

# *Host Your Event*

## ALEXANDRIA HISTORY MUSEUM AT THE LYCEUM



The Alexandria History Museum at The Lyceum is available for weddings, receptions, parties, galas, fundraisers, dinners, concerts, recitals, seminars, meetings, and workshops. The museum is an elegant 1839 Greek Revival structure, with exhibit galleries on the first floor, and a 32' X 58" Lecture Hall on its second floor. The Lecture Hall affords flexible set up plans and chairs, tables, lectern, six musicians chairs, and a 13" raised platform stage all included in the base rental fees. The Lecture Hall is decorated in the Classical Revival style of the 1840's, featuring a 15' ceiling, tall 9-over-9 windows, period style valences, a Greek motif frieze, and period custom made wall-to-wall Axminster carpeting. A large, useful caterers' kitchen adjoins this space, making it ideal for any event where dining and refreshments are involved.



*"I can confidently say that among the limited number of right choices I have made in my life, who I married and where I was married are comfortably among the short, short list."*

- Ray H. married at the Alexandria History Museum at The Lyceum in 2007



For reasonable disability accommodation, contact [jim.holloway@alexandriava.gov](mailto:jim.holloway@alexandriava.gov) or 703.746.4994, Virginia Relay 711.

## **General Information:**

The Lecture Hall can accommodate up to 120 people for a concert or wedding ceremony; up to 95 people for a sit-down dinner, and up to 120 for a stand-up reception. After 5 p.m., you may also rent use the downstairs galleries for a reception. On the day of your event, The museum provides a staff person dedicated to your event who will set up the tables and chairs prior to your event, answer any questions you may have, and be here as security all through your time of use. We do not help implement or participate in your event in any capacity. You plan, organize, and make your event happen yourself.

## **Items available for your use at no charge:**

- Chairs to seat 120 guests
- Eight standard 6' x 3' tables and 12 long 8' x 3' tables (in Lecture Hall)
- Two 6' x 30" tables and one 8' x 30" table
- 10 round 5' tables (in Lecture Hall)
- Five cocktail round tables (standing height) & six 4' rectangular tables.
- Lectern (built in amplification can be plugged in, if desired)
- Six armless upholstered chairs (primarily used by musicians)
- Four trash containers
- Separate prep kitchen (oven, microwave, refrigerator/freezer, small ice machine, two sinks, counter space)
- Accessible elevator



## **Our fees**

Event	Security Deposit	Rental Rate
Wedding Ceremony	\$500	\$750 for a 3-hour time block (minimum) due 60 days before the event
Wedding Reception	\$500	\$2,300 up to 6-hour time block; additional \$300 per hour for receptions lasting more than 6 hours
Wedding Ceremony & Reception	\$500	\$2,600 for a 9-hour time block; additional \$300 per hour for receptions lasting more than 6 hours
Parties, Dinners, Fundraisers, & Galas	\$500	\$350 per hour (rented in one-hour blocks of time)
Meetings, Seminars, Concerts, Recitals, & Workshops	\$100	\$100 per hour (rented in one-hour blocks of time)
Piano use		\$150 flat fee
Use of the Lyceum's projector system		\$50 flat fee
Open Permanent Galleries after 5 p.m.		\$50 flat fee
Open Coldsmith Special Exhibition Galleries after 5 p.m.		\$50 flat fee

*If you have any questions or concerns, or to schedule a tour of The Lyceum, please email [jim.holloway@alexandriava.gov](mailto:jim.holloway@alexandriava.gov) or call 703.746.4726.*