

26-27 EVENT RENTAL GUIDE



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Thank you for considering the Charlotte Museum of History for your upcoming event!

Located just 5 miles from Uptown Charlotte, our historic venue offers a unique blend of elegant spaces, rich heritage, and modern convenience.

This guide outlines everything you need to know about hosting your celebration with us—from versatile venue spaces and beverage packages to booking procedures and policies.

Whether you're planning an intimate gathering, corporate event, or grand celebration, we're here to help make your event unforgettable!

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The Gathering Room

RECEPTION CAPACITY	64
LECTURE CAPACITY	60
BANQUET CAPACITY	40
DESCRIPTION	A warm, inviting space designed for gatherings where connection matters most.
INSPIRATIONS	Board meetings, cocktail receptions, networking mixers, workshops, and personal milestone celebrations.



Guest capacity may vary based on event setup.

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The Great Hall

RECEPTION CAPACITY	250
LECTURE CAPACITY	160
BANQUET CAPACITY	160
DESCRIPTION	Features soaring ceilings, abundant natural light, and seamless access to exhibitions.
INSPIRATIONS	Conferences, lectures, proms, brand activations, graduation and holiday parties, trade shows, birthdays, and galas.



Guest capacity may vary based on event setup.

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Full Venue Rental

RECEPTION CAPACITY	500
LECTURE CAPACITY	220
BANQUET CAPACITY	200
DESCRIPTION	Private use of the first floor of the Museum—includes the Great Hall, Gathering Room, and Freedom Bell Plaza.
INSPIRATIONS	Weddings, family reunions, and other grand celebrations.



Guest capacity may vary based on event setup.

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Rental Rates



	Monday - Thursday 9 a.m. - 5 p.m.		Monday - Thursday 5 p.m. - 11 p.m.		Friday - Sunday 12 p.m. - 11 p.m.	
SPACES	NONPROFIT	FOR-PROFIT	NONPROFIT	FOR-PROFIT	NONPROFIT	FOR-PROFIT
The Gathering Room	\$520	\$650	\$680	\$850	\$680	\$850
The Great Hall	\$1,200	\$1,500	\$2,400	\$3,000	\$2,400	\$3,000
Full Venue Rental	n/a	n/a	\$4,000	\$5,000	\$4,000	\$5,000

Special rates and/or minimums may apply during holidays, peak visitation periods, temporary exhibitions, or museum-hosted events. Availability for private event rentals may also be limited during these times due to programming or preservation needs.

Nonprofits are kindly asked to provide a copy of their 501(c)3 documentation, to receive our nonprofit rental rates.

Museum members receive a 5-10% discount on venue rentals, dependent on membership level. Visit charlottemuseum.org/membership for details.

All rentals include an on-site event manager, complimentary parking for 120 vehicles, indoor restroom facilities, round and/or rectangular tables, chairs for all guests, and access to a professional sound system with one microphone. Linens, glassware, and upgraded furniture are available upon request, subject to additional fees.

Additionally, all rentals include a five-hour event window, with an additional 1.5 hours allotted for setup and 1.5 hours for breakdown. Extended event hours may be available for an additional fee, subject to availability.



Your Step-by-Step Celebration Guide

1) Schedule a Tour

To arrange a walkthrough of our spaces, please contact **Christy Faust**, Private Events Manager, at (704) 568-1774 or christy@charlottemuseum.org

See the spaces, meet our team, and envision your event.

2) Secure Your Date

A 50% deposit **and** signed contract are required, to reserve your special day. You will have one week to return your signed contract, after the initial deposit.

50% deposit + signed private rental agreement.

3) Coordinate the Details

This stage is all about the specifics: floor plans, catering and/or vendor coordination, building access, AV needs, décor, etc.

Settle the logistics and start counting down!

4) Final Review

Both final payment and guest count are due **thirty days** before to your event. A final walkthrough can be scheduled, to address any outstanding details.

The last box to check before your event.

5) Enjoy Your Event

All your planning comes together. Relax, celebrate, and enjoy your event — we'll handle the rest!



Add-Ons | Bar Packages



Because every gathering is better with a toast!

