

# **CLEVELAND HISTORY CENTER** of the WESTERN RESERVE HISTORICAL SOCIETY

## **Facility Rental FAQ's**

### **Can I rent the Museum for my private event?**

Yes! The Cleveland History Center can accommodate all types of events, from large scale corporate functions, to weddings, to bar and bat mitzvahs, family and class reunions, or anniversaries. Classic moments and lasting memories start here!

### **What spaces are available for my event?**

Choose from a variety of flexible spaces throughout the museum, including:

- Crawford Rotunda
- Hassler Meeting Room
- Junod Learning Space
- Community Conference Room
- Hanna Library
- Hanna Garden
- Norton Gallery
- Hay-McKinney Mansion & Garden
- Euclid Beach Park Grand Carousel (offered exclusively with Crawford rentals)

### **What are the hours/days available?**

The museum spaces are available for rent any time of day based on first come, first serve availability. Daytime rentals are defined as events held during normal museum hours – Tuesday through Saturday 10:00 am to 5:00 pm. Evening rentals are those scheduled any time on Sunday & Monday or after 5:00 pm Tuesday through Saturday.

### **What does a rental cost?**

Rental rates vary based on space reserved, time of event, and final guest count.

Daytime rentals start at \$250 for a half-day meeting. Evening rentals start at \$1000 and increase by space and guest count.

The Hanna Courtyard Garden is available for wedding ceremonies for \$2000. Discounts apply when the reception space is added.

Consult with WRHS Sales Manager for pricing and availability.  
Email [sales@wrhs.org](mailto:sales@wrhs.org) or call 216-721-5722 x1405

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### **What does the rental fee include?**

Rental fee includes space reserved, use of tables and chairs, an on-site event person, and security. Evening events also include parking. Daytime rentals also include museum admission.

### **How and when may I secure my date for my event?**

As available, space can be reserved as late as two weeks prior to the event date. A signed rental agreement and 50% deposit is required to reserve the space, as well as a credit card on file for any incidentals.

### **What forms of payment are accepted for my event?**

WRHS accepts cash, check, Visa, MasterCard, Discover, and American Express.

Checks should be payable to Western Reserve Historical Society.

### **Do I have to use one of the caterers from the preferred list of caterers?**

Yes, you must choose one of the preferred caterers. Choosing a caterer that is not part of the preferred vendor list is an option for an additional fee and is subject to approval.

### **What do the caterers provide, and do I contact them directly?**

Your caterer will provide all food and beverages, except alcohol, for your event. They will also take care of any linen or other rentals that you will need. Your caterer will be responsible for all of the set-up and tear down for your event.

### **Can I bring in my own alcohol?**

WRHS is licensed to sell alcohol. All beer, wine, and liquor needs will be purchased from WRHS. The bartender, ice, glasses, and non-alcoholic beverages will be arranged through your caterer. The license is for on-premise consumption only.

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### **Am I allowed to decorate the space?**

Yes. We ask that all decorations are setup and taken down within the contracted hours. Additional hours for decorating may be available at an additional fee and must be reserved with WRHS in advance.

You may not use nails, tape, staples, or items that could cause damage to WRHS facilities. All decorations and signs must be free standing and removed from the premises at the end of your event. Live greenery and floral arrangements must be removed from the building immediately following the event to avoid bug infestation. Flames are not permitted under any circumstances. Neither are balloons. Battery-operated candles work well in lieu of flames. Smoke, fog or haze producing equipment is not permitted.

Throwing of rice, birdseed, glitter, confetti, etc. is not permitted anywhere on WRHS premises (inside or outside).

### **Where are my guests allowed to park, and how many spaces are available?**

There are 100 spaces available in the WRHS parking lot. Space is \$5 per car for daytime rentals. Parking is included with the cost of evening rentals. WRHS can assist to identify additional parking, if notified in advance.

### **May I store materials for my event?**

All rented items must be broken down and removed from WRHS at the conclusion of your event. WRHS must approve, in advance, any alternate rental item pick up times and arrangements for storage until items are removed from premises. Event rental items may not remain on the premises more than 48 hours following an event.

### **What is the cancellation policy?**

Deposits are not refunded for cancellations within 30 days of the scheduled event. Deposits will be refunded, less a 15% service charge, for cancellations made more than 30 days in advance of the scheduled event **only if** the facility is rebooked on the same event date and for at least the same number of people.

### **Can my guests smoke?**

Smoking is not permitted anywhere inside WRHS facilities including the gardens. Smoking is permitted only outside of the facilities, at the East Blvd. entrance by the sidewalk.

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### **Can I set up my own tables and chairs?**

The caterer is responsible for setup and teardown. In the case of non-catered events, WRHS will charge client \$800 for event set up and tear down. This setup fee is included with in the Hanna Garden rental for wedding ceremonies.

The earliest time of caterer admission to WRHS for set up for a daytime event is 8:00 am. The earliest time of caterer admission to WRHS for set up for an evening event is 3:00 pm. Earlier arrival times can be arranged in advance.

Please understand that WRHS is, first and foremost, a museum and library. Floor plans and available event space may change with the implementation of WRHS exhibits and programs.

WRHS owns a number of tables and chairs which are available to clients at no additional charge. Alternative or additional tables and chairs may be rented at your expense.

### **Who is responsible for cleaning?**

The caterers and vendors are responsible to clean thoroughly, within two hours of the conclusion of the event. This includes complete removal of all trash from the WRHS premises in appropriate trash liners provided by caterer.

If the event is not catered, the client is responsible for arranging clean up.

### **Can my guests tour the museum?**

Your guests will have access to view the exhibits within your rented space after hours. If you are renting the space before 5:00 on Tuesday-Sunday, guests will be welcome to view the entire collection until 5:00 pm. You can book a museum interpreter to provide guided tours during your event for an additional fee. Fees will vary based on tour times and staffing requirements.

Consult with the WRHS Sales manager for pricing and availability.

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### **My event guests want to ride the carousel, can we pay per ride?**

Yes, if you are hosting a daytime event, your guests may purchase their own ride token at anyone of our points of sale or you may purchase tokens in bulk at a discounted price. However if your event is in the evening, the carousel is only available via a \$1000 rental.

### **Can guests in dresses ride the carousel?**

Yes, while we don't allow for side-saddle riding, we do allow guests in dresses and skirts to ride forward-facing, if they are comfortable doing so. Blankets are offered upon request. WRHS is not responsible for torn or damaged clothing. Please note that some horses are greased regularly.

### **Can I meet with my WRHS event person prior to my event and what are their responsibilities?**

Meetings with your Event Facilitator can be arranged prior to your event, subject to availability. This professional is responsible for setting up your ceremony space, as well as guiding vendors, organizing alcohol, and will serve as your WRHS representative for that day.

### **Is there a back –up location available for my outdoor event?**

Yes, each outdoor facility has an accommodating indoor option that is included with your rental fee.

### **Can I bring in my own alcohol?**

WRHS is solely responsible for all alcohol entering and exiting the building. Any alcohol brought in by the client will be confiscated and disposed of.

### **Is the museum open during my event?**

The museum will remain open for business during normal operating hours.

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Thank you for your interest! If you have any other questions, let us know.

Contact us at: 216.721.5722 x1405 | [sales@wrhs.org](mailto:sales@wrhs.org)