanup, the History Museum of Mobile reserves the right to refuse to return all or part of the damage deposit.

TABLES & CHAIRS

Tables and chairs are included with Museum rental spaces.

- (400) white resin folding chairs
- (40) 36” square cocktail tables (poles fit 30” seated height or 42” bistro height)
- (23) 6’ buffet tables
- (7) 72”, (11) 60”, (3) 48” and (1) 36” round tables
- (11) round bistro tables
- (5) 8’ buffet tables
- (6) 5’ rectangular tables

VENDOR POLICIES

The History Museum of Mobile reserves the right to refuse any vendors from operating in its facilities at the Event Staff’s discretion, including caterers, bartenders, planners, coordinators, decorators, florists, musicians, DJs, etc. Pre-approval for all vendor services is required.

If a vendor is not on the required or approved list, please request pre-approval from the Event Coordinator before paying a deposit or booking a vendor’s services. Approval is not guaranteed.

REQUIRED VENDORS: The bartending service and catering service for all events must come from the required list provided. No exceptions will be made. For weddings and/or receptions only, renters are r**equired to hire a planner and/or day-of event coordinator,** either from the pre-approved list provided or one of their choosing, who must remain on site for the entire duration of the rental period.

APPROVED VENDORS: Florists, bakeries, photographers, equipment rental services (arches, photo booths, lighting, furniture, seating, tables, other freestanding items, etc.), and entertainment/DJs/bands are not on a required list but must be pre-approved by the Event Coordinator before services are booked.

HISTORY MUSEUM OF MOBILE

BEVERAGE/ALCOHOL POLICY

The History Museum of Mobile is a Bottles Up-only venue. No other bartending services are permitted. Beverages (alcoholic or non-) are allowed within the rentable areas of the facility, including the Lobby, Atrium, Carriage Gallery, Courtyard, and Auditorium. All beverages are prohibited in the Museum's galleries.

The History Museum of Mobile does not hold an Alabama Beverage Control (ABC) license; therefore, alcohol may only be served by the required licensed and insured bartending service vendor, Bottles Up, in the facility after 5:00pm when the museum closes to the public in accordance with the laws of the State of Alabama. Alcohol may not be self-served by any person inside the facility at any time. Bartenders reserve the right to refuse to serve or discontinue serving intoxicated guests at their discretion.

CATERING

Only caterers on the required list provided are permitted to operate at the History Museum of Mobile. All catering services must have a Certificate of Liability insurance naming the History Museum of Mobile, Inc. as an additional insured on file with HMM. The History Museum of Mobile is not responsible for the catering staff's parking fees. All catering and/or staff vehicles must be parked legally.

The History Museum of Mobile provides a kitchen prep area, commercial refrigerator, sink, trash cans, and an ice machine. **Museum staff are prohibited from handling food (including wedding cakes), bussing tables during an event, and packing leftover food after an event.** Renters are responsible for coordinating the serving and packaging or disposal of leftover food and cake with the caterer. HMM does not provide chafing dishes, serving dishes/utensils, plates, cups, cutlery, plastic wrap, foil, boxes, paper products, or any other items used to serve and/or pack food or beverages.

Caterers are responsible for providing all equipment necessary to serve food, keeping food at a safe temperature, and cleaning all spaces used, including food prep areas, kitchen, and serving areas (wiping counters, removing trash, sweeping, and mopping). Caterers must also provide adequate staff to set up food prior to the event, bus tables during the event, and clean up after the food service ends. **Museum staff are not responsible for bussing tables.** No drop-and-go catering will be allowed during special events – catering staff must remain on site while food is being served.

No cooking of any kind is allowed inside the facility. Chafing dishes with sterno or heat lamps are only allowed inside in pre-approved areas. Caterers may cook food on site outside in the alley between HMM and the Exploreum off Royal Street by the Museum's vendor entrance, with prior approval. In the event of inclement weather, HMM does not provide tenting/covering needed for outdoor cooking. ***All leftover food and liquids must be removed from Museum premises*** and may not be dumped on the grounds.

