

Cleveland History Center

Facility Rentals Capacity
and Fee Schedule

2024





Your Happily Ever After Starts Here!

The seven acre venue, Cleveland History Center, in University Circle provides an elegant backdrop for your wedding and reception as guests enjoy stunning decor, classic architecture, and historic collections from cars to clothes. For a truly ornate and historic setting, reserve the Hay-McKinney Garden and Reception Hall and entertain in the early twentieth-century elegance of the Gilded Age. Or for a more intimate setting, choose the lush Hanna Courtyard Garden then motor on over to the Crawford Rotunda for your cocktail hour and reception where guests can dance and dine among antique and classic automobiles, rare aircraft, and motorcycles.





WRHS

Norton Gallery
1,943 square feet

Standing: 300
Theatre: 200
Banquet: 130

Reinberger Gallery
1,583 square feet

Standing: 400
Theatre: 150
Banquet: 80

Crawford Galleries

Standing: 1000
Theatre: 500
Banquet: 500

Junod Learning Space

Theatre: 100
Banquet: 50
Classroom: 50

Hanna Library

With wooden table in place,
maximum of 20 people
as a meeting space

Hanna Garden

200 on lawn
Maximum of 250
Use of patio and gravel paths

Hay Reception Hall

800 square feet
Banquet: 50
Cocktail: 100

Hay Dining Hall

Standing: 25
Maximum of 10 dining at table

Hay Garden

Theatre: 80
Cocktail: 150

All rental fees include use of space, tables/chairs, and security. Evening rentals (after 5pm) include parking. Parking for daytime rentals (8am - 5pm) is \$10 per car.

Contact

216.721.5722 x1405
sales@wrhs.org
10825 East Blvd. Cleveland, OH



WRHS

Every Event is Unique,
Your Venue Should be too!



Crawford

# of Guests	Rates
1 - 100	\$3,000
101 - 150	\$3,500
151 - 200	\$4,000
201 - 250	\$4,500
251 - 300	\$5,000
301 - 400	\$6,500
401 - 500	\$7,500

Upper Crawford only rates start at \$1,500. Contact us for details.

Historic Gardens

- For use of garden as ceremony space
 - \$2,250 for 2 hours
 - \$5,000 for 4 hours
- Includes reservation of rain space (for use of Crawford as rain space = addtl. \$750)

Hay House

- Hay Reception: \$1,750
- Hay Dining: \$1,250

Norton Gallery

- Daytime: \$1,250
- Evening: \$2,250

Junod Conference

- Daytime: \$500
- Evening: \$750

Euclid Beach Park Grand Carousel

- Use of Carousel Pavilion space with unlimited rides: \$1,000

***Any event booked within 6 weeks of the date of the event will incur a 10% late fee.**

Cleveland History Center

Frequently
Asked
Questions

2024



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Can I rent the Museum for my private event?

Yes! The Cleveland History Center can accommodate all types of events, from large scale corporate functions, to weddings, to bar and bat mitzvahs, family and class reunions, or anniversaries. Classic moments and lasting memories start here!

What spaces are available for my event?

Choose from a variety of flexible spaces throughout the museum, including:

- Crawford Rotunda
- Junod Learning Space
- Hanna Library
- Hanna Garden
- Norton Gallery
- Hay-McKinney Mansion & Garden
- Euclid Beach Park Grand Carousel (offered exclusively with Crawford rentals)

What are the hours/days available?

The museum spaces are available for rent any time of day based on first come, first serve availability. Daytime rentals are defined as events held during normal museum hours.

What does the rental fee include?

Rental fee includes space reserved, use of tables and chairs, an on-site event person, and security. Evening events also include parking. Daytime rentals also include museum admission.

How and when may I secure my date for my event?

As available, space can be reserved as late as two weeks prior to the event date. A signed rental agreement and 50% deposit is required to reserve the space, as well as a credit card on file for any incidentals.

Is the museum open during my event?

The museum will remain open for business during normal operating hours.

What forms of payment are accepted for my event?

WRHS accepts cash, check, Visa, MasterCard, Discover, and American Express. Checks should be payable to Western Reserve Historical Society.

Do I have to use one of the caterers from the preferred list?

No, however it is recommended that you use our preferred caterers. Choosing a caterer that is not part of the preferred vendor list is an additional fee and is subject to approval.

What do the caterers provide, and do I contact them directly?

Your caterer will provide all food and beverages, except alcohol, for your event. They will also take care of any linen or other rentals that you will need. Your caterer will be responsible for all of the set-up and tear down for your event.

Can I bring in my own alcohol?

No, WRHS is licensed to sell alcohol. All beer, wine, and liquor needs will be purchased from WRHS. The bartender, ice, glasses, and non-alcoholic beverages will be arranged through your caterer. The license is for on-premise consumption only.

Who is responsible for cleaning?

The caterers and vendors are responsible to clean thoroughly, within two hours of the conclusion of the event. This includes complete removal of all trash from the WRHS premises in appropriate trash liners provided by caterer.

If the event is not catered, the client is responsible for arranging clean up.

Can my guests tour the museum?

Your guests will have access to view the exhibits within your rented space after hours. If you are renting the space during museum public hours, guests will be welcome to view all galleries during that time.

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Can I set up my own tables and chairs?

The caterer is responsible for setup and teardown. In the case of non-catered events, WRHS will charge client \$800 for event set up and tear down. This setup fee is included with wedding ceremonies.

The earliest time of caterer admission to WRHS for set up for a daytime event is 8:00 am. The earliest time of caterer admission to WRHS for set up for an evening event is 3:00 pm. Earlier arrival times can be arranged in advance.

Please understand that WRHS is, first and foremost, a museum and library. Floor plans and available event space may change with the implementation of WRHS exhibits and programs.

WRHS owns a number of tables and chairs which are available to clients at no additional charge. Alternative or additional tables and chairs may be rented at your expense.

Will my event guests be able to ride the Carousel?

If you are hosting a daytime event during museum operating hours, your guests can enjoy unlimited rides on the carousel. However if your event is in the evening, the carousel is only available via a \$1000 rental.

Can guests in dresses ride the carousel?

Yes, while we don't allow for side-saddle riding, we do allow guests in dresses and skirts to ride forward-facing, if they are comfortable doing so. Blankets are offered upon request. WRHS is not responsible for torn or damaged clothing. Please note that some horses are greased regularly.

Is there a back-up location available for my outdoor event?

Yes, each outdoor facility has an accommodating indoor option that is included with your rental fee.

Can I bring in my own alcohol?

WRHS is solely responsible for all alcohol entering and exiting the building. Any alcohol brought in by the client will be confiscated and disposed of.



You've Got Great Taste!

A Taste of Excellence

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