



CHARLES H. WRIGHT MUSEUM OF AFRICAN AMERICAN HISTORY

SPECIAL EVENTS & RENTALS GUIDE

Rates Effective February 1, 2019

Schedule your next:

- ❖ Award Ceremony
- ❖ Baby/Bridal Shower
- ❖ Birthday Celebration
- ❖ Class/Family Reunion
- ❖ Concert
- ❖ Holiday Party
- ❖ Private Film Screening
- ❖ Prom/Graduation Celebration
- ❖ Wedding
- ❖ And much more...

Our Special Events & Rentals staff is here to serve you and meet your needs. For more information on renting the Charles H. Wright Museum of African American History, please contact a Special Events & Rentals Coordinator.

Special Events & Rentals Department

315 E. Warren Avenue
Detroit, Michigan 48201-1443
Phone: (313) 494-5884
(313) 494-5801 | (313) 494-5893
(313) 494-5828

The Charles H. Wright Museum of African American History is a unique place to host an event. Our facility offers a 313-seat state-of-the-art theater, a large banquet room, three classrooms, and an indoor/outdoor café; all beneath a majestic glass dome.

The Museum is a perfect venue that may be rented for all types of special events!



RENTAL SPACES | RENTAL FEES



Entire Museum
\$15,000 / 4-hours
 2,500 guests



Ford Freedom Rotunda
\$3,000 / 4-hours – Sun, Tues, Wed
\$3,500 / 4-hours – Thurs - Sat
 Sit Down Reception – 250 guests
 Sit Down Reception with dance floor – 200 guests
 Auditorium / Lecture – 400 guests
 Strolling Reception – 500 guests



General Motors Theater
\$2,000 / 4-hours – Sun, Tues, Wed
\$2,400 / 4-hours – Thurs - Sat
 (Our A/V Services are required for all GM Theater rentals. One AV Tech is included with rental.)



Trustees Board Room
\$1,000 / 4-hours
 35 guests



Contemporary Artists' Gallery
\$1,700 / 4-hours – Sun, Tues, Wed
\$2,000 / 4-hours – Thurs - Sat
 Sit Down Reception – 200 guests
 Sit Down Reception with dance floor – 180 guests
 Auditorium / Lecture – 300 guests
 Strolling Reception – 350 guests



Multi-Media Lecture Room (Classrooms)
One Classroom \$400 / 4-hours
 Classroom style – 22 guests
 Auditorium style – 50-70 guests
 Workshop style – 60 guests
Two Classrooms \$700 / 4-hours
 Classroom style – 44 guests
 Auditorium style – 100 guests
 Workshop style – 100 guests

Lewis Latimer Café

Indoor Only

\$500 / 4-hours – Sun, Tues, Wed
\$600 / 4-hours – Thurs - Sat
 Sit Down Reception – 50 guests
 Auditorium/Lecture – 70 guests
 Strolling Reception – 100 guests

Indoor & Outdoor

\$1,000 / 4-hours – Sun, Tues, Wed
\$1,200 / 4-hours – Thurs - Sat
 Sit Down Reception – 300 guests
 Reception with Dance Floor – 250 guests
 Strolling Reception – 400 guests



Three Classrooms \$1,000 / 4-hours
 Classroom style – 66 guests
 Auditorium style – 110 guests
 Workshop style – 120 guests

Rooms are equipped with:

Microphone, Podium, DVD, LCD Connection, Video Conferencing.

*Please note that all facility rental spaces/fees includes the setup of your tables and chairs. It does not include any décor, linen, or catering.
 * Holidays are subject to price increase. | *Capacity is subject to set up.

SPECIAL EVENTS & RENTALS RELATED SERVICES & FEES

Equipment

Additional Microphones.....	\$50
LCD Screen.....	\$150
A/V Projector Cart.....	\$150
Additional A/V Technicians/Services.....	\$250
Dance Floor.....	\$300

Wedding Rehearsal (without wedding package) \$250 / 2-hours

GM Theater

The Wright Museum's A/V Services is required with the rental of the GM Theater. Contact your Special Events & Rentals Coordinator for equipment and A/V fees related to the GM Theater. One AV Tech is included in the rental fee. Additional techs are \$250 each.

