



# FACILITIES RENTAL INFORMATION

AVAILABLE SITES: BLUEDORN SCIENCE IMAGINARIUM | GROUT MUSEUM OF HISTORY & SCIENCE  
SULLIVAN BROTHERS IOWA VETERAN MUSEUM | SNOWDEN HOUSE

## POLICIES

### Reservations & Deposit:

- A deposit of \$100 or 25% of total rental fee (whichever is greater) is due with the signed contract to secure the date. Reservations are tentative until the museum has received a deposit.
- Signed contract and total balance due no later than 7 business days prior to event.
- Cancellations must be made 60 days in advance. Deposit will be forfeited without proper cancellation notice. A 50% cancellation fee will be charged on all cancelled rentals.
- All or part of any deposit may be retained against cleanup costs, damage, or loss incurred. If damages exceed the deposit, you will be held responsible for full payment.
- A \$100 'after hours' fee will be applied, for any rentals exceeding the specified contract time limit.
- The renter shall assume all financial responsibility for any damages or loss of District property and for any personal injury to any member of the group served, which may occur as a result of the use of the property. A certificate of insurance may be requested.

**Checks:** Make payable to the Grout Museum District

**Alcohol:** Please see the GMD Alcohol Policy, available at [gmdistrict.org/rentals](http://gmdistrict.org/rentals), if alcohol will be present at your event. Smoking is prohibited at all GMD Facilities.

**Security:** All events over 50 people and events serving alcohol are REQUIRED to have security.

### Decorations & DJs:

- **Not allowed:** adhesives, pins, tape or any material that could cause permanent marks, glitter or confetti, fog machines, candles or open flames, unanchored balloons
- No DJ service allowed at Snowden House
- **Non-negotiable. Violators will be charged full deposit fee.**

**Set Up/Tear Down:** The GMD will set up (table, chairs, and linens) ready for you upon arrival, with the completion of the given floor plan. You will not be responsible for tearing down these items.

- Renter is responsible for all other clean up and/or arranging for this, prior to event. This includes: clearing tables, food storage and clean up.
- All decorations, materials, equipment and food must be removed immediately after your event.
- The rented facility MUST look exactly as you found it upon your arrival, when you leave the facility. Deposit will not be returned if rented facility is not properly cleaned and cleared.

**Catering:** The GMD is not responsible for any food items brought on to the premises during an event except for catering coordinated by the GMD.

- All events over 50 people must be catered by the GMD.
- All events requiring catering services are to be provided by licensed catering firms contracted by the renter. Renter/caterer must pre-arrange if items are to be delivered prior to rental times. When **NOT** using a licensed caterer, renters will need to provide a copy of homeowner's or renters insurance when bringing prepared food to the event.
- We require copy of caterers license on file at the GMD, prior to any service of food. Frying, sautéing, grilling and grease not permitted.
- Table clearing is the responsibility of caterer and/or renter, not GMD event staff.
- Guests, food, and beverages are restricted to designated areas as determined prior to the event.

# RENTAL DETAILS

## GROUT MUSEUM DISTRICT RENTAL DETAILS, RATES & CAPACITIES

### Building Rental Hours

Monday - Sunday: 8:00AM - 11:00PM

All Rentals based on (3) hour minimum, cleaning fee included in room rental

	RATE	CAPACITY
<b>SNOWDEN HOUSE:</b>	\$425, \$100 each additional hour	100
Wedding Ceremony	\$250/1 hour, \$100 each additional hour	100
<b>SBIVM LOWER LEVEL:</b>		
Lobby & Mess Hall	\$575, \$150 each additional hour	Banquet-225
Mess Hall	\$425, \$150 each additional hour	Banquet-140 Lecture-200
Lobby	\$425, \$150 each additional hour	Banquet-100 Lecture-125
Theatre	\$350, \$75 each additional hour	52
Ike Leighty Classroom	\$200, \$25 each additional hour	20
<b>UPPER LEVEL:</b>		
Board Room	\$275, \$75 each additional hour	25
Classrooms	\$200, \$25 each additional hour	30
Conference Rm	\$350, \$75 each additional hour	Banquet-50 Lecture-70

Add a self guided tour, \$4/person, or a planetarium show, \$6/person, to any rental.

### BLUEDORN SCIENCE IMAGINARIUM:

<b>BIRTHDAY PARTIES</b>	\$105/\$120 non-member	1-12 guests
	\$150/\$175 non-member	13-20 guests
	\$225/\$250 non-member	21-36 guests

Cost includes all day admission to Imaginarium, room rental in Party Room, access to refrigerator/freezer, science demonstration, and explorer passes for return visit.

Ask the Events Manager about our Membership, Veterans, and Non-Profit Discounts

## AMENITIES CHART

Location	Amenity	Set-Up Included	Wifi Available	Kitchen Access	Dishware Available	Wheelchair Access	Piano	Projector & Screen
Lobby		X	X	X		X		X
Mess Hall		X	X	X	X	X		X
Theater		X	X			X		X
Ike Leighty Classroom		X	X			X		X
Board Room		X	X		X	X		X
Classrooms		X	X			X		X
Combined Conference Room		X	X	X		X		X
Imaginarium		X	X			X		X
Snowden Upper		X	X	X	X		X	X
Snowden Lower		X	X	X	X	X	X	X

### OTHER AMENITIES

Speak to Events Manager to Reserve

Audio Visual Services Available  
Table Linens & Chair Covers: Prices Vary

Wi-Fi Available

# TO RESERVE YOUR RENTAL

PLEASE CONTACT EVENTS DEPARTMENT AT 319-234-6357

