

NOW OPEN VISITOR HALL & EVENT SPACE

SOCIALIZE AMONG ICONIC SPECIMENS

When you host an event in our new Visitor Hall and Event Space your guests will be seated among a selection of the Museum's most iconic specimens—including "Happy" the Jurassic sauropod. This new grand reception area will bring the "wow" factor to your event.



CLEVELAND MUSEUM
OF NATURAL HISTORY
100 YEARS OF DISCOVERY

HOST AN EVENT
[CMNH.org/visit/host-an-event](https://cmnh.org/visit/host-an-event)
JUNE 2023

OPENING FALL 2023 VISITOR HALL

ROOM FEATURES

Visitor Hall: 1,400 sq. ft.

Floor to ceiling windows overlooking
Environmental Courtyard

GUEST CAPACITY

Banquet: 250

Reception: 400

PRICING

FEE STRUCTURE BASED ON NUMBER OF GUESTS

	FRI/SAT:	SUN-THURS:
10 - 100 GUESTS	\$4,500	\$4,000
101 - 250 GUESTS	\$6,000	\$5,500
251 - 400 GUESTS	\$7,500	\$6,800



THELMA AND KENT H. SMITH ENVIRONMENTAL COURTYARD

The newly redesigned Smith Courtyard provides a beautiful outdoor setting for your corporate or social event. The lighted space includes a stone-paved terrace, a water feature, and pathways showcasing native plants.

GUEST CAPACITY

Banquet: 120

Reception: 250

Theater: 150

PRICING

Smith Courtyard can be added to your evening event for **\$500**.

Smith Courtyard can be rented during the daytime for wedding ceremonies for **\$1,000**.

Includes set-up, white padded folding chairs for up to 150 guests, and sound system with microphone stand and/or lavalier.

Includes reservation of Murch Auditorium for use due to inclement weather.

An additional charge of \$200 will apply if Murch Auditorium is used as a back-up space.

WEDDING CEREMONY AVAILABILITY

Saturdays: 1–3pm

Sundays: 2–4pm



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MURCH AUDITORIUM

The newly upgraded Murch Auditorium can accommodate up to 440 guests. Ideal for corporate programs, lectures, screenings, and performances, it is equipped with a 160" x 284" screen, projector, lighting, and optimal acoustics.

ROOM FEATURES

Screen format: 16:9

Stage size: 27'2" D x 48'2" W

The entrance is located off Fawick Gallery, near the Wade Oval lobby.

Rental fees include screen, lectern, LCD projector, and up to four handheld microphones.

GUEST CAPACITY

Auditorium: 440

PRICING

DAYTIME RENTAL FEE

Half-day (8am-noon / 1-5pm): **\$900**

Full day (9am-5pm): **\$1,500**

Museum AV technician required at \$68/hour (four-hour minimum). Additional fees for rehearsal, tech screening, recording, livestreaming, etc. may apply. Please contact Event Manager for pricing.

EVENING RENTAL FEE: \$2,500

Includes access to Fawick Gallery and Wade Oval lobby 30 minutes prior to the start of the program and 30 minutes after the end of the event. This does not include access to other galleries/exhibits.

Access to Murch Auditorium may be added to an evening event for \$500.

AV tech rates will apply.



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NATHAN & FANNYE SHAFRAN PLANETARIUM

Explore the night sky through an awe-inspiring astronomy presentation in the newly renovated Shafran Planetarium. Our astronomers will lead you through an immersive experience designed to stimulate the imagination as you travel the galaxies and discover your place in the Universe.

NEW IN FALL 2022: With state-of-the-art removable seats, the planetarium space offers you the flexibility to dine under the stars, host a cocktail reception, or celebrate your special event.

ROOM FEATURES

1,200 sq. ft.

