



Facility Rental Information

Effective November 1, 2007

The History Center is available for event rental during regular and after business hours. Events scheduled to begin during regular hours may or may not be private depending on the size of your group, day of the week, and available spaces.

All areas of The History Center are wheelchair accessible. Elevator access is available on the east side of the building. On-site parking may be limited during regular business hours; nearby parking garages and metered street parking offer additional options.

Our Community Gallery can accommodate small groups up to 15 people. Our Main Gallery can accommodate up to 75 people. Comfortable seating and tables can be arranged to suit your needs. Rental of additional seating and tables are the responsibility of the user.

Fees

Not For Profit Groups:.....\$30.00 per hour (minimum charge: \$90.00)

For Profit Groups:.....\$60.00 per hour time block (minimum charge: \$120.00)

Please call 273-8284 x0 to check on space availability.

Eligibility

Facilities may be reserved and used for meetings, lectures, seminars, guest speakers and cultural affairs, subject to space and staff availability.

Publicity

When possible and appropriate, The History Center will promote events that are open to the public on our website, and public list serve. For public events, The History Center requests review of publicity, including radio, print, and television coverage before being sent to the media (e-mail community@TheHistoryCenter.net).

Equipment

Kitchen facilities (refrigerator, sink and galley prep area) are available for use at no additional cost. It is the responsibility of the user to leave them in a clean and orderly condition following usage. If The History Center determines that the kitchen facilities have not been properly managed, an additional cleaning charge will be applied.

Audio Visual equipment is available as follows:

- lighted podium
- slide projector
- overhead projector
- large screen (30 X 40 inch) video/DVD viewer
- small screen TV and VCR

Payment

Full payment is due upon receipt of invoice and in advance of the scheduled event.

Reservations for use of space will be finalized upon receipt of payment by The History Center.

For more information or to schedule your event, contact admin@TheHistoryCenter.net or call 273-8284 x0.

RATES AND TERMS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE HISTORY CENTER.