

BOOKING PROCEDURES

Hosting your next event is easy at the Charles H. Wright Museum of African American History, please follow the procedures listed below:

- **Request a Facility Rental Information Packet**
Contact a Facility Rental Coordinator at (313) 494-5828, (313) 494-5831 or (313) 494-5893
- **Reserve a Date**
Submit a completed Letter of Intent to Facility Rental Office via mail or fax (313) 832-2382.
- **Schedule an Appointment**
Meet with the Facility Rental Coordinator to discuss Specifics of your special event and take a tour of the Museum.
- **Deposit Required for Reservation Confirmation**
After you establish your date, time, rental space(s) and catering needs, a contract will be issued to you. Your reservation will be confirmed upon receipt of the signed contract and a 50% deposit of the entire cost of the rental. The deposit does not include catering, audio-visual equipment or other additional services. This deposit is non-refundable.
- **Cancellations**
The Museum reserves the right, under extenuating circumstances, to relocate and/or reschedule most events/programming within the Museum. You Will be notified in advance should a scheduling problem arise.



MUSEUM of AFRICAN
AMERICAN HISTORY

Facility Rental Guide

RENTAL SPACES/RENTAL FEES

ENTIRE MUSEUM

(Excluding the General Motors Theater)

\$7,500.00/4 hours

2,500 guests

FORD FREEDOM ROTUNDA

\$1,800.00/4 hours

Reception – 500 guests

Dinner/Sit Down – 250 guests

GENERAL MOTORS THEATER

\$1,200.00/4 hours

317 guests

(An Audio-Visual Technician is required in the GM Theater)

ORIENTATION THEATER

\$175.00/4 hours

200 guests

MULTI-PURPOSE ROOM

Up to 4 hours

Full Room/Sit Down
\$1,100.00 – 200 guests

Full Room/Auditorium-Lecture
\$1,100.00 – 300 guests

CLASSROOMS

Up to 4 hours

One Classroom
\$300.00 – 100 guests

Two Classrooms
\$475.00 – 150 guests

TRUSTEES BOARD ROOM

Up to 4 hours

\$750.00 – 50 guests

Business Meetings (For non-profit organizations only)

8:00am – 5:00pm - \$150.00/2 hours

5:00pm – 10:00pm - \$300.00/2 hours

LEWIS H. LATIMER CAFÉ

(Indoor/Outdoor)

\$750.00/4 hours – 250 guests

LEWIS H. LATIMER CAFÉ (Indoor)

\$475.00/4 hours – 120 guests

\$300.00/4 hours – 75 guests

ELLIS J. BONNER PLAZA (Outdoor)

\$600.00/4 hours – 200 guests

REHEARSAL RENTALS

Wedding Rehearsals

\$200.00

THEATER REHEARSALS

Performance groups' contracts are negotiable
\$250.00/2 hours (\$100.00 / each additional hour)

Each additional hour above (4) hours is subject to 25% increase for rental space.

Rental fees include:

Pre-event planning assistance, on-site management by the Facility Rental staff, event set-up and security. Artwork and exhibits throughout the museum may not be removed for any reason.