40-foot dome

Full-dome video:

Digistar 6 digital planetarium system

GUEST CAPACITY

Banquet: 60

Theater: 87

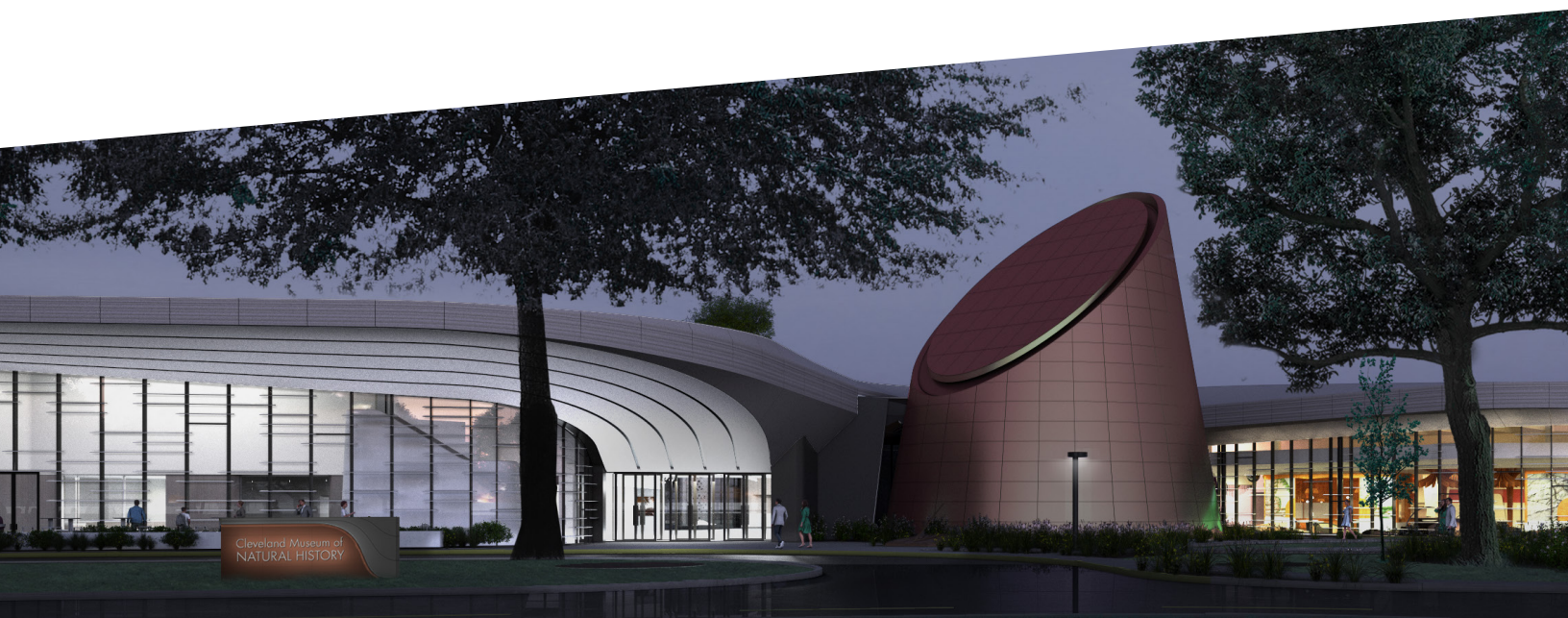
PRICING

EVENING RENTAL FEE

Sunday-Thursday: **\$2,000**

Add a private planetarium show to your event.

See what the night sky would look like without the interference of weather, pollution, or city lights. Your guests will enjoy an interactive live experience as the astronomer guides you through the outer reaches of the Solar System. **\$600/hour**



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CORNING GALLERY

Gather your group in the newly renovated Corning Gallery, overlooking the beautiful Thelma and Kent H. Smith Environmental Courtyard. Corning Gallery is perfect for your corporate or social celebration.

ROOM FEATURES

2,200 sq. ft.

