

Reginald F. Lewis Museum of Maryland
 African American History & Culture
General Rental Information



The Reginald F. Lewis Museum is Baltimore's premier facility highlighting the history and accomplishments of African Americans with a special focus on Maryland's African American community. A Smithsonian affiliate, the museum is the East Coast's largest African American museum occupying an 82,000 square-foot facility with ample permanent and special exhibition space, interactive learning environments, auditorium, resource center, oral history