Planning meetings or final walk-throughs with renters, coordinators, and their chosen caterers/vendors must be scheduled in advance with the History Museum of Mobile Event Coordinator. Walk-ins for event meetings or for planning purposes will not be accommodated. Please contact museumevents@historymuseumofmobile.com to schedule all museum visits.

HISTORY MUSEUM OF MOBILE

POST-EVENT BREAK DOWN & CLEAN UP

At the conclusion of each event, the History Museum of Mobile staff will break down tables and chairs.

Catering staff must clean all areas used for serving and prep, including the classroom, kitchen, and alleyway. This includes cleaning surfaces and floors and removing trash.

Bartenders must empty bar trash and coolers.

Event planner/day-of coordinator must help with breakdown and removal of décor. Decorations, freestanding items/equipment, linens, and floral arrangements should be moved to the classroom and 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 any valuable items. Renters must bring plastic wrap, foil, coolers, boxes, etc. to package leftover food and arrange for it to be removed at the end of the event. Any food or cake left on the premises after an event has ended will be discarded.

Bands/DJs must be finished breaking down and loading out all equipment within one hour of the conclusion of the event.

Event guests may not remain in the building after the event has ended unless they are assisting in break down/clean up. HMM provides event carts to remove decorations and other items upon request.

All vendors must check out with the HMM Event Lead to ensure proper break down and clean up procedures have been followed before leaving the premises.

HISTORY MUSEUM OF MOBILE

REQUIRED VENDORS

BARTENDING SERVICE

- **Bottles Up |** Bratton McGregor: (251) 604-4776

CATERING SERVICES

- **A Gathering Place |** Alicia Charles: (251) 447-6755
- **Bay Gourmet Catering |** (251) 450-9051
- **CC's Classic Catering |** Cheryl: (251) 694-7030
- **Chalkboard Kitchen |** Jeb Braswell: (251) 675-4782
- **Chef Rob Inc. |** (251) 382-7497
- **Chris & Carla's Heavenly Ribs & Catering |** (251) 458-5503
- **Custom Catering by Stephanie |** (251) 422-6709
- **Dorie's Catering & To-Go's |** Dorie: (251) 554-7087
- **Georgia Roussos Catering |** (251) 666-1141
- **Greer's |** (251) 380-7781
- **Meat Boss Catering | (**251) 591-4842
- **Moe's BBQ Catering |** (251) 202-7153
- **Morrissette & Company Catering |** (251) 463-7765 or (251) 680-3057
- **Naman's Catering |** Alec Naman | (251) 473-3900
- **Stevie's Kitchen |** (251) 287-2793
- **Smokin' Gringos |** (251) 458-6890

WEDDING PLANNERS/DAY-OF COORDINATORS (or renter's choice, with pre-approval)

- **Bella Victoria Events |** Tori: (251) 510-5682
- **Delacey Design Co. |** Toni: (251) 923-9529
- **Gives Me Butterflies Weddings |** Alexandria (770) 557-2159
- **GMC Events |** Ginny: (251) 751-7771
- **Gray Designs & Events |** Shelby: (251) 725-4573
- **Kendra Lee Event & Wedding Planning |** Kendra: (251) 490-8541
- **MC Productions & Design |** Morgan: (334) 389-0887
- **Sweet Serenity Event Company |** Brittany: (305) 505-3841
- **TL Events, LLC. |** Taylor: (251) 232-5618
- **Wed with Style |** Victoria: (251) 751-1000

APPROVED VENDORS

FLORISTS

- **All-a-Bloom |** (251) 666-0509
- **Belle Bouquet** | (251) 675-3225
- **Bohemian Gypsy Florals |** (601) 596-2027
- **Coco Flora Creations | (**251) 279-0542
- **Denver J Florals & Events |** (601) 663-6451
- **Fleur Zoe Florals |** (850) 293-8930
- **Sarah Beth Florist |** (251) 656-2679