Theater Rehearsals..... \$250 / 2-hours
(\$100 each additional hour – only available with rental of GM Theater)

Exhibition Galleries Open \$250

Valet Service

First Class Valet specializes in serving residential, commercial and business parking needs. They offer uniformed, courteous valet parking attendants for special events. Contact your Special Events & Rentals Coordinator for pricing and reservations.

Security

The Wright Museum reserves the right to require additional security based on event needs. Additional fees will apply. Client is able to hire their own security for large events. Contact your Special Events & Rentals Coordinator for more information.

Restrictions

Artwork and exhibits throughout the museum may not be removed for any reason. All equipment must be set up at least 3 ft. away from artwork. No helium balloons, confetti or glitter are allowed in the facility at any time. Nothing may be adhered to the walls or building surfaces.

THE WRIGHT CATERING SERVICES

Andiamo Catering & Event Management

1490 Premier Drive, Suite A
Troy, MI 48084
Phone: (248) 643-6000
Fax: (248) 643-4422



Andiamo Catering & Event Management is a full service catering company dedicated to providing the ultimate experience in social, corporate and large event services. Unparalleled food and presentation, impeccable service and attention to detail; our knowledgeable and experienced planning staff will guarantee that your event exceeds your every expectation to make every meal memorable. We feel that Catering & Event Management for this requires a unique culinary perspective and we look forward to working with you to develop creative and exciting events. As Andiamo Catering & Events Management we are dedicated to create a unique and unsurpassed experience. Our mission is to work on your behalf, to provide an unparalleled catering experience for your guests. We assure satisfying meals to your guests that are prepared with the freshest ingredients, and are consistently delivered with charm to provide each guest with an experience to remember. We believe Event Planning is a very key variable for success; therefore we strive to be involved in the planning process with key members of the Charles H. Wright Museum Team.

Please visit us at www.andiamocatering.com to view our catering menu!

FORTE BELANGER Remarkable Events

1100 Coolidge Highway
Troy, MI 48084
Phone (248) 288-3300
Fax (248) 288-2900



Forte Belanger is a leading special event design and catering firm, based in Michigan, known for delivering precision service, inventive solutions, and creative cuisine. Our rich heritage and forward-thinking culture have allowed us to set the standard in Michigan for industry leadership, innovation, and excellence. Assuring clients' peace of mind and memorable brand impact is the core promise we strive to deliver each and every day. From start to finish, we take care of everything, so that you and your guests can focus on enjoying the moment. At Forte Belanger, it's all about you and your event.

Please visit us at www.fortebelanger.com

Jackson's Five Star Catering Inc.

1111 E. Nine Mile Rd
Ferndale, MI 48220
Phone (248) 629-1676
Fax (248) 629-1680



Jackson's Five Star Catering boasts of a client list beyond compare. We have the privilege of serving the Detroit community and its surrounding areas, and many varied ethnic cultures. With our vast array of menus and entrees we are able to accommodate any type and size event. We provide you with any special requests or amenities that will add that something special to ensure your event will be one to remember. We are looking forward to the opportunity of serving you, your friends, and guests; and, hopefully will be welcoming you to our family of satisfied customers.

Menus are available at www.jacksonfivestarcatering.com.

Touch of Class Catering

10612 W. Nine Mile Rd.
Oak Park, MI 48237
(248) 996-3659
Owners: Chef Lorenzo Spratling and Chef Mandell Crawford



Touch of Class Catering is a full spectrum foodservice company, providing services throughout metropolitan Detroit. Our goal is to always exceed your expectations. Excellent service, quality cuisine, taste and presentation are our focal points. Our culinary team will gladly assist you in creating an especially memorable event. Whether a corporate or private event, we can facilitate your needs. We bring the exclusive touch of class to your event needs.