Light-filled windows overlooking Smith Courtyard

GUEST CAPACITY

Banquet: 120

Reception: 150

PRICING

DAYTIME RENTAL FEE

Saturdays/Sundays: **\$1,000**

EVENING RENTAL FEE

Sunday-Thursday: **\$2,000**



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RARE BOOK ROOM

Host your next business meeting in an environment that fosters innovative thinking and creativity! The Museum offers spaces equipped with audiovisual capabilities to meet all of your event needs.

ROOM FEATURES

1,094 sq. ft.

86" Clear Touch interactive display with onboard computer and WiFi wireless connection for screen sharing

K-array Rail speakers and ceiling microphones for in-room voice-lift and telephone connectivity

Modular conference tables with electrical access

Complimentary high-speed wireless network

PRICING

DAYTIME RENTAL FEE

Half-day: (8am-noon / 1-5pm): **\$500**

Full day: (9am-5pm): **\$700**

GUEST CAPACITY

Banquet: 60

Boardroom: 30

Theater: 100

BOARDROOM

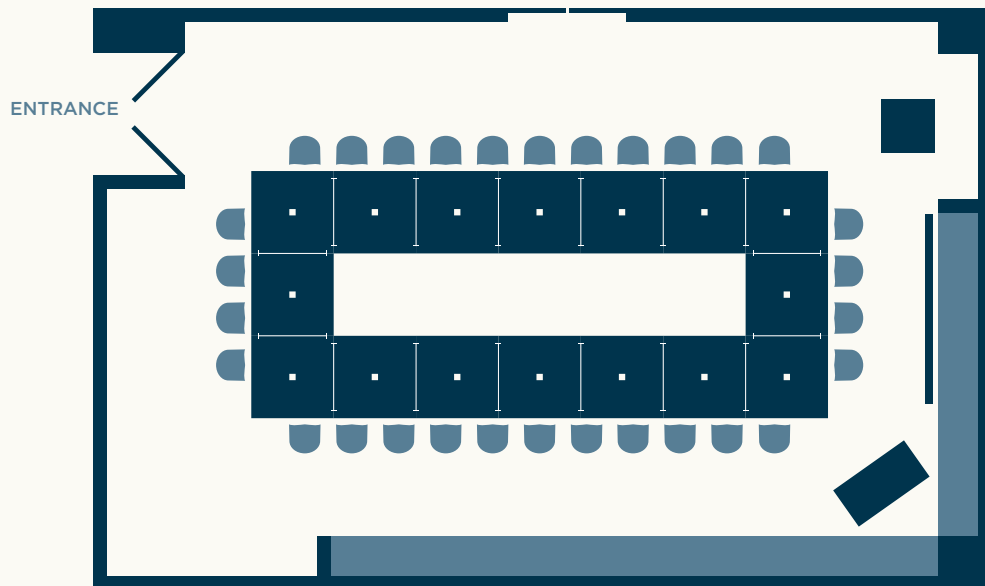
1,094 sq. ft.

16 (4'x4') TABLES

30 CONFERENCE CHAIRS

1 POWERED LECTERN

AUDIOVISUAL CAPABILITIES
DESIGNED TO BE FLEXIBLE
AND RECONFIGURABLE.



MUSEUM CLASSROOMS A & B

The meeting rooms on our lower level function as creative learning spaces for children and adults alike. Each room is fully equipped with state-of-the-art audiovisual technology.

ROOM FEATURES

1,100 sq. ft.

