

FACILITY SPACES & RENTAL RATES

Robert H. Smith Visitor Education Center

EVENT SPACE	CAPACITY	TIME PERIOD*	RATE
<i>Group Program Room</i> Day time Use Evening Use	65 (seated) theatre style 40 (seated) for dining	4 hours / 4+ to 8 hours 6 hours	\$350**/ \$600** \$600**
<i>Cabinet Room</i> Day time Use	16 (seated)	8 hours	\$1,000
<i>Atrium</i> Evening Dining	34 (seated)	6 hours	\$2,500
<i>Atrium, Cabinet Room & Exhibition Galleries</i> Evening Use	100 (standing)	6 hours	\$2,500

*Time period includes event time, catering set up and clean up time. Events longer in duration may be scheduled; additional fees will apply.

**Rental rate includes the use of folding chairs; fees apply for the rental of additional equipment. During evening events, the Cottage may be opened for guest visitation for a specified period of time with experienced guides stationed therein to provide historical information; staffing fees will apply.

President Lincoln's Cottage

EVENT SPACE	CAPACITY	TIME PERIOD*	RATE
First Floor of the Cottage: <i>Parlor and Dining Room</i> Evening Dining	40 (seated)	6 hours	\$5,000
<i>Parlor, Dining Room, Drawing Room, Library, Foyer & Veranda</i> Evening Receptions	80 (standing)	6 hours	\$5,000
First and Second Floor of the Cottage: <i>Emancipation Room, Remembrance Room, & Lincoln Legacy Room</i> Evening Dining	50 (seated) in one room, 100 (seated) using three adjoining rooms	6 hours	\$10,000

*Time period includes 3 hours of event time and 3 hours for catering set up and clean up. Events longer in duration may be scheduled; additional fees will apply. During evening events, experienced guides may be stationed in the Cottage to provide historical information; staffing fees will apply.

Tented Events

EVENT SPACE	CAPACITY	TIME PERIOD*	RATE**
<i>Tent space on the amphitheater grounds</i>	250 (standing) 150 (seated)	6 hours	\$5,000

*Tented events include use of the Robert H. Smith Visitor Education Center and President Lincoln's Cottage for guest visitation for a specified period of time. Experienced guides may be stationed in the Cottage to provide historical information; staffing fees will apply. Time period includes 3 hours of event time and 3 hours for catering set up and clean up. Events longer in duration may be scheduled; additional fees will apply.

**This rate does not include fees to rent the tent, accessories, and outdoor equipment.

Exclusive Site Rental

EVENT SPACE	CAPACITY	TIME PERIOD*	RATE**
<i>Exclusive use of the historic site:</i> Robert H. Smith Visitor Education Center, President Lincoln's Cottage, Tent space on the amphitheater grounds	Capacities for buildings and tenting as noted above	12 hours	\$12,500

*When the historic site is rented for the exclusive use of a client, the Robert H. Smith Visitor Education Center, President Lincoln's Cottage, and the tented amphitheater grounds area will be closed to the public during the site rental. Time period includes event time, catering set up and clean up time.

**This rate does not include fees to rent the tent, accessories, and outdoor equipment.

EQUIPMENT

President Lincoln's Cottage (PLC) has the following equipment available for indoor use for private events:

- Ten 66" round dining tables
- Three 30" round bistro or drop tables
- Nine 72" x 30" rectangular tables
- 100 Chivari Dining Chairs
- Two Podiums (one in each building)
- Eight 48" round dining tables
- Four 96" x 30" rectangular tables
- Two 60" rolling coat racks with hangers
- 48 black folding chairs
- Easels, projector, and other equipment

Use of the above equipment is complimentary when contracted events at the \$10,000 and \$12,500 levels are held at President Lincoln's Cottage. Nominal rental fees apply for all other contracted events. Equipment from other rental sources may be brought in to supplement PLC equipment as necessary.

ADDITIONAL FEES

As established in a letter of agreement from the Director, the host of a private event at President Lincoln's Cottage is responsible for all expenses related to the event, including:

- PLC Security and Event staff time during the event.
- PLC Maintenance staff time the day of the event.
- PLC Guide staff time
- Any other expenses incurred by PLC on behalf of the host

Fees may also include charges for any damage inflicted upon the site during the event or its set-up/break-down time. Small damages will be assessed by PLC staff. Should it become necessary, a claim may be filed against the required liability insurance retained by the host for the event (as outlined in the letter of agreement and general rules for use).