



GLESSNER
HOUSE
MUSEUM

Rental Information

Rooms & Capacity

Current as of January 21, 2012

The Courtyard 4700 sq. ft. Capacity: Seated – 150; Cocktail - 200
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 1778 sq. ft. Capacity: Seated – 100; Cocktail - 150
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 dinners, special receptions, and corporate events, it can be rented in combination with our Courtyard or as an alternative for rainy weather.

The Conservatory 505 sq. ft. Capacity: Lecture – 45; Board Room - 20
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, serves as the "Bridal Suite" for wedding ceremonies held on-site.

The Dining Room 485 sq. ft. Capacity: Seated – 40; Cocktail - 60
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.

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

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General Policy

Current as of January 21, 2012

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/maximum rental periods based on event package, available 8:00 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 thirty (30) days prior to the event.

Our exclusive caterer is D'Absolute Events & Catering (www.dabsolute.com). They are fully licensed and insured and can provide all your food, service, and equipment. You can contract with other vendors or provide your own alcohol and deserts.

Alcohol is permitted but must be served by a fully licensed and insured bartender. 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:

- nine 48" round, twelve 6' rectangular, and eight 6' serpentine tables
- 42 folding yellow plastic w/ metal frame folding chairs (Courtyard/Coach House)
- 45 white all-metal stacking chairs (Courtyard/Coach House)
- 35 red plastic w/ metal frame stacking chairs (Courtyard/Coach House)
- 48 upholstered chairs (smaller interior spaces only)
- speaker's podium (no light or sound)
- LCD projector and screen (\$25 fee)

For additional equipment, such as linen, tables, chairs, dance floor, and/or tent (if necessary), our exclusive vendor is Classic Party Rentals (www.classicpartyrentals.com). You can contract with other vendor or provide your own décor and audio equipment.

Art of Imagination (www.artofimagination.com) is our in-house designer and offers a basic outdoor lighting package that is required for evening events. They can also provide optional ambient lighting and decorative enhancements as well as fabric draping and other furniture staging, if desired.

Day of event coordination is provided for all weddings to ensure that the day runs smoothly. This point person in consultation with the client and vendors will manage 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.

Parking lot rental is an option for evening and weekend events for \$250/event, which includes access to approx. 60 spaces about a block away and general liability insurance.

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