86" Clear Touch interactive display with onboard computer and WiFi wireless connection for screen sharing

K-array Rail speakers and ceiling microphones for in-room voice-lift and telephone connectivity

Modular conference tables with electrical access

Complimentary high-speed wireless network

PRICING

DAYTIME RENTAL FEE

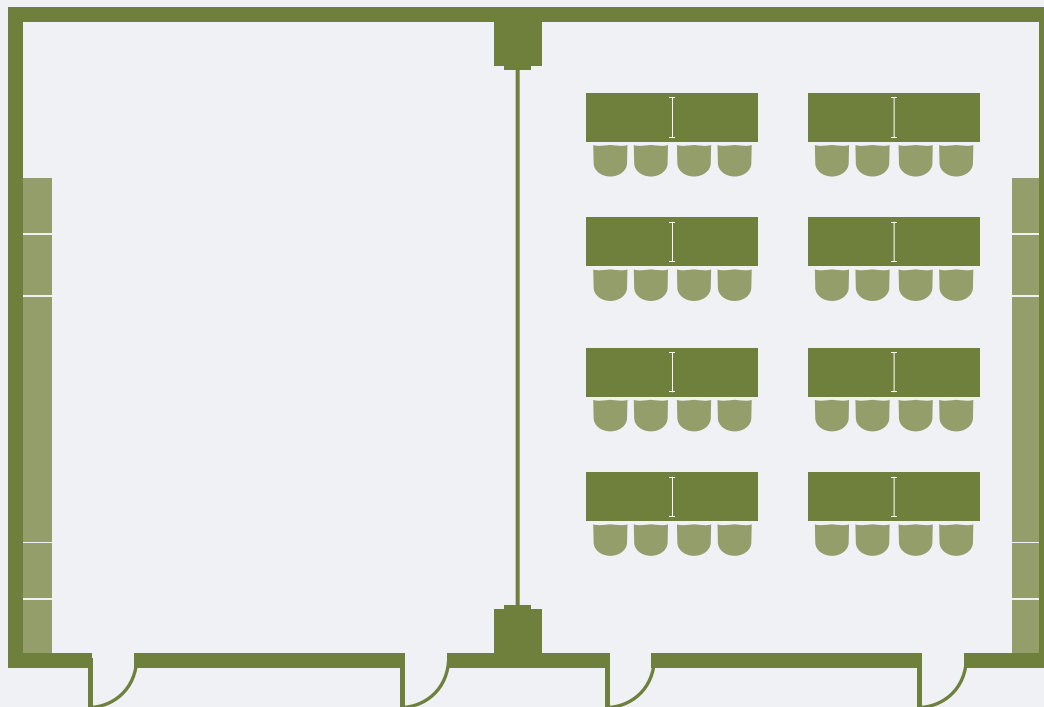
Half-day: (8am-noon / 1-5pm): **\$300**

Full day: (9am-5pm): **\$600**

GUEST CAPACITY

Classroom: 32

Boardroom: 32



CLASSROOMS A & B

1,100 sq. ft.

16 (4'x4') TABLES

32 CONFERENCE CHAIRS



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ATRIUM & PATIO ON WADE OVAL

The atrium is the perfect location for a small social gathering or corporate get-together. Flexible seating arrangements and patio access create a unique and engaging space for entertaining. Make the experience truly memorable and add a private planetarium show to your event.

ROOM FEATURES

- Atrium: 860 sq. ft.
- Patio: 900 sq. ft.
- Floor-to-ceiling windows overlooking Wade Oval
- Flexible seating

