



FACILITIES RENTAL INFORMATION



ABOUT THE SITES

SULLIVAN BROTHERS IOWA VETERANS MUSEUM

The Sullivan Brothers Iowa Veterans Museum honors all Iowans who served the nation from the Civil War to the present. The collection, preservation and interpretation of their stories and artifacts are the core mission of the museum. **Available rental spaces include: Lobby, Mess Hall, Board Room, Theatre and Catering Kitchen.**

SNOWDEN HOUSE

The Victorian Italianate architectural style home was completed in 1881. This elegant facility is available for rent. The main level meeting room and dining room seats up to 80 people. The large kitchen includes use of stoves and refrigerator. The second level auditorium is equipped with a stage and will seat 100 at banquet tables or 120 theatre style. The second floor is currently not handicapped accessible.

GROUT MUSEUM OF HISTORY & SCIENCE

The Grout Museum of History & Science's history collection focuses on the period from 1833, when Iowa was opened for settlement, to the present. The Maytag Car, Rath Packing Company whistle and Pioneer Hall Mural help visitors envision and understand a bygone era. **Available rentals spaces include: Conference rooms(s), classrooms.**

BLUEDORN SCIENCE IMAGINARIUM

A "playground for the imagination," this interactive science center provides fun hands-on exhibits that demonstrate how science affects everyday life. **The Imaginarium is the perfect place for your child's next Birthday Party! See our Birthday Brochure.**

POLICIES

Reservations & Deposit:

- A deposit of \$100 or 25% of total rental fee (whichever is greater) is due with the signed contract. Total rental fee is due on the day of rental. Reservations are tentative until the museum has received a signed agreement and deposit.
- Cancellations must be made one month in advance. Deposit will be forfeited without proper cancellation notice.
- 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.
- Deposit is due with signed rental contract. **NO EXCEPTIONS.**
- 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: Check for the rental fee must be written separate from the damage and keg/beer/wine deposits (if applicable). Checks must be payable to the Grout Museum District.

Alcohol: Please see the **GMD Alcohol Policy**, if alcohol will be present at your event. Smoking is prohibited at all Grout Museum Facilities.

Decorations: Please check with the Event Coordinator for any specific decorating requests.

Tape or adhesive materials of any kind on walls or ceilings, confetti, glitter, fog machines, candles and/or open flames are not permitted. Violators will be charged full deposit fee. No Exceptions.

Set Up/Tear Down: The GMD will have all 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

- 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.
- All catered food services are the responsibility of caterer and/or renter. GMD event staff are not responsible for table clearing, etc-
- Guests, food, and beverages are restricted to designated areas as determined prior to the event.

HOURS

• Business Hours

Monday - Saturday: 9:00AM – 5:00PM

• Building Rental Hours

Monday - Saturday: 8:00AM – 11:00PM

Sunday: Negotiable

\$50 Surcharge

Wi-Fi Available



RENTAL DETAILS

GROUT MUSEUM/IOWA VETERANS MUSEUM RENTAL DETAILS/ SNOWDEN HOUSE RATES & CAPACITY

	RATE	CAPACITY
Snowden House	\$50/hr (per level)	100-120
	<i>Request Snowden Brochure for additional info & policies.</i>	
Lower Level:		
Lobby & Mess Hall	\$750	Banquet-200
Mess Hall	\$350	Banquet-120, Lecture-150-200
Lobby	\$450	Banquet-100, Lecture-90
Theatre	\$100	65
Ike Leighty Classroom	\$50	20
Upper Level:		
Board Room	\$100	25
Classrooms	\$75 each	30
All 3	\$200	90
Combined Conference Rm	\$200	Lecture- 110, Meeting- 60
McElroy Trust Rm	\$125	Lecture- 70, Meeting- 40
Thomas Family Rm	\$75	Lecture- 30, Meeting- 20

Imaginarium

Request Birthday Parties Brochure for details

Add a self guided tour, \$4 per person, to any rental.

Grout Museum District

* **MEMBERS** receive a discount on room rentals.

AMENITIES AVAILABLE:

Stove, convection oven, dishwasher, microwave, refrigerator, and ice machine.

AMENITIES

Amenity	Set-Up Included	Wifi Available	Kitchen Access	Dishware Available	Wheelchair Access	Piano	Projector & Screen
Location							
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

- Alcohol Service
- 52" TV/DVD
- Dry Erase Wall & Markers
- Dry Erase Board & Markers
- Easel
- Video Wall
- Podium & Microphone
- Coffee
- Table Linens
- Chair Covers

TO RESERVE YOUR RENTAL

PLEASE CONTACT EVENT & SALES COORDINATOR AT 319-234-6357

