



GLESSNER
HOUSE
MUSEUM

Rental Information Rooms & Rates

as of November 12, 2009

The Courtyard 3850 sq. ft. 150-200 people \$150/hour
Renovated in 2000, the Courtyard is one of the jewels in the Glessner House crown. A peaceful outdoor retreat, it is the perfect setting for a large party or wedding ceremony and reception. This child-friendly space, which can be tented, is also ideal for outdoor birthday parties and other family celebrations.

The Coach House 1650 sq. ft. 80-150 people \$150/hour
Restored in 2006, this unique room originally served as the Glessners' stables. Now it is a large, open space filled with historic details and character - perfect for your next event. A wonderful setting for large dinners, special receptions, and corporate events, it can be rented in combination with our Courtyard or as an alternative for rainy weather.

The Dining Room 588 sq. ft. 20-40 people \$350/hour
With a curved bay of windows that looks out to the Courtyard, this historic space is the only one available for rental on the museum's first floor. It can be used for a private dinner, small wedding ceremony, or shower. Adjacent to the parlor, the 1887 Steinway piano can be rented for musical entertainment during your event.

The Conservatory 588 sq. ft. 20-40 people \$150/hour
Once an all-glass conservatory, this space is ideal for small parties, lectures, retreats, conferences, or general meetings. The room's octagonal shape, vaulted ceiling, and beautiful view of the Courtyard, make it an unique choice for any event. This space is offered as the "Bridal Room" for weddings in the Dining Room, Courtyard, or Coach House.

The East Gallery 500 sq. ft. 20-40 people \$150/hour
Formerly the Glessner children's bedrooms, this charming space features original fireplace mantels at either end and large windows overlooking Prairie Avenue. The room is a wonderful setting for small dinners, receptions, meetings, lectures, and parties.

Courtyard and Coach House Combination \$200/hour

Conservatory as "Bridal Room" \$100 flat fee

On-site Security (required) \$17/hour

Guided Museum Tours for Guests – Must be Scheduled in Advance

20-30 min. Tour—\$5/person One-hour Tour—\$9/person



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General Rules

as of November 12, 2009

This is a general outline of the Rules & Regulations for a rental at Glessner House Museum. The Renter will be provided with a full Rules & Regulations document which must be read prior to signing a Rental Contract & Agreement.

Minimum rental period is three hours.

A refundable Security/Damage Deposit Fee of \$500 plus 50% of the Rental Fee is due upon signing the Rental Contract & Agreement. The fee balance is due 30 days prior to the event.

A preferred list of caterers will be provided, although you are welcome to select any caterer you choose, as long as they are fully licensed and insured and agree to our Caterer's Guidelines. No catering facilities or equipment are available on-site.

Alcohol is permitted only if provided by a fully licensed and insured caterer. No kegs or glass beer bottles are allowed and red wine is restricted to the Courtyard and Coach House.

The following equipment is available for your use:

- five 48" round and five 6' rectangular tables
- 40 folding plastic chairs (Courtyard or Coach House)
- 48 upholstered chairs (smaller interior spaces only)
- speaker's podium (no light or sound)
- LCD projector and screen (\$25 fee)

All other rental needs including tents, tables, chairs, linen, dishes, glassware, flatware, easels, etc. should be arranged through an outside vendor.

Photography and videography is allowed in all rental spaces. With prior request, other historic museum settings are available.

Guided tours of the Glessner House can be provided for your guests on a limited basis. Requires prior scheduling and full payment of fees at least 30 days in advance.

No smoking is allowed anywhere within the facility or grounds.

The Glessner House Museum does not have a parking lot.

Only the Courtyard and Coach House are ADA compliant.