



Thank you for considering the Baltimore Museum of Industry as a possible site for your special event, meeting or celebration. We hope you find the attached information about our one –of-a-kind venue helpful. Please visit our web site at [www.thebmi.org](http://www.thebmi.org) for more information and photographs.

To check available dates and set up an appointment for a site visit, please contact Jessica Williams, Marketing and Events Director, at 410-727-4808 ext. 119 or by email at [jwilliams@thebmi.org](mailto:jwilliams@thebmi.org).

You are always welcome to drop by the museum during regular business hours, Tuesdays through Sundays, 10:00am to 4:00pm. Just let the Admissions staff person know that you are interested in seeing the site for a possible event rental.

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### **Decker Gallery and Industry Terrace**

Our Decker Gallery offers a unique and historic backdrop for corporate events, cocktail receptions, banquets, fundraisers, reunions, weddings, Bar and Bat Mitzvah celebrations and anniversary parties. It accommodates 300 guests for a seated, served event, 250 seated with space for a dance floor and food stations and 500 or more for cocktail reception-style service. A floor to ceiling wall of windows and an outdoor waterfront promenade offer a spectacular view of Baltimore's Historic Inner Harbor. The Decker Gallery is available from 6:00 pm to Midnight.

### **Pavilion and Point**

An unforgettable waterfront setting with a spectacular view, our open-air Pavilion accommodates 500 guests and many more for a cocktail reception-style service. See through walls can be dropped during inclement weather. It is perfect for any event; from a casual Crab Feast, Bull and Oyster Roast or family picnic to the most formal wedding ceremony and reception. The Pavilion is available for 7:00 am to Midnight. (summer hours may vary)

### **The Hercules Conference Center**

Our third floor Liberty Room in the Hercules Conference Center can accommodate up to 50 people for a class, seminar or business lunch. Tours of the Museum can be arranged for an additional fee. The Hercules Conference Center is available from 7:00 am to 4:00 pm. Availability is limited.

### **Free Parking**

Our parking lot offers 200 off-street spaces at no additional charge. Additional parking is located on the street.

### **Exhibits**

Please consider our special brand of on-site “entertainment”. Throughout your event, your guest will step back in time in our recreated workshops and store fronts to discover the history of one on the nation’s greatest industrial cities.

We are happy to open our galleries for your guests including the Machine Shop, Oyster Cannery, Garment Loft, Pharmacy, Print Shop and the Transportation Gallery, where food and beverages is permitted at an additional cost. Support staff will be available throughout your event to answer questions. Guided tours can be arranged.

### **Catering Your Event**

We are pleased to offer you a Preferred Member Caterers list. Only a Preferred Caterer may provide food, alcohol and non-alcoholic beverage service at the Baltimore Museum of Industry. If you choose to use an outside caterer an additional cost of \$1,000.00 will be added, and they must be approved by the BMI.

### **Preferred Member Caterers**

A list of our Preferred Caterers is located on our website at [www.thebmi.org](http://www.thebmi.org).

### **Caterers Responsibility**

Caterers are responsible for moving, setting up and breaking down all tables, chairs, buffets and bars. They must be adequately staffed to

clean the event and catering area. They must provide their own cleaning materials, brooms, mops, rags and heavy duty garbage bags.

### **Decorations**

Candles and warming devices must be protected by a four inch glass globe or other nonflammable covering. Votive candles in votive candle holders with Hurricane shades are acceptable. Smoke machines, glitter, balloons and confetti are prohibited. Lights inside of the museum can not be dimmed.

### **Entertainment**

Live bands and DJs are welcome. All amplified music must adhere to Baltimore City noise ordinances and must not disrupt the immediate neighborhood. Music played outdoors must end by 11:00 pm.

### **Rental Rates for 2013/2014 (All rates are subject to change)**

- All rentals include two hours of set up time and one hour for the caterer and other vendors to clean up and load out.
- An Event's Supervisor will be on site throughout the event. Additional staff will be on site, as needed. Events Supervisors are not responsible for your setup or breakdown.
- Museum galleries may be open and staffed for the first two hours of your event for an additional \$300.00 per gallery. These include the Garment Loft, Machine Shop/Oyster Cannery, Pharmacy (under construction) and Print Shop. Food and beverages service is permitted in the Transportation Galley which may be rented for \$250.00.
- A Decker Gallery rental includes the outdoor Industry Terrace. A Pavilion rental includes an area we refer to as the Point and the Cupola, The first booking on any given date has first choice to use the available tables and chairs. (25 -60" round and 200 folding chairs).
- To secure the date for your event, a License Agreement will be issued. The signed agreement and a \$2000.00 deposit (\$1500.00 for the facility and a \$500.00 security deposit) are due (14) fourteen days after the License Agreement is issued. The balance is due two weeks prior to the event along with any additional charges for additional hours, galley opening fees, trash removal, etc.

●Insurance coverage is required for every event. This can be provided by procuring a one-day general liability insurance certificate, naming the Baltimore Museum of Industry as an additional insured or by obtaining a rider to your home-owner's policy, Proof of insurance is required one week prior to an event.

\*Additional rules and regulations are outlined in the official contract.

### **DECKER GALLERY AND INDUSTRY TERRACE**

Friday – Saturday: \$3,800.00, 4 hour rental after 6pm  
Sunday - Thursday: \$3,500.00, 4 hour rental after 6pm

### **OUTDOOR PAVILION AND POINT**

Friday – Saturday: \$3,400.00, 4 hour rental after 6pm  
Sunday - Thursday: \$3,100.00, 4 hour rental after 6pm

### **EXCLUSIVE USE OF DECKER GALLERY, PAVILION AND SURROUNDING GROUNDS**

Friday – Saturday Evening: \$6,000.00. This includes a 5 hour rental, not four (4).  
Monday – Thursday, Sunday: \$5,400.00. This includes a 5 hour rental, not four (4).

### **HERCULES CONFERENCE CENTER**

3<sup>rd</sup> Floor Liberty Room \$500.00 full day  
\$300.00 four hours or less

For an additional charge of \$5.00 per person, guests attending the meetings or classes in the Liberty Room will be admitted in the Museum for self-guiding tours.

### **DISCOUNTS**

Non-Profit Organizations 10% discount  
Corporate Membership 5%, 10% or 20% discount depending on  
Membership level

**MISCELLANEOUS**

Use of Pavilion 6:00 am -1:00 pm	\$1,000.00
Parking lot <u>only</u> , subject to availability	\$1,000.00
Non-preferred Caterer	\$1,000.00
Additional event hour	\$400.00