



Rental Information

Rooms & Rates

as of June 2, 2010

The Courtyard 3560 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 1670 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 480 sq. ft. 20-50 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 460 sq. ft. 20-50 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 a unique choice for any event. This space, also known as the Beidler Room, is offered as the "Bridal Suite" for wedding ceremonies held on-site

The East Gallery 500 sq. ft. 30-70 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 & Coach House Combination \$200/hour

Conservatory as "Bridal Suite" \$100 flat fee

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

Event Coordinator Service \$200 flat fee

Guided Museum Tours for Guests – Must be Scheduled in Advance

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

Discounts and Special Rates Available for Not-for-Profit Groups



GLESSNER
HOUSE
MUSEUM

Rental Information

General Policy

as of June 2, 2010

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

Minimum rental period is three (3) hours, available 9:00 am—Midnight.

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.

D'Absolute Events & Catering (www.dabsolute.com) is our exclusive caterer and fully licensed and insured. No catering facilities or equipment are available on-site, except for a caterer storage and break-down area.

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

The following equipment is available for your use:

- six 48" round, seven 6' rectangular, and four 6' semicircular tables
- 42 folding yellow plastic chairs (Courtyard or Coach House)
- 44 white metal chairs (Coach House)
- 50 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.

Art of Imagination (www.artofimagination.com) is our exclusive designer and can provide a variety of indoor and outdoor ambient lighting and fabric draping enhancements as well as other furniture staging options, if desired.

We can provide event coordination for weddings, ensuring that the day runs smoothly, by providing a point person, supervising vendors, and managing many of the day's activities.

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

Guided tours of the Museum can be provided for your guests on a limited basis. Requires prior scheduling of at least 30 days in advance and full payment of fees at least seven (7) days in advance.

No smoking is allowed anywhere within the facility or grounds.

The Glessner House Museum does not have a parking lot, although space nearby can be rented.

Although not technically ADA compliant, the Courtyard and Coach House, including a restroom, are wheelchair accessible.