Full Service Package

This package includes:

- 4 Hours of Service
- 3 Custom Cocktails
- Premium Mixers
- Delectable Garnishes
- Top-Shelf Liquor

Package Total: **\$2,725**

Wine & Beer Package

This package includes:

- 4 Hours of Service
 - 2 Red Wines
 - 2 White Wines
 - 3 Beer Selections
- (select from local, craft, or classic brands)*

Package Total: **\$2,675**

Mocktail Package

This package includes:

- 4 Hours of Service
- 3 Custom Mocktails
- Specialty Syrups
- Fresh Garnishes
- Elevated Presentations

Package Total: **\$1,175**

Want to keep the celebrating going?

Each additional hour is \$60, plus a \$700 minimum bar spend.



To keep service running smoothly, we require one barback per event and one bartender per 65 guests. All packages carry a 20% gratuity and may be stacked to suit your event's needs.

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Reservations

- Reservations are confirmed on a first-come, first-served basis. Inquiries and verbal commitments do not constitute reservations.
- A signed rental agreement and non-refundable deposit of 50% are required to secure an event date. Tentative holds are not permitted.
- Booking requires the 'responsible party' to be at least 21 years of age.
- Reservations are non-transferable; the event date, 'responsible party,' and event details may not be changed or reassigned without written Museum approval.
- Reservations may be cancelled due to missed payment(s), unmet contract requirements, or other policy violations.

Payment & Fees

- A 50% deposit, *based on your total event cost*, is required to reserve your date.
- The remaining balance may be paid in installment, but must be paid in full at least thirty days before your event.
- Failure to pay in full at least thirty days before your event will result in both cancellation of your reservation and forfeiture of your deposit.
- The rental cost covers only the use of approved space(s) and only for the contracted times, including setup and breakdown periods.
- A valid credit card must be provided for incidental charges. Charges of up to \$750 will only be applied in the event of damage, need for excess cleaning, or another policy violation. The 'responsible party' will be notified of any such charge within 72 hours of the event's end.
- Additional fees may apply for extended hours, additional staffing, equipment and/or furniture rentals, or intensive cleaning.
- The Museum accepts cash, credit cards, debit cards, and checks.

Cancellations & Rescheduling

- Cancellations made within 30 days of a scheduled event will forfeit the deposit but incur no additional fees.
- Cancellations made within 14 days of a scheduled event will forfeit the deposit and will be responsible for 75% of the outstanding balance.
- Date changes are subject to availability and incur a \$250 rescheduling fee per date change.
- No refunds will be issued for early departure or reduced guest count on the day of the event.

Guest Count & Capacity

- Maximum occupancy is 500 guests, in accordance with fire code. This limit may not be exceeded under any circumstances.
- Final guest counts are due 14 days before your event.

Vendor Liability

- The 'responsible party' may hire third-party vendors (caterers, florists, entertainment, AV, etc.) for their event.
- All vendors must provide proof of insurance to the Museum at least thirty days before an event. The Museum reserves the right to deny or remove any third-party vendor that fails to meet insurance requirements or Museum policies.
- Vendors are responsible for their own equipment, staff, and conduct.
- The Museum is not liable for any loss, damage, or injury caused by a third-party vendor.

Decorations & Setup

- Decorations must not damage walls, floors, ceilings, or fixtures. Prohibited items include nails, screws, staples, confetti, glitter, helium balloons, and open flames.
- All decorations and personal items must be removed by the end of the rental period; items left behind will be discarded or donated after 7 days.

Damages & Conduct

- The 'responsible party' is financially responsible for any damage to the Museum, its furnishings, or its equipment caused by either guests or vendors, beyond normal wear and tear.
- Illegal activity, use of illicit substances, and disorderly conduct are strictly prohibited and grounds for immediate event termination without refund.
- Smoking is permitted only in designated outdoor areas.
- Charlotte Museum of History staff reserve the right to intervene or end an event early if policies are violated or safety is at risk.

Accessibility

- Charlotte Museum of History is ADA-accessible, including elevator access and accessible restrooms. Please contact us in advance to discuss any specific accommodation needs.

Parking & Load-In

- Free parking is available on-site, with capacity for 120 vehicles, including four oversized vehicles.
- A loading dock is available for vendor and equipment drop-off; please schedule load-in and load-out times in advance.

Force Majeure

- In the event the venue becomes unusable due to circumstances beyond our control (natural disaster, government order, fire, etc.), Charlotte Museum of History will work with the renter to reschedule *at no cost* or issue a full refund.

Photography & Marketing

- Charlotte Museum of History reserves the right to photograph events for promotional or marketing purposes, unless the renter opts out in writing prior to the event.

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Site Map

