



## Rental Pricing and Refund Policy\*

**Deposit:** A 50% deposit is required within 10 working 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:** Please notify us at the earliest opportunity if you must cancel or reschedule your event. The 90% of the rental deposit will be refunded if the event is cancelled at least 60 days in advance of the event. No refund will be given if the event is cancelled fewer than 30 days prior to the event and the full rental balance will be due.

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

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### Rental Rates

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

**Entire Museum:** Use of the entire facility- Freimann, Orientation and Board Rooms.  
\$600.00

**Freimann Room:** \$125.00 per hour.

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-32 banquet seating

Max. capacity- 50 theater-style seating

**Board Room:** \$50.00 per hour professional classroom-style setting

Max. capacity- 30

An off duty Fort Wayne police officer will be scheduled, for events for 100 or more when alcoholic beverages are being served, at a charge of \$25.00 per hour.

A consultation with the Event Coordinator is required to review museum policies and set up capabilities. Please call to make an appointment.

\* All rates and policies are subject to change at the discretion of the History Center.  
Effective as of 8/1/09

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