Menus are available at www.tocatering.com

Two Unique Caterers & Event Planners

4303 Delemere Court
Royal Oak, MI 48073
Phone (248) 549-5242
Fax (248) 549-5222



2Unique Caterers & Event Planners: BE PREPARED; to sit back, relax and enjoy your own special event! Let our team of professional culinary experts at 2Unique Caterers & Event Planners surpass your every expectation! For over 19 years we have been successfully providing corporate and private full service catering. 2Unique Caterers were founded on the very premise that every custom menu and event is a reflection of our client's personality, theme and atmosphere. We listen carefully and are always focused on creating a celebration that is uniquely yours. We take pride in knowing the five points for success. As a team, we have over 50 years' experience.

Menus are available at www.twounique.com

WINE & SPIRITS MENU

HOSTED BAR SERVICES

Hosted bar prices are based on a two drink minimum for a four hour event. Hosted bars can be customized to fit your specific need. Contact your Special Events & Rentals Coordinator for more information and fees.

Standard Bar

Standard brands of vodka, scotch, whiskey, gin, rum, cognac, cordials, cream, domestic beer, select Michigan wines, assorted soft drinks, juices and water

\$30 per person (\$7/person each additional hour)

Premium Bar

Premium brands of vodka, scotch, whiskey, gin, rum, cognac, cordials, cream, domestic beer, select Michigan wines, assorted soft drinks, juices and water

\$35 per person (\$10/person each additional hour)

Beer & Wine Bar

Michigan select wines, domestic & imported beer, assorted soft drinks, juices, and water

\$25 per person (\$6 / person each additional hour)

Soft Drinks Bar

Sprite, Coca-Cola, Diet Coke, Ginger Ale, Lemonade, and Water

\$6 per person

Additional Costs:

Sparkling Wine - \$25 / \$45 / \$98 per bottle

Non-Alcoholic Sparkling Cider - \$12 per bottle

Select Michigan Wine - \$20 per bottle

*Premium Wine available upon request.

CASH BAR SERVICES

Cash Bars require one cashier per bar, per 100 people, at the rate of \$100 per bar, for 4-hours or less charged by The Wright Museum. An Additional \$25 per hour, per cashier will be charged for each hour over the four hours.

A fee of \$150 per bartender will be charged for Hosted and Cash Bars for 4-hours or less (Bartenders can also be obtained through caterers.) An additional \$40 per hour, per bartender will be charged for each hour over four hours.

One bartender is needed for every 75 guests.

Soft Drinks/Water	\$2	Mixed Drinks (Standard)	\$8
Domestic Beer	\$5	Mixed Drinks (Premium)	\$10
Imported Beer.....	\$7	Martinis	\$10
Wine	\$7	Cognac & Cordials	\$10

PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTIFICATION

WEDDING PACKAGES

The Charles H. Wright Museum offers wedding packages for your ceremony and reception to make planning your special day less stressful and more celebratory.

All packages include:

- ❖ Wedding Rehearsal (2 hours)
- ❖ Ceremony Chair Covers and Color Sashes
- ❖ Museum Exhibits Open
- ❖ Valet Service
- ❖ Your choice of Bar Service
- ❖ Dance Floor
- ❖ Reception Linen (*Chair/Table Covers, and napkins*)
- ❖ Dressing Room for Bride & Groom
- ❖ NOTE: Head count includes guests and head table.

PLATINUM	Up to 250 People
	PACKAGE INCLUDES:
	<ul style="list-style-type: none"> ➤ Ceremony in Contemporary Artists' Gallery or GM Theatre ➤ Reception in Rotunda
	BAR SERVICE OPTIONS: Premium: \$18,305 Standard: \$17,055 Cash Bar: \$10,255

GOLD	Up to 200 People
	PACKAGE INCLUDES:
	<ul style="list-style-type: none"> ➤ Ceremony in Contemporary Artists' Gallery or GM Theatre ➤ Reception in Rotunda
	BAR SERVICE OPTIONS: Premium: \$16,255 Standard: \$15,255 Cash Bar: \$9,955

