



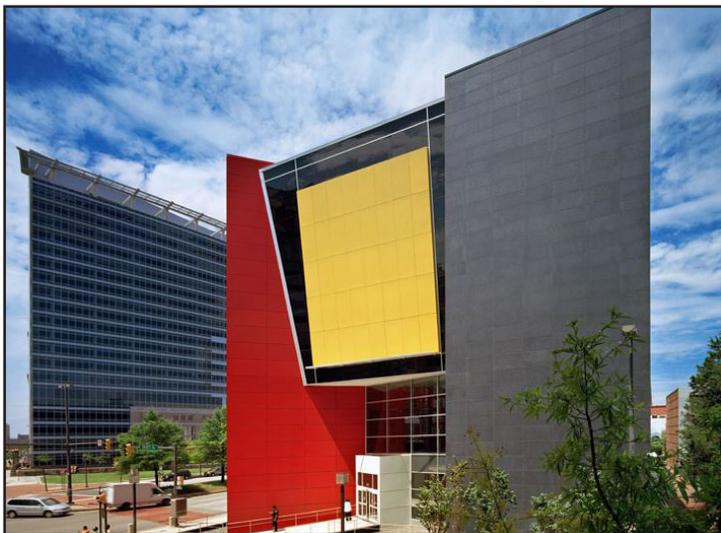
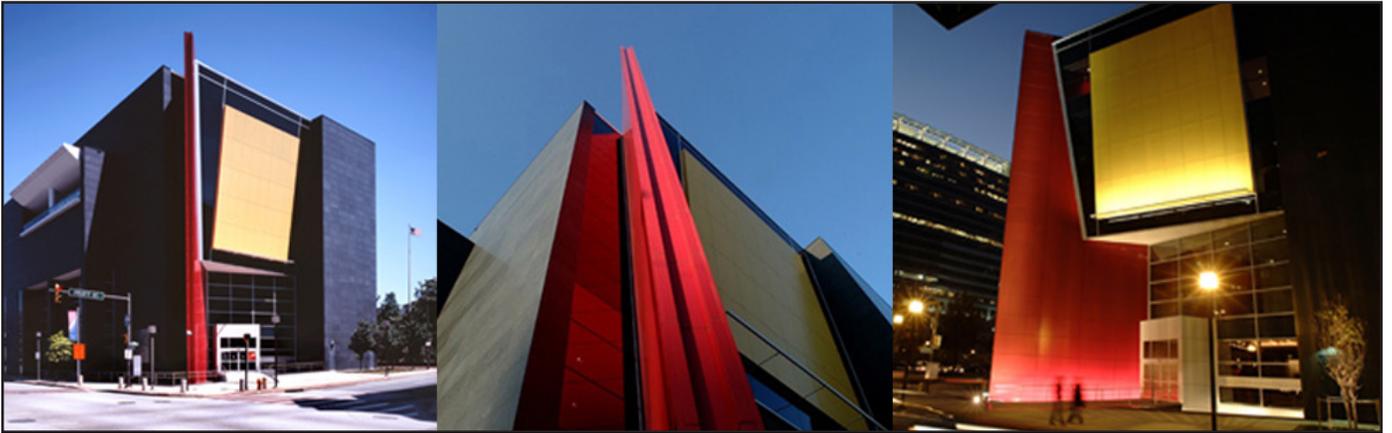
CELEBRATE THE SEASON AT  
*The Lewis*

**REGINALD F. LEWIS MUSEUM**  
of Maryland African American History & Culture

**The Lewis can host events from small intimate dinner parties to large scale receptions. Our unique venue is a mark of architectural excellence, as well as a state of the art venue for your special occasion.**

A one-of-a-kind space for your private gatherings, the museum is the perfect location for your holiday events, meetings, seminars, weddings, receptions, galas, holiday parties, fundraisers and beyond.

Our innovative professional event planning staff is ready to assist you in every detail from start to finish.



**The five-story, 82,000 square foot facility was designed by Baltimore's RTKL Associates and the Freelon Group, recently noted as lead architects for the Smithsonian's National Museum of African American History and Culture.**

The Lewis includes stunning indoor and outdoor spaces, three galleries dedicated to our permanent exhibition covering 400 years of African American history, two special exhibition spaces, a 200 seat theater, meeting spaces and classrooms.

## **CONTACT US**

**Sandy Smalls**, Sales & Special Events Manager  
443-263-1811 | [Sandy.Smalls@LewisMuseum.org](mailto:Sandy.Smalls@LewisMuseum.org)

**Malcolm Grimes**, Special Events Assistant  
443-263-1855 | [Malcolm.Grimes1@LewisMuseum.org](mailto:Malcolm.Grimes1@LewisMuseum.org)

**Jessica Chance**, Junior Special Events Assistant  
443-263-1815 | [Jessica.Chance@LewisMuseum.org](mailto:Jessica.Chance@LewisMuseum.org)