PRICING

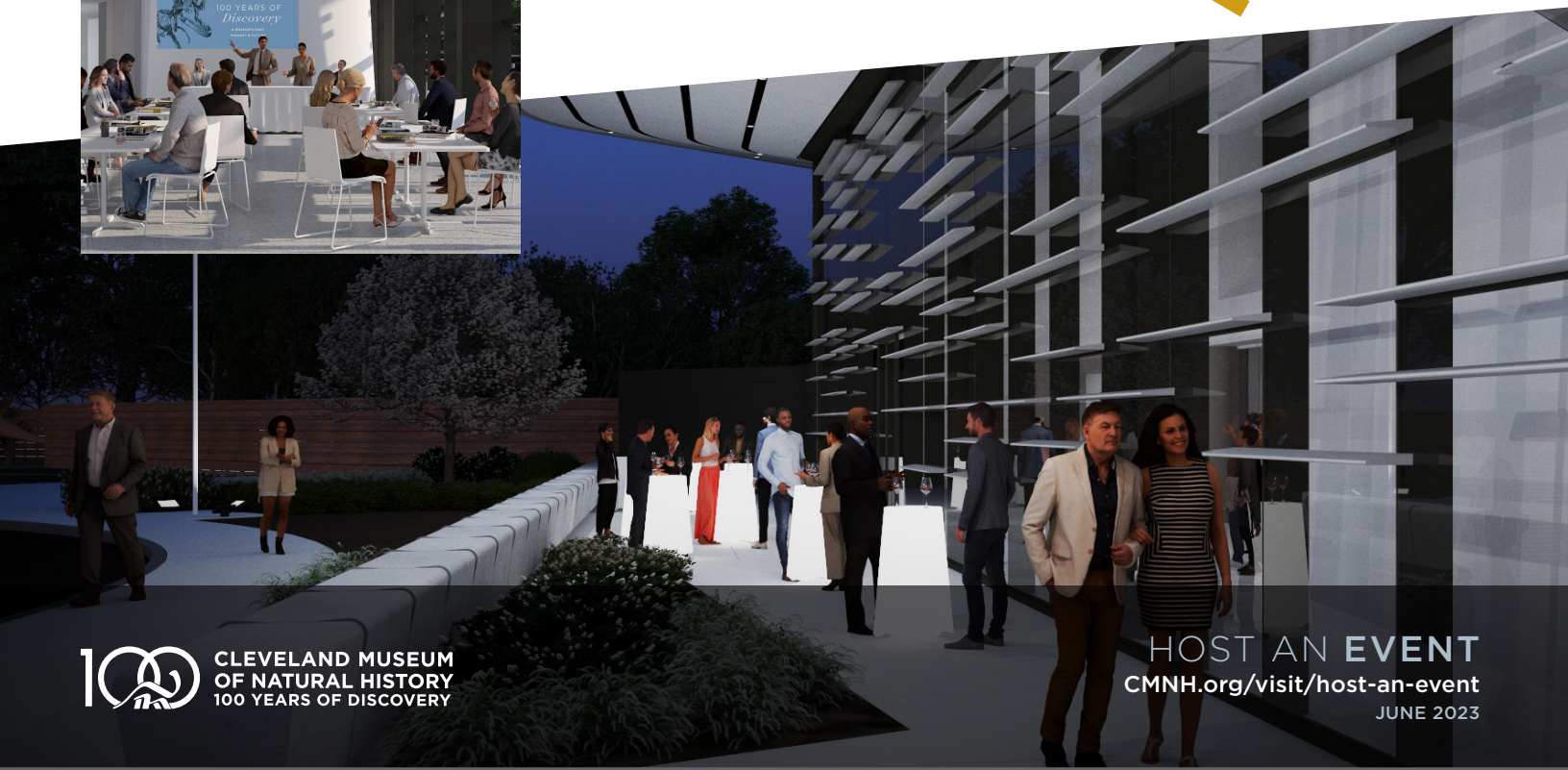
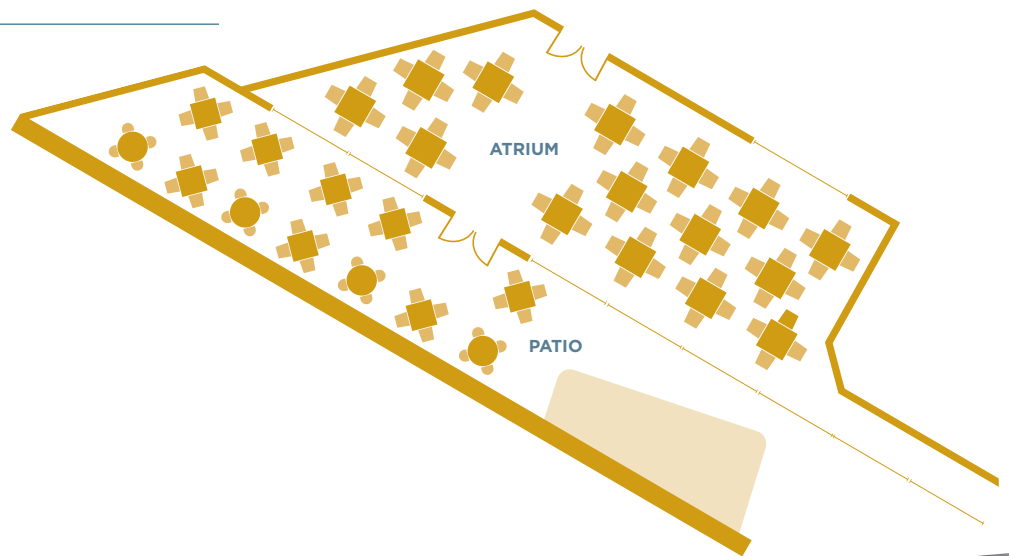
DAYTIME RENTAL FEE: \$800

