



## 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](mailto: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: \$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 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.

#### **HEARIN-CHANDLER AUDITORIUM: \$750 – Get a 30% discount when rented with the Atrium (\$525)**

*250 Standing; 200 Theater Seating*

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

#### **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.

#### **OPEN MUSEUM GALLERIES: \$1,500**

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



## **BOOKING & PAYMENT**

### **DOWN PAYMENT | \$500/\$200 (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 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 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 the 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. Damage deposits will be paid back by check and mailed.

### **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 through one 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 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 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. This cost is not included in the rental contract.

## **SETUP & DECORATING**

### **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, or decorations.** Décor and setup are the sole responsibility of the renter. The Museum is open to visitors from 9:00 am – 5:00 pm Mon – Sat. Decorating may begin at 9:00 am on the day of the event, but no decorations or equipment may block any entrance to a museum gallery prior to 5:00 pm. 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. Hiring an event coordinator/planner is highly recommended to ensure that events run as smoothly as possible, and that guests and vendors follow Museum rules and guidelines during the setup, duration, and cleanup for all events.



**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](mailto: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 approval. Wedding throws for 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.**

## **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, History Museum of Mobile reserves the right to refuse to return all or part of a 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**

### **VENDORS**

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 approved list, please request pre-approval from the Event Coordinator **before paying a deposit or booking a vendor's services.** New vendors will be considered, but approval is not guaranteed.



## BEVERAGE/ALCOHOL POLICY

Beverages (alcoholic or non-) are allowed within the rentable areas of the facility, including the Lobby, Atrium, Courtyard, and Auditorium. All beverages are prohibited in the Museum's galleries.

History Museum of Mobile does not hold an Alabama Beverage Control (ABC) license; therefore, alcohol may only be served by a licensed and insured bartending service in the facility after regular business hours 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 approved caterers are allowed to operate at the History Museum of Mobile. Pre-approval for all catering services is required. If a caterer is not on the Approved Vendor list, a request for approval must be made to the Event Coordinator before paying a deposit or booking a catering service. 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. History Museum of Mobile is not responsible for the catering staff's parking fees. All catering and/or staff vehicles must be parked legally.

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. **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](mailto:museumevents@historymuseumofmobile.com) to schedule all museum visits.



## **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.

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.

Decorations, linens, and floral arrangements will 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.

**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.**



## **APPROVED 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
- **Meat Boss Catering** | (251) 591-4842
- **Moe's BBQ Catering** | (251) 202-7153
- **Morrisette & Company Catering** | Clifton Morrisette, Chef William Morrisette, and Chef Leighton Parnell: (251) 463-7765 or (251) 680-3057
- **Naman's Catering** | Alec Naman | (251) 473-3900
- **Stevie's Kitchen** | (251) 287-2793

### **FLORISTS**

- **All-a-Bloom** | (251) 666-0509
- **Belle Bouquet** | (251) 675-3225
- **Coco Flora Creations** | (251) 279-0542
- **Dreams Come True Florist** | (251) 680-6758
- **Fleur Zoe Florals** | (850) 293-8930
- **Lush Floral & Design** | (251) 473-6121
- **Sarah Beth Florist** | (251) 656-2679
- **The Shade Tree** | (251) 287-1159
- **Tyler Matthews Creations** | (251) 751-2365

### **WEDDING PLANNERS/DAY-OF COORDINATORS**

- **Bella Victoria Events & Design** | Tori: (251) 510-5682
- **Delacey Design Co.** | (251) 923-9529
- **Gray Designs & Events** | Shelby: (251) 725-4573
- **Kendra Lee Event & Wedding Planning** | Kendra: (251) 490-8541
- **Noble Events LLC** | Lydia: (251) 533-1395
- **Studio08** | Sherry: (251) 423-2206
- **TL Events, LLC.** | Taylor: (251) 232-5618
- **Wed with Style** | Victoria: (251) 751-1000

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