SILVER	Up to 175 People
	PACKAGE INCLUDES:
	<ul style="list-style-type: none"> ➤ Ceremony in Rotunda ➤ Reception in Contemporary Artists' Gallery
	BAR SERVICE OPTIONS: Premium: \$14,835 Standard: \$13,955 Cash Bar: \$9,405

CRYSTAL	Up to 150 People
	PACKAGE INCLUDES:
	<ul style="list-style-type: none"> ➤ Ceremony in Rotunda ➤ Reception in Contemporary Artists' Gallery
	BAR SERVICE OPTIONS: Premium: \$13,705 Standard: \$12,955 Cash Bar: \$9,155

BRONZE	Up to 125 People
	PACKAGE INCLUDES:
	<ul style="list-style-type: none"> ➤ Ceremony in Rotunda ➤ Reception in Contemporary Artists' Gallery
	BAR SERVICE OPTIONS: Premium: \$12,275 Standard: \$11,655 Cash Bar: \$8,355

COPPER	Up to 100 People
	PACKAGE INCLUDES:
	<ul style="list-style-type: none"> ➤ Ceremony in Rotunda ➤ Reception in Contemporary Artists' Gallery
	BAR SERVICE OPTIONS: Premium: \$11,225 Standard: \$10,725 Cash Bar: \$8,175

*Packages cannot be altered, unless otherwise stated.

*Packages do not include décor, catering or bartending services.

RECEPTION PACKAGES

The Charles H. Wright Museum offers packages for your reception to make planning your event less stressful and more enjoyable.

All packages include:

- ❖ Museum Exhibits Open
- ❖ Valet Service
- ❖ Dance Floor
- ❖ Hosted Standard Bar
- ❖ Reception Linen (*Chair/Table Covers, Color Sashes, Napkins*)
- ❖ NOTE: Upgrade to Premium Bar for \$5 per person.

DIAMOND	Up to 250 People
	ROOM OPTIONS:
	➤ Rental of Rotunda - \$14,900
	➤ Rental of Contemporary Artists' Gallery - \$13,500
	<i>*Upgrade for \$5 per person for Premium Bar</i>

EMERALD	Up to 200 People
	ROOM OPTIONS:
	➤ Rental of Rotunda - \$13,150
	➤ Rental of Contemporary Artists' Gallery - \$12,750
	<i>*Upgrade for \$5 per person for Premium Bar</i>

SAPPHIRE	Up to 175 People
	ROOM OPTIONS:
	➤ Rental of Rotunda - \$12,000
	➤ Rental of Contemporary Artists' Gallery - \$10,000
	<i>*Upgrade for \$5 per person for Premium Bar</i>

OPAL	Up to 150 People
	ROOM OPTIONS:
	➤ Rental of Rotunda - \$10,950
	➤ Rental of Contemporary Artists' Gallery - \$9,590
	<i>*Upgrade for \$5 per person for Premium Bar</i>

TOPAZ	Up to 125 People
	ROOM OPTIONS:
	➤ Rental of Rotunda - \$10,050
	➤ Rental of Contemporary Artists' Gallery - \$9,250
	<i>*Upgrade for \$5 per person for Premium Bar</i>

RUBY	Up to 100 People
	ROOM OPTIONS:
	➤ Rental of Rotunda - \$8,500
	➤ Rental of Contemporary Artists' Gallery - \$7,650
	<i>*Upgrade for \$5 per person for Premium Bar</i>

*Packages cannot be altered, however additions are welcome.
*Packages do not include décor, catering or bartending services.

REUNION PACKAGES

The Charles H. Wright Museum offers packages for your reunion to make planning your event less stressful and more enjoyable.