EVENING RENTAL FEE

Sunday–Thursday: \$1,500

GUEST CAPACITY

- Banquet: 60
- Conference: 24
- Reception: 80



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FREQUENTLY ASKED QUESTIONS

CONTACT

Anne Thompson / 216.231.2035 / athompson@cmnh.org

HOW DO I PLAN MY EVENT AT THE MUSEUM?

Please contact us directly at **216.231.2035** or via email at **athompson@cmnh.org**. Our Event Manager, Anne Thompson, will be happy to check dates for availability and assist you with all your event-planning needs.

HOW MUCH DOES IT COST TO HAVE AN EVENT AT THE MUSEUM?

The rental rate is based on the price of the Visitor Hall and varies based on number of guests. Some of the smaller spaces are available for weekday rental. Please inquire with Sales manager for details.

WHAT IS INCLUDED IN THE RENTAL FEE?

Fees include basic-level security, housekeeping, Event Manager, tables, and chairs. For events with 500+ guests, additional security will be required. Museum security is charged at \$30/hour with a four-hour minimum.

WHAT TYPES OF EVENTS CAN BE HELD AT THE MUSEUM?

The Museum hosts all types of events, including but not limited to: dinners, receptions, meetings, performances, weddings, galas, award ceremonies, presentations, film shoots, product launches, shareholder meetings, book signings, etc. We're open to ideas and concepts, so please contact us to discuss your event.

WHEN CAN MY EVENT START AND END?

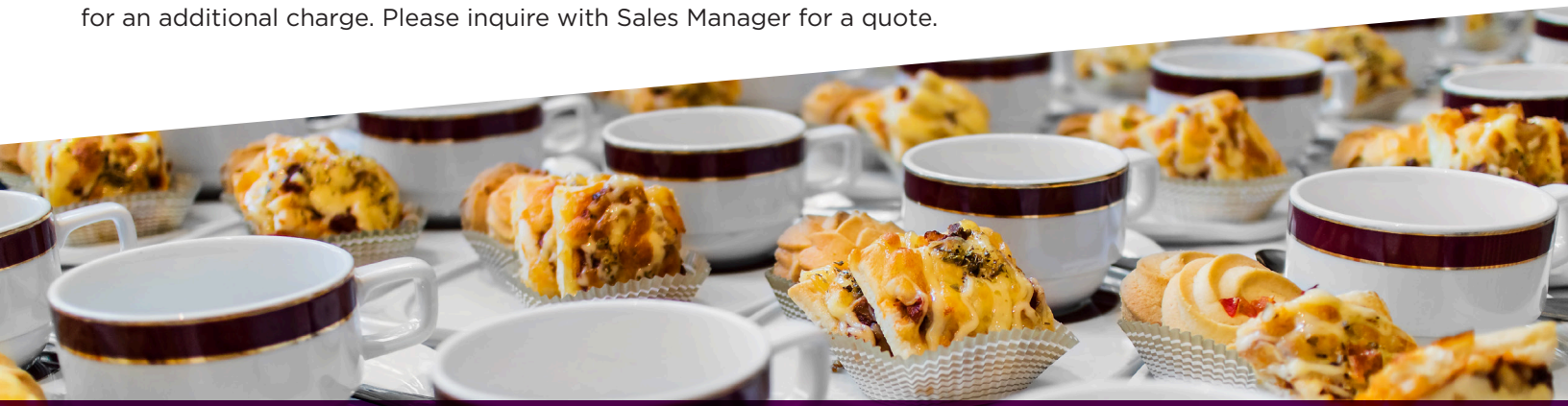
The Museum is open daily until 5pm; private events can start as early as 6pm. Please note that events do not extend beyond 12am and bar service will end one half-hour prior to the event end time.

