

~ PRESIDENT LINCOLN'S COTTAGE ~

# FACILITY SPACES & RENTAL RATES

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## *Robert H. Smith Visitor Education Center*

*Atrium, Cabinet Room & Exhibition Galleries\**

6 hours ~ \$2,500

Capacity: 34 seated; 100 standing

*Cabinet Room*

8 hours ~ \$1,000

Capacity: 16 seated

*Group Program Room*

up to 4 hours ~ \$350

4 - 8 hours ~ \$600

Capacity: 65 seated theater style, 40 seated for dining

## *President Lincoln's Cottage*

*First Floor\**

6 hours ~ \$4,000

Capacity: 40 seated; 80 standing

*Second Floor\**

6 hours ~ \$4,000

Capacity: 100 seated (using three adjoining rooms); 150 standing

*First and Second Floors*

6 hours ~ \$7,500

*\*These spaces are only available when the site is closed to the public.*

## *Tented Events*

*Tent space on the adjacent grounds\**

6 hours ~ \$3,000\*\*

Capacity: 150 seated; 250 standing

*\*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.*

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

## *Exclusive Site Rental*

*Exclusive use of the historic site\**

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.*

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

## ADDITIONAL INFORMATION

*Event Length:* The time period allotted includes event time, catering set-up, and clean-up time.

*Discounts:* Rental fees are discounted 10% for non-profit and government groups.

*Tours of the Cottage:* When scheduled in advance, guest visitation of the Cottage may be arranged for all events; depending on the event, providing a guided tour or having guides stationed in the Cottage to answer questions are options. Staffing and/or ticket fees will apply.

*Equipment:* President Lincoln's Cottage has the following equipment available for indoor use for private events: 66" round tables, 48" round tables, 30" round tables, 96" rectangular tables, 72" rectangular tables, chivari chairs, folding chairs, podiums, coat racks, easels, projectors, and other equipment. Equipment from other sources can be brought in to supplement PLC equipment. Rental fees may apply.

*Security Deposit:* A \$500 security deposit is required from clients and will be refunded no later than 30 calendar days after the event date, if it is determined that no damage has occurred and no other charges are outstanding.

*Overtime Charge:* Events lasting longer than the allotted time will be charged an overtime fee of \$350 per hour or any part thereof.

*Additional Fees:* The host of a private event at President Lincoln's Cottage is responsible for all expenses related to the event, including: event, guide, and maintenance staff time, and charges due to any damage inflicted upon the site during the event.