



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.

### Ricarda Brooks

Special Events and Rentals Sales Manager

Direct: (313) 494-5801

Main (313) 494-5800

### Special Events & Rentals Department

315 E. Warren Avenue

Detroit, Michigan 48201-1443

Phone: (313) 494-5884

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



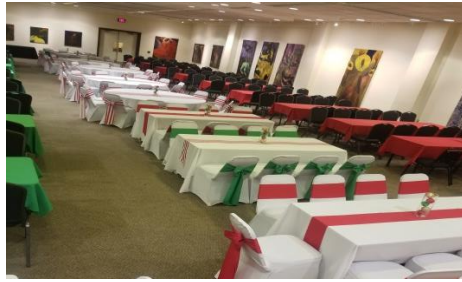
**Ford Freedom Rotunda**  
**\$3,000 / 4-hours – Sun, Tues, Wed**  
**\$3,500 / 4-hours – Thurs - Sat**  
 Sit Down Reception – 250 guests  
 Sit Down Reception with dance floor – 200 guests  
 Auditorium / Lecture – 400 guests  
 Strolling Reception – 500 guests



**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

**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.



## 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

\*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.

# THE WRIGHT CATERING SERVICES

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## 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](http://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](http://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](http://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](http://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](http://www.twounique.com)

# WINE & SPIRITS MENU

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## 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**

# FREQUENTLY ASKED QUESTIONS

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## **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.

# SPECIAL EVENTS & RENTALS RELATED SERVICES & FEES

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## 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

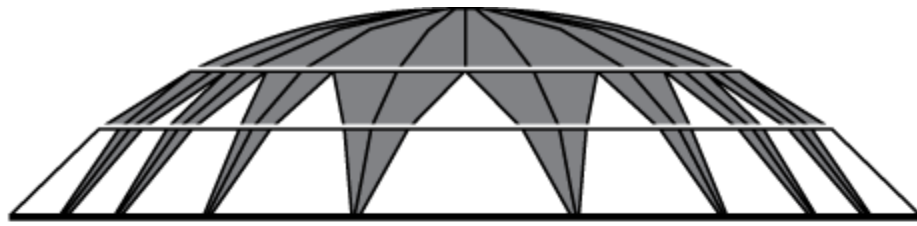
First Class Valet specializes in serving residential, commercial and business parking needs. They offer uniformed, courteous valet parking attendants for special events. Contact your Special Events & Rentals Coordinator for pricing and reservations.

## 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.



*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](http://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](mailto: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.*