

**Maine Historical Society**  
**Facility Rental Rates**  
Revised July 2016

Rental rates vary depending on the numbers involved, staff time required, and the variety of uses. The following rates are the standard base prices for business and private group rentals. *Non-profit rates are available.*

**Venues**

*Earle G. Shettleworth Jr. Lecture Hall*

Half-day rental (up to 4 hours, including set up and break down):	\$400
Full-day rental (up to 8 hours, including set up and break down):	\$600

**Perfect for:** meetings, lectures, programs

**Seating Capacity:** 85 guests seated comfortably; 45 guests classroom-style seating

If the event occurs before or after normal business hours (Monday – Friday, 9 to 5), an additional \$40 will be added per hour.

*William King Conference Room*

Half-day rental (up to 4 hours, including set up and break down):	\$150
Full-day rental (up to 8 hours, including set up and break down):	\$250

**Perfect for:** meetings, small corporate retreats

**Seating Capacity:** 12 guests

If the event occurs before or after normal business hours (Monday – Friday, 9 to 5), an additional \$40 will be added per hour.

*Longfellow Garden*

Half-day rental (up to 4 hours, including set up and break down):	\$400
Full-day rental (up to 8 hours, including set up and break down):	\$600

**Perfect for:** intimate weddings, cocktail receptions, wedding showers, photo shoots

**Capacity:**

If the event occurs before or after normal business hours (Monday – Friday, 9 to 5), an additional \$40 will be added per hour.

### ***Brown Library Conference Room***

Half-day rental (up to 4 hours, including set up and break down):	\$300
Full-day rental (up to 8 hours, including set up and break down):	\$500

**Perfect for:** meetings, small corporate retreats

**Seating Capacity:** 15 guests

If the event occurs before or after normal business hours (Monday – Friday, 9 to 5),  
an additional \$40 will be added per hour.

### ***2<sup>nd</sup> Floor Reading Room of the Brown Library***

Half-day rental (up to 4 hours, including set up and break down):	\$400
Full-day rental (up to 8 hours, including set up and break down):	\$600

**Perfect for:** meetings, small corporate retreats, photo shoots, weddings, cocktail receptions

**Capacity:** 65 guests seated; 45 guests classroom-style seating

If the event occurs before or after normal business hours (Monday – Friday, 9 to 5),  
an additional \$40 will be added per hour.

### ***Tables and Chairs***

Tables/Chairs available for rentals:

- 7 – 8’ banquet folding tables
- 3 – 6’ folding tables
- 2 – 4’ folding tables
- Up to 120 chairs available

### ***Audiovisual Equipment Rental***

Use of the lecture hall audiovisual equipment beyond the podium and microphone: \$75

MHS has the following audiovisual equipment available for rental in the lecture hall:

- Podium with microphone (no additional charge)
- Sound system
- Clip-on microphone
- Hand-held microphone
- Projector
- 8’ x 7’ projector screen
- Computer connection
- DVD/VHS player
- Wireless internet access \*
- Plug-in internet access \*
- Easels

\*Also available in the William King Conference Room

The Brown Library Conference Room has the following AV components available for rental: \$75

- 60" LCD flat screen TV (wall mounted)
- Sony Blu-ray DVD player
- VHS player
- Wireless Internet
- Laptop to TV inputs
- HDMI input
- VGA input
- Cisco conference phone

### **Kitchen Facilities**

A full kitchen, with oven/microwave/refrigerator, is available for you, and/or your caterer, to use in the 489 Congress Street building.

### ***Parking***

Parking (in the MHS lot located, behind our 489 Congress Street building, on Brown Street) is only available *outside* of our regular business hours, Monday – Friday, 9 am to 5 pm.

### ***Handicapped Accessibility***

All our facilities are handicapped accessible with limited access to the lower level of the Longfellow Garden.

We reserve the right to decline facility rental at our sole discretion. All determinations are made on a case-by-case basis and guided by the best practices guidelines published by the American Association of Museums, which grants accreditation to the Maine Historical Society.

**By holding your meeting, event or wedding at Maine Historical Society, you support our efforts to preserve the history of Maine and its people.**