

your guide to
private events

at the Maryland Center for
History and Culture



MARYLAND CENTER
FOR HISTORY AND CULTURE

Contact our Director of Private Events for
more information on tours and booking
by emailing rentals@mdhistory.org



Whether you are planning your wedding, a gala dinner, a company board meeting, a conference, or another significant life event, we will make sure it goes off without a hitch. There is no other venue in the area that can provide you the customized experience you'll get with us.

We partner with a variety of different vendors to offer you all-inclusive rental packages that save you money and take the hassle off your shoulders of going out and finding different services. Our flexibility and enthusiasm puts us above the rest and we pride ourselves in doing everything we can to make your private events historic!

To schedule a tour and start the process of reserving a date with us, please contact our Director of Private Events, Scott Rubin, by emailing rentals@mdhistory.org.





FRANCE HALL

France Hall can be transformed for any large occasion like a wedding, corporate event, fundraiser, conference, anniversary party, or banquet. It is a versatile space with neutral colors that allows for easy customization and decorating. The hall can accommodate up to 350 guests for receptions, 225 guests using a theater seating set-up, or 160 guests for banquets. The room is fully air conditioned and heated, features a small dance floor, includes Wi-Fi, and has a large projection screen. France Hall is available for individual rental or can be combined as part of a package with other space in the building. If rented on a Monday or Tuesday, or after 5:00pm, the lobby located just outside the hall is included with the rental.

MONUMENT STREET GARDEN

Our Monument Street Garden is located in a paved outdoor courtyard surrounded by marble reminders of Baltimore's past. This urban refuge is perfect for mid-sized weddings, receptions, birthdays, and company parties. Similar to our other courtyard, the garden area can be tented for use in any weather. With a capacity of 175 guests for a reception, 60 for a banquet, and 100 seated, the garden makes a charming spot for any event you may want to hold outdoors.

MEYERHOFF COURTYARD

The Meyerhoff Courtyard is a beautiful brick-paved outdoor area along Park Avenue that most guests use to enter the museum. It is a lovely location for wedding ceremonies and outdoor parties of any type or size. Nestled between a gorgeous grove of ginkgo trees and the museum's modern new exterior, the courtyard is a beautiful piece of nature in an urban setting and an escape from the bustling city that surrounds our property. The fountain that runs along the entrance to the building is also an attractive backdrop to any event held in the courtyard. With comfortable room for up to 250 seated guests, the space can also hold 325 people for a standing reception or 160 people for a banquet. It is also possible to have a tent installed to enclose and heat/cool the courtyard area, making it a great yearlong location to hold an event.

SYMINGTON LIBRARY SUITE

The Symington Library Suite is a classically decorated space, appropriate for corporate retreats, board meetings, workshops, or club meetings. The suite includes the Symington Library and Research Center. The two spaces can be rented together or independently and can accommodate between 30 and 60 people depending on the room layout.

H. FURLONG BALDWIN LIBRARY

A distinctive space that combines striking architecture and an intimate setting, the H. Furlong Baldwin library is perfect for small gatherings and meetings. Surrounded by one of the most impressive historical collections on Maryland history, the library is a unique setting that can accommodate up to 40 guests for a conference or Meeting. The space is not available during hours we are open to the public. With its elegant and classic appearance, a rental in the library is sure to stick on the mind of your guests after they leave.

THE COUNTING ROOM

Formerly the board room of the Equitable Trust Company, the Counting Room's historic interior was donated to the museum in 1981. Its expansive board room table and oversized leather chairs are an extremely comfortable space for private meetings of up to 25 people.

CONSTELLATION ENERGY CLASSROOM

One of the most versatile rooms in the building, our Constellation Energy Classroom is a great spot for group gatherings, meetings, class events, family parties, or small catered events. It can be configured in many ways and can accommodate up to 50 people. With plenty of room to move around, the classroom sits adjacent to our amazing Furniture in Maryland Life exhibition.

COMBINING SPACES

We are happy to offer discounted rates, where possible, when combining spaces here at the museum. Sometimes adding an extra room or courtyard is the perfect way to spread out large crowds and add an extra level of comfort to your event. This is sometimes the perfect way to include an extra green room or changing room space.



Parking

For evening events, we can typically provide limited on site parking for event organizers, VIP guests, and catering event/staff. Once our lot is full, there is neighborhood street parking available and there are two large parking garages located less than a 5 minute walk from our front door. We do have full valet services that can also be booked as part of any event for an additional fee.

Event Supervisor

A full time MCHC staff member will be present on-site for the day of your event. They will be your point person for any venue related questions or facility-related issues that come up.