## ENTIRE BUILDING

Capacity 1,200

## SECOND FLOOR LOBBY

Capacity 240 seated, 480 reception

## THEATER

Capacity 150 seated, 200 reception

## CLASSROOMS & MEETING SPACES

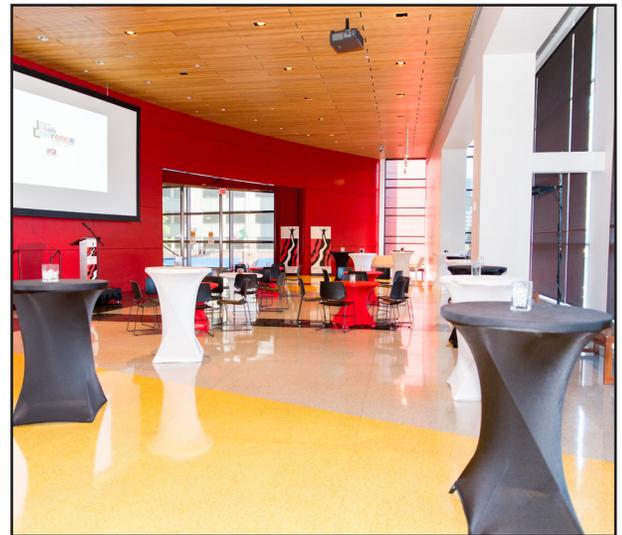
Capacity 2-100

## FOURTH FLOOR TERRACE & INTERIOR SPACE

Capacity 225

## SLEMMER'S ALLEY & INTERIOR SPACE

Capacity 150



## INCLUDED AMENITIES

- Access to museum galleries
- Tables and hi-boys
- Chairs
- Podium
- Microphone
- Background music - *Renter to supply source*
- Green room(s)

## PAID AMENITIES

- Audio/Visual Services - *\$75 per hour*
- Linens - *\$10 each*
- Riser - *Small - \$75, Med.- \$100*  
*Lg - \$150, XL - \$200*
- Projector - *\$100*
- Security - *\$35 per hour*
- Coat check service provided by Courtesy Services - *Client to connect (410.458.0610)*

## EXHIBITS

If event is after museum hours, exhibits are open for the first two hours of event.

Special discounts for non-profits, military, donors, partners & educational insitutions

# RENTAL INFORMATION

All rates are based on four hours and 200 maximum guest count, excluding meeting spaces. Any event exceeding its rental time before or ending will be charged the hourly rate.

Rental Space	Number of Guests	Weekday Day	Weekday Evening	Weekend (Friday-Sunday)
Entire Building	N/A	\$4,500	\$5,500	\$7,500 (day) \$8,500 (evening)
Lewis Flex (only)	up to 80 seated	\$800	\$1,000	\$1,300 (day) \$1,500 (evening)
Lewis Flex & Classroom	up to 160	\$1,700	\$1,900	\$2,200 (day) \$2,500 (evening)
1st Floor Classroom (cocktail only)	up to 60	\$800	\$1,000	\$1,300 (day) \$1,500 (evening)
Upper Lobby & Theater	390 seated 600 reception	\$4,000	\$4,500	\$4,500 (day) \$5,000 (evening)
Upper Lobby (only)	240 seated 400 reception	\$3,500	\$4,000	\$4,500 (day) \$5,000 (evening)
Theater (reception or dinner)	150 seated	\$2,500	\$3,000	\$3,500 (day) \$4,200 (evening)
Theater (seats)	up to 200	\$1,800	\$2,500	\$3,000 (day) \$3,500 (evening)
4th Floor Commons, Terrace & Boardroom		\$2,040	\$2,640	\$2,500 (day) \$3,000 (evening)
Distance Learning Center		\$800 (meeting only, 2 hour max)		
Boardroom		\$1,000 (meeting only, 2 hour max)		
Conference Room		\$500 (meeting only, 2 hour max)		
<b>Rental rates valid from November 1 - January 30</b>				

Guest over 200 are \$10 per person (does not apply to theater seating)  
All capacity numbers depend on the scope of the event.

## DEPOSIT

- **\$500 due** on rates \$1,999 & under
- Rates above \$1,999 require a **25% deposit**

*Due upon signing Letter of Agreement to confirm a reservation; deposits are credited to the total rental fee*

## CANCELLATIONS / DEPOSIT REFUNDS

*from signing of contract to:*

- 90 days out **75% refunded**
- 60 days out **50% refunded**
- 30 days out or less deposit is **non-refundable**

## RENTAL FEE BALANCE

- Balance due 30 days prior to the event.

## FEE BREAKDOWN

*The fees for use of the museum space are based on the following:*

- Fee for use of the museum space (up to 200 guests)
- Additional per-guest charge for over 200 - \$10 per person
- Fee for after-hours operation of the Museum Gift Shop - No charge
- Fee for AV Tech - \$75 per hour
- Fee for security - \$35 per hour
- **Prohibits smoking, flowers** (unless from a licensed florist), **helium balloons, candles, red wine** - please refer to Facility Use Policies and Guidelines for full details.

**EXCLUSIVE CATERER**  
**Class Act Catering by Jim Britton**  
410-521-0200  
classactcatering@verizon.net



REGINALD F. LEWIS MUSEUM OF  
**MARYLAND AFRICAN  
AMERICAN HISTORY  
& CULTURE**

**Sandy Smalls**, Sales & Special Events Manager  
443-263-1811 | [Sandy.Smalls@LewisMuseum.org](mailto:Sandy.Smalls@LewisMuseum.org)

**Malcolm Grimes**, Special Events Assistant  
443-263-1855 | [Malcolm.Grimes1@LewisMuseum.org](mailto:Malcolm.Grimes1@LewisMuseum.org)

**Jessica Chance**, Junior Special Events Assistant  
443-263-1815 | [Jessica.Chance@LewisMuseum.org](mailto:Jessica.Chance@LewisMuseum.org)