

## Lobby

- Suitable for receptions, parties, and small sit-down dinners.
- Capacity: 200 (reception with no food or drink); 150 (reception with food or drink); 40 (sit-down dinner)
- Rental fee: \$175.00 per hour. Outside of regularly scheduled staff hours, there will be an additional charge of \$100 per hour to cover the costs of extra security.
- Cleaning fee: A standard cleaning fee of \$75 is charged when food and/or beverages are served. Additional fees may be imposed to cover costs for damage or extraordinary cleaning services.
- Gallery Hosts (if needed): \$75 (separate check payable to *Friends of the Montana Historical Society*)

## Auditorium

- Suitable for training sessions and workshops.
- Capacity: 57 (auditorium style); 32 (classroom style)
- Rental fee: \$100.00 for an eight-hour day. Outside of regularly scheduled staff hours there will be an additional charge of \$100 per hour to cover the costs of extra security.
- A/V fee: Some audio-visual services are available for \$75.00 per hour including staff and equipment.
- Cleaning fee: A standard cleaning fee of \$50 is charged when food and/or beverages are served. Additional fees may be imposed to cover costs for damage or extraordinary cleaning services.
- Gallery Hosts (if needed): \$75 (separate check payable to *Friends of the Montana Historical Society*)

## Rental rules

1. Rentals are booked on a first-come, first-served basis. Upon request, the Administrative Assistant can save the space on a temporary basis, however, reservations are not final until both parties have signed the [rental agreement form](#) (.DOC) and it is returned to the Administrative Assistant ([jlewis@mt.gov](mailto:jlewis@mt.gov)).
2. Use must be tailored to fit the layout of the lobby or auditorium at any given time. MHS exhibits cannot be moved.
3. Food and beverages are not allowed in exhibit galleries. If the galleries are open during an event at which refreshments are served, Gallery Hosts must be engaged to enforce this policy. Gallery Hosts are provided by the Friends of the Montana Historical Society (see fee above).
4. Renting organizations are responsible for providing all linens, china, glassware, flatware, etc., as well as basic clean-up after the event.
5. It is sometimes possible to have the Museum Store open after hours. If desired, this is negotiated on a case-by-case basis.
6. Final arrangements for a major event should include an in-person visit to the MHS for consultation with the Administrative Assistant.
7. If alcoholic beverages are to be served, the renting organization must secure the services of a licensed dispenser/cash bar. A copy of the license must be provided to MHS.
8. A small kitchen at the back of the lobby belongs to the Friends of the Montana Historical Society. All equipment in the kitchen has been purchased by the Friends for their use. Caterers may work from the kitchen, but they are asked to provide their own equipment and supplies and to return the kitchen to its original condition. Please do not leave food in the refrigerator.

**To learn more about renting our facility, please email [jlewis@mt.gov](mailto:jlewis@mt.gov) or call 406-444-1799.**