Tables & Chairs

For our private events, we provide the use of our basic tables and chairs free of charge. You do have the option of working through our caterer to bring in any additional furniture items you may want to incorporate into your event.

Quality Catering

We have partnered with Baltimore's premier caterers to provide clients with the absolute best catering experience possible for any type of event, large or small. All of our approved catering partners offer comprehensive, full service experiences. They take the pressure off our clients by facilitating set up, servicing, and clean up of all events

Any food or drink service held at the MCHC must be provided by one of our approved caterers. They are all very familiar with operating on our campus and are fully licensed and insured to handle all full service catering events.

Set-Up and Breakdown Time

Included in most four-hour events, you will be given three hours of set-up time and one hour of breakdown time. Additional hours can be added to an event for an extra charge.





Wedding Package

Our wedding package is designed to save couples money on booking multiple spaces through the museum. Our typical package includes the use of our Meyerhoff Courtyard for a ceremony, the lobby area in front of France Hall for a cocktail party, France Hall for the main reception, the Counting Room and Symington Library as prep suites for the bridesmaids and groomsmen, and one museum exhibition open to wedding guests during the cocktail hour. The wedding package costs \$6,500, which is a considerable savings compared to renting each space individually.

Museum Exhibitions

It is possible to have museum exhibitions open for your guests while at the museum for your event. One exhibition is included with our wedding package, but can also be

added to other events for an additional charge or \$250 per hour when staffing is available.

Decorations

The only items that are not permitted are ones made of or containing glitter or confetti. Additionally, decorations may not be affixed to any walls or collection objects in the museum. Candles and other sources of open flame are prohibited from inside use. Outdoor use of candles with written permission is allowed.

Photo Booths

We maintain good relationships with several photo booth vendors and are able to offer them as part of any rental package at discounted costs. These are a fun way to liven up any event you may hold with us.

Security

Depending on the date, time, and number of guests at your event, there may be additional costs for security. The cost is typically minimal for a standard four hour event and will be scheduled for you by our staff. The cost will be clearly identified on your rental agreement when you book your event.

Technology Package

Our optional technology package includes Wi-Fi for all guests, podium, projector, screen, wireless microphones, and central sound system. A portable sound system is available for outdoor events.

Raised Stage

Up to eight 6'x8' raised stage segments can be assembled for most events. These are great for speakers and band platforms as well as head tables for weddings.

How To Book Your Event

After discussing a potential event with our Director of Private Events, a rental agreement will be issued to you. In order to secure your event on our calendar, this rental agreement must be signed and returned within one week of being issued. A non-refundable 50% deposit must also be paid at the same time. The remaining balance is due two weeks prior to the event. For events being planned three weeks or less out from the event date, the full amount is due at the time of the rental agreement signing.

Once the event is booked, regular communication with our Director of Private Events should be maintained as the event date approaches. A walkthrough of the venue with the catering staff should also be scheduled for no less than two weeks before the event date.

All private events are for a four-hour period of time, unless otherwise specified in the rental agreement, and include one hour of breakdown time at the conclusion of the event. For daytime rentals, one hour of set-up time is provided. For evening rentals, three hours of set-up time are provided. Additional hours may be added to the standard four-hour rental block time for a discounted hourly rate.

We offer discounts on private events to MCHC members. Discounts of 10 to 20% are available at different membership tiers. This is a great way for individuals, corporate members, and other groups to save if booking multiple events a year.



Our Vendors

We maintain relationships with a variety of vendors that are familiar with our property and offer our clients some of the best services and pricing possible in the area. Clients should discuss with our private events staff any vendors they are planning on utilizing during their event.

Approved Caterers

(Please see our approved catering list sheet on our website for more information)

The Classic Catering People
classiccatering.com
410.356.1666

Zeffert & Gold
zeffertandgold.com
410.944.4481

Santonis
santonis.com
410.833.6610

Hotels

Hotel Indigo
baltimoreindigohotel.com
410.625.6200

Hotel Revival
hotelrevivalbaltimore.com
410.727.7101



Photography & Photo Booths

Side A Photography
side-a.com
484.678.3232

Eric Stocklin Photography
ericstocklin.com
410.659.2112

Party Planning & Decor

Innovative Party Planners
innovativepartyplanners.com
410.998.9999

Specialty

Tuxedo House
tuxedohouse.com
410.252.3550

Florists

Flowers & Fancies
flowersandfancies.com
410.653.0660

Become a MCHC Member

Membership has been a statement of belief in the importance of Maryland history for almost 180 years. Become a member and be part of that tradition.

Among the many benefits members receive, a discount of 10-20% on rentals is included at the Patron level or higher.

If you're an event or party planner, please reach out to our Director of Private Events to discuss these event discounts and how they can assist you and your clients.

