



Event Rental Rates

Rates Revised Mar 27, 2017
Rates are subject to change without notice.

Event Venue	Room Set-up				Fees: Operating hours		Fees: After Hours	Food / Beverage
	Reception	Banquet	Classroom	Theater	Up to 4 Hours	Over 4 Hours	(until 10 pm)	
Interior Spaces								
The Auditorium				240	\$900	\$1,250	\$1,500	No
The Auditorium Lobby	225	160	100	200	\$800	\$1,150	\$1,650	*Allowed
Paul Sunderland Glass Bridge	150	60	to 465				\$1,650	*Allowed
The Auditorium & Lobby	225	160		\$1,600	\$2,050	\$2,150	*Allowed - Lobby only	
Auditorium Lobby & Paul Sunderland Glass Bridge	Contact Events Manager					\$2,250	*Allowed	
The Auditorium & Lobby and Paul Sunderland Glass Bridge	Contact Events Manager					\$2,500	*Allowed - Lobby/Bridge	
Classroom	50	40	30-50	50	\$350	\$500	Contact Events Manager	*Allowed
Conference room	Seats 20 - 40				\$350	\$500	Contact Events Manager	*Allowed
Galleries, Halls & Tower								
Museum – Main Gallery	Private viewing only				Group Ticket Price		First hour \$1,500, \$500 each additional hour	No
Memorial Tower	Private viewing only						\$250/hour	No
Exhibit & Memory Halls							\$500/hour	No
Exterior Spaces								
** Memorial Observation Deck/North Terrace	2,500	800			Contact Events Manager		\$2,500	*Allowed
**North Lawn (236,000 sf)	Can accommodate up to 10,000				Contact Events Manager		Contact Events Manager	*Allowed
**Southeast Lawn (275,954 sf)	Can accommodate up to 10,000				Contact Events Manager		Contact Events Manager	*Allowed
**Set-up fee – additional service charge					\$500/day			

*Food/Beverage, allowed. See American Dining Creations, the National WWI Museum and Memorial's on premise caterer for all your food and beverage needs.

- There is no food or beverage permitted in the auditorium, galleries or exhibit halls

- The National WWI Museum and Memorial is a smoke free institution.

Additional Rental Considerations		
AV - Basic Half Day (4 hours)	Includes support for presentations/audio (up to 3 mics & PowerPoint)	\$150
AV - Basic Full Day (8 hours)	Includes support for presentations and audio	\$250
AV - Enhanced Half Day (4 hours)	Includes Basic AV for half day and support for presentations, audio/livestream - 1 camera	\$300
AV - Enhanced AV Full Day (8 hours)	Includes support for presentations, audio, recording and simulcast	\$500
AV - Advanced requests	Contact Events for AV to quote	TBD
Electronic Signage	Includes corridor and monitor images; up to three slides each	\$ 100.00 each location
Security	Includes one designated officer	\$ 40 hour
Museum Table set-up	Includes set up and use of each through event	\$ 5.00 each
Museum Chair set-up	Includes set up and use of each through event	\$ 1.50 each
Centerpiece	Includes simple display of charger, mirror and votive	\$ 3.00 each setting
Centerpiece upgraded	Includes display of charger, mirror, silk flourish and votive	\$ 5.00 each setting
Draperies for Lobby Doorway	Each doorway / two doorways total	\$50/each doorway
Early morning set-up/start	Events requiring start time (including set-up) before 8:00 am	\$ 200.00 each event
Interactive Tables Corporate Team Building	Includes game leader	Subject to change