



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. 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 nine months in advance for weddings and two months in advance for all other rentals. Deposit will be forfeited without proper cancellation notice. A cancellation fee of 30% will be charged on all canceled 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.
- 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 GMD Facilities.

Decorations: Please check with the Event & Sales 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 except for catering coordinated 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.
- 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.

RENTAL DETAILS

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

HOURS

Business Hours

Monday - Saturday: 9:00AM – 5:00PM

Building Rental Hours

Monday - Saturday: 8:00AM – 11:00PM

Sunday: Negotiable

\$50 Surcharge

2 hour minimum

	RATE	CAPACITY
Snowden House	\$50/hr (per level)	100-120
<i>Request Snowden Brochure for additional info & policies.</i>		

SBIVM Lower Level:

Lobby & Mess Hall	\$125/hr	Banquet-200
Mess Hall	\$60/hr	Banquet-120, Lecture-150-200
Lobby	\$75/hr	Banquet-100 Lecture-90
Theatre	\$50/hr	65
Ike Leighty Classroom	\$25/hr	20
Upper Level:		
Board Room	\$50/hr	25
Classrooms	\$25 each/hr	30
Combined Conference Rm	\$50/hr	Lecture-110 Meeting-60
McElroy Trust Rm	\$25/hr	Lecture-70 Meeting-40
Thomas Family Rm	\$20/hr	Lecture-30 Meeting-20

Imaginarium: Request Birthday Parties Brochure for details

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

Ask the Event Coordinator 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

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

TO RESERVE YOUR RENTAL

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

