The History Center 302 East Berry Street

Fort Wayne, IN 46802 (260) 426-2882 x308

Rental Pricing and Refund Policy*

Deposit: A 50% deposit is required within 14 days of booking the rental to hold your date.

Balance: The balance of the rental fee is due 30 days prior to the event.

Cancellation: If the event cancelled 30 or more days prior to the event, the deposit is forfeited. If the event is cancelled fewer than 30 days prior to the event, the deposit is forfeited and the full rental balance will be due.

Rescheduling: If you must reschedule your event, please notify the History Center 60 or more days in advance of the event date and no additional fees will incur. If you reschedule between 30-60 days in advance, a 25% fee will be charged. If you reschedule fewer than 30 days prior to the event, it will be treated as a cancellation and all fees will be due.

Rental Rates

Entire Museum: \$800.00 per event, use of Shields Room, Orientation Room and Board Room.

Shields Room: \$150 per hour (Mon through Thur) and \$200.00 per hour (Fri through Sun)

Max. capacity- 160 banquet seating Max. capacity- 200 theater-style seating

Max. capacity- 250 cocktail reception (stand up, no seating)

Orientation Room: \$75.00 per hour.

Max. capacity-35 banquet seating

Max. capacity- 50 theater-style seating

Board Room: \$50.00 per hour

Max. capacity-25 banquet seating

Max. capacity- 35 theater-style seating

A uniformed security officer will be scheduled for events of 100 or more guests or when alcoholic beverages are being served, at an additional charge of \$25.00 per hour.

A consultation with the Event Coordinator is required to review museum policies and set up capabilities.

All museum exhibits will be available to the general public during the rental time period.

* All rates and policies are subject to change at the discretion of the History Center.