CAN I HOST AN EVENT DURING MUSEUM HOURS?

Murch Auditorium, Rare Book Room, Atrium, Corning Gallery, and classrooms are available for rent during the daytime.

WHERE DO GUESTS PARK?

Parking is available in the secure Museum parking garage, located on Wade Oval Drive. For events that take place after-hours, parking is included in the rental fee. For daytime events, the fee is a flat \$5 rate. Valet can be arranged for an additional charge. Please inquire with Sales Manager for a quote.



FREQUENTLY ASKED QUESTIONS

CONTACT

Anne Thompson / 216.231.2035 / athompson@cmnh.org

HOW DO I ARRANGE FOR CATERING?

The museum is proud to partner with Levy, a full service catering company. As the exclusive food and beverage partner, you will work directly with the Levy Catering Manager. A separate catering contract must be finalized 30 days in advance of the scheduled event.

CAN I BRING IN MY OWN ALCOHOL?

Our exclusive food partner, Levy operates a full liquor license; all alcoholic beverages must be purchased through them. Please contact Levy Catering Manager for selections and pricing.

CAN I PROVIDE MY OWN ENTERTAINMENT?

Yes. We require that all entertainment supply us with proof of liability insurance, and we reserve the right to approve or disapprove any entertainment offered at special events to ensure the protection of our collections. All outside contractors must be submitted to the Event Manager three weeks in advance of the event. The Museum prohibits any form of gambling, firearms, live animals, open flame, fog, and smoke.

DOES THE MUSEUM HAVE AUDIOVISUAL EQUIPMENT?

AV equipment can be set up in the galleries. An AV technician is required. Please contact the Event Manager for pricing schedule.

WHAT IS YOUR POLICY ON DEPOSITS AND PAYMENTS?

In order to reserve a date, we require a signed Rental Agreement and deposit equal to 50% of the rental rate. This amount is applied to your final bill. The remainder of the rental rate, plus any additional fees are due one week prior to the scheduled event date. Checks can be written to the Cleveland Museum of Natural History. For your convenience, we also accept Visa, MasterCard, and American Express. Please note that deposits are nonrefundable.

DO YOU OFFER DISCOUNTS TO NON PROFIT ORGANIZATIONS?

Nonprofit/charitable organizations with a 501(c)(3) certificate are eligible for a 10% discount. Rental discounts are available for Leadership Circle donors and institutions that partner with the museum.

LIABILITY/INSURANCE

Clients hosting an event at the Museum must provide a Certificate of Liability Insurance naming the Cleveland Museum of Natural History as an additional insured no later than 60 days before the event.

EXCLUSIVE CATERING PARTNER

We are proud to partner with Levy, whose 40+ years of culinary excellence and creativity will help bring your vision to life.



Please contact:

Lindsey Troup 216.696.4481
ltroup@levyrestaurants.com
www.levyrestaurants.com



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