DAHLIA	Up to 250 People
	\$4,000
	PACKAGE INCLUDES:
	<ul style="list-style-type: none">➤ Rental of Rotunda➤ Exhibitions Open➤ Dance Floor

IRIS	Up to 180 People
	\$2,500
	PACKAGE INCLUDES:
	<ul style="list-style-type: none">➤ Rental of Contemporary Artists' Gallery➤ Exhibitions Open➤ Dance Floor

ORCHID	Up to 150 People
	\$1,900
	PACKAGE INCLUDES:
	<ul style="list-style-type: none">➤ Rental of Lewis Latimer Café <i>(Indoors & Outdoors)</i>➤ Exhibitions Open➤ Dance Floor

*Packages cannot be altered, however additions are welcome.

*Packages do not include linens, décor, catering or bartending services.

PROM PACKAGES

The Charles H. Wright Museum offers packages for your prom to make planning your event less stressful and more enjoyable.

GLAM	Up to 250 People
	\$6,900
	PACKAGE INCLUDES:
	➤ Rental of Rotunda
	➤ Valet Service

- Linens (*Chair/Table Covers, Color Sashes, Napkins*)
- Dance Floor

GLITTER	Up to 200 People
	\$6,400
	PACKAGE INCLUDES:
	➤ Rental of Rotunda
	➤ Valet Service

- Linens (*Chair/Table Covers, Color Sashes, Napkins*)
- Dance Floor

SPARKLE	Up to 150 People
	\$5,800
	PACKAGE INCLUDES:
	➤ Rental of Rotunda
	➤ Valet Service

- Linens (*Chair/Table Covers, Color Sashes, Napkins*)
- Dance Floor

*Packages cannot be altered.

*Packages do not include décor, catering or bartending services.

FREQUENTLY ASKED QUESTIONS

Do I need to be a member to rent space at the museum?

»» No, anyone can rent space at the museum.

What are the rental costs?

»» The costs for renting event spaces vary by space and length of event. An event coordinator can help you scope out your event.

What is included in the rental cost?

»» The rental cost includes the event space, table and chair setup and breakdown, plus a microphone and podium if needed.

How do I rent space at the museum?

»» Contact the Special Events & Rentals Department to discuss event space and availability. A Letter of Intent must be completed to place a temporary hold on the space and date. The Letter of Intent holds the space for ten business days, and a 25% deposit is then required to confirm the event date. The balance of the rental costs are due two weeks prior to the event date. We accept cash, check, money orders and credit cards. Credit cards are subject to a 3% service fee. A credit card number and authorization form must be left on file in the event of charges incurred during your event (i.e. additional guests, venue or bar extension.)

How far in advance can I book my event?

»» Spaces can be confirmed two years in advance.

When can I visit the museum to see the event spaces?

»» Clients are asked to make an appointment in advance. The Museum is open to the Public from 9 am - 5 pm Tuesday through Saturday and 1-5 pm on Sundays. (We are closed on Mondays except for February.) You are welcome to visit the museum during public hours to see the Ford Freedom Rotunda, but if you would like to see any additional spaces or have questions, please contact the Special Events & Rentals Department to make an appointment. We are not always available to see clients without prior notice.

Where is there available parking for the museum?

»» There is metered parking available surrounding the Museum (Warren, Farnsworth and Brush). There is parking available at the Cultural Center Parking Lot. The rate is \$7, and the entrance is on John R. Our rental team can arrange valet options.

Are there any restrictions when renting event space at the museum?

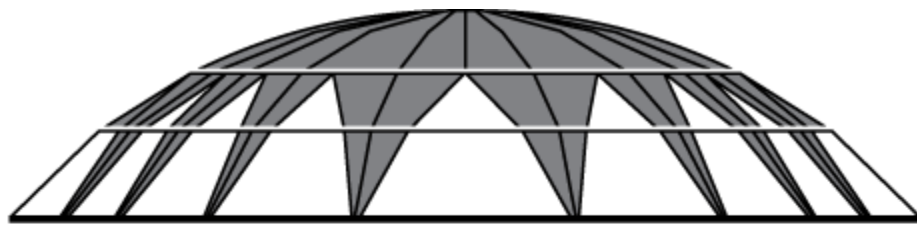
»» The following items are prohibited in the museum: helium balloons, glitter, open flame candles, confetti or dancing on the Ring of Genealogy without a dance floor.

Am I allowed to bring in outside catering?

»» All catering must be provided by our approved catering companies. We currently work with Andiamo's, Forte Bellanger, Jackson's 5 Star, Touch of Class, and Two Unique.

Can alcohol be served during our event?

»» Yes, the Museum has a liquor license and is the sole provider of alcohol on the premises. Absolutely no outside alcohol can be brought into the Museum.



C h a r l e s H . W r i g h t

MUSEUM *of* AFRICAN AMERICAN HISTORY

Rejoice • Relive • Reconnect

Thank you for choosing The Wright Museum for your special event.

INTERESTED IN BECOMING A MEMBER?

Please check out www.TheWright.org/Membership for more information, or call (313) 494-5800.

BASIC MEMBER BENEFITS INCLUDE:

- Free admission to the Museum
- Discounts on special exhibitions
- Free guest pass(es) (Children's category excluded)
- Invitations to Members' Only previews
- Subscription to *The Wright Times* quarterly newsletter
- Monthly and weekly email updates
- 10% discount in the Museum Store (Children's category excluded)
- Advance notice of special events
- Special pricing on select Museum events

Coordinator's Name _____ Today's Date: _____

LETTER OF INTENT

By completing the following Letter of Intent, it is understood that you have read all materials provided within the Facilities Rental Guide. Please complete this form and return to the Facility Rental Office. Your event will only be reserved with a completed Letter of Intent. This Letter of Intent will expire with 5 business days if a deposit has not been made within that time frame. A Facility Use Agreement will immediately follow your submission. To confirm your event, an executed Facility Use Agreement and Security Deposit must be received by the due date. Failure to return the Facility Use Agreement and Security Deposit will result in the loss of your date.

Event Name: _____

Event Date: _____ Event Time: _____

Space Requested: _____

Purpose/Description of Event: _____

We are expecting approximately _____ guests. Is this event a fund raising event? Yes No

Contact Person _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone #1 _____ Phone #2 (cell) _____ Fax _____

Email Address _____

*****I fully understand that all monies given to the Museum of African American History as a deposit or full payment is non-refundable.***

Client Signature _____

**DEPOSIT MUST BE RECEIVED WITHIN 5 BUSINESS DAYS
IN ORDER TO HOLD THE ROOM INDEFINITELY.**

HOW WILL YOU SECURE YOUR RENTAL? Payments can be made Tuesday-Friday, 9a-5p at the information desk. Please contact your coordinator.

CREDIT CARD (Please attach the Credit Card Authorization Form and a copy of your Photo ID)

CHECK (Please make checks payable to the Museum of African American History)

CASH – Must be paid in person

MAILING A PAYMENT?

Put your event title in the memo and send to:
Charles H. Wright Museum, Attn: Facility Rentals
315 E. Warren Ave., Detroit, MI 48201

Charles H. Wright Museum CREDIT CARD AUTHORIZATION FORM

This form authorizes the Charles H. Wright Museum to transact payments from your credit/debit or bank card. Please fill out the form in its entirety.

CREDIT / DEBIT CARD INFORMATION

Contact Name:

Contact Number:

Event:

Credit Card Type: Visa MasterCard AMEX Discover Other



Credit Card Number:

Exp. Date:

Name:
(as appears on card)

CSC (3-digit security code):

CREDIT / DEBIT CARD BILLING ADDRESS

Street Address:

City:

State:

Zip:

Country

Phone #

CHARGES TO BE AUTHORIZED

Item Description/Memo:

Payment Amount: \$

Signature:

Date:

Once you've completed this form, you can submit payment by:

1. Emailing back to your coordinator, or to: rentals@thewright.org.
2. Faxing it to: (313) 832-2382.

If you would like to have this form of payment saved on file for future payments, please confirm:

- Yes, I would like for the Museum to save this information for future payments to my account.
- No, please discard after one-time payment.

Please Note - Declined payments may result in event cancellation. All credit card transactions are subject to a 3% convenience fee.