



## Full Museum Rental

**Lane Motor Museum** is the perfect setting for your corporate event or special occasion. Located in the former Sunbeam Bakery, the building, circa 1950, has high ceilings, natural light, and hand-crafted brick and maple wood flooring. The main exhibit area is approximately 40,000 square feet where we exhibit over 150 vehicles at a time. We will work with you to customize a plan for your event, surrounded by the currently exhibited vehicles.

**Lane Motor Museum** is the venue only. We DO NOT provide any services or equipment other than what is listed above. If any other services/ outside vendors are required, such as catering, bar service, equipment rentals, table/chair rentals, valet, extra security, DJ/band, etc., the rental client is responsible for arranging these services. ALL vendors must be arranged and approved by Lane Motor Museum at least 2 weeks prior to the event.

### **Capacity:**

The main floor can host up to 350 people for a seated dinner and up to 1,000 for a standing reception. Larger events may require collection items to be moved. We will move up to 3 cars free of charge, each additional vehicle will incur a \$50 relocation fee.

### **Availability:**

Evenings *ONLY* Thursdays thru Mondays: 5:30-11:30 (with clean up by midnight). Daytime hours are sometimes available on Tuesdays and Wednesdays when the museum is closed to the public.

### **Pricing:**

Full museum rentals ***start at*** \$5,000 for 6 hours.

A 10% discount is given to for 501(c)3 non-profit organizations. Documentation is required.

We require a \$500 security deposit and a signed agreement to reserve your date. If the museum is cleaned properly following the event and there is no damage to the cars or the facility, the security deposit will be fully refunded within two weeks after your event **to the individual who's name appears on the account for the payment type used for the deposit. We can only issue a check for the deposit refund. We cannot refund back to a credit card.**

**Equipment:** ***\*\*The client is responsible for ALL set-up and clean-up of all museum items\*\**** A full museum rental includes:

Use of the meeting room and kitchenette.



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### **Rental Plan:**

A rental plan is required to outline the scope of your event. The plan must:

- Include a detailed floor plan for your event
- List all outside vendors with contact information
- List the arrival time and delivery/pickup times for all outside vendors
- Include an itemized copy of all rental orders
- Include a parking plan
- Include a Certificate of Insurance for 1,000,000 in coverage, with Lane Motor Museum named as an additional insured, for the date of the event.

### **Outside Vendors:**

Lane Motor Museum is a venue only, all outside vendors must be contracted by the rental client. We do not have preferred vendors, however, ALL vendors must be arranged and approved by Lane Motor Museum at least 2 weeks prior to the event. When contracting outside vendors and rental items you will need to work with your vendor to negotiate a short window of time to deliver and set up for your event.

- We do not have preferred vendors, **unless you plan to sell alcohol in which case you must use Hamilton Bartending Services**. Otherwise, rental clients are free to contract the caterer, rental supply company, valet, and entertainment of their choosing.
- You must supply all outside vendor contact information and scheduled setup and break down arrival/departure times to Lane Motor Museum's Marketing Director 1 week before your event.
- All items delivered to the museum must be scheduled with the Marketing Director and adhere to Lane Motor Museum's Rental Delivery guidelines.
  - Garage entrance max height for delivery vans and trucks is 10' 8". If truck is taller, the truck may back up to garage entrance to unload prior to the event and reload for pick-up after the event. Please see Rental Delivery Guidelines for more information.

### **Alcohol:**

All alcohol must be handled and served by Hamilton Bartending Services. Cash bars are allowed on a case by case basis and require the use of Hamilton Bartending Service. Hamilton Bartending Services is the only authorized vendor for alcohol service at Lane Motor Museum.

**Dancing:** We DO NOT allow the museum to be rented for dancing events. Events with a small amount of dancing will be approved on a case by case basis and may require a dance floor rental.

**Set-Up & Clean-Up:**

***\*\*ALL Set-up and clean-up is the responsibility of the client \*\****

If needed, some set-up for the event may begin during business hours and will be determined on a case-by-case basis depending on the start time of the event and how extensive the event set-up is. The Museum closes at 5 pm; no event may start earlier than 5:30 pm to allow time to clear museum visitors from the exhibit area.

**Parking:**

The museum has approximately 96 lined parking spaces available as follows: 17 spots, including 2 disabled, are in the front and side of the building; the remaining 79 are located behind the museum. We have other space that can be utilized to increase on-site parking to approximately 200-250 vehicles with the use of directed parking staff and/or valet parking.

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**For questions and date availability contact Rebecca Evans at (615) 742-7445  
marketing@lanemotormuseum.org**

*If your desired date is available we are happy to hold this for you until you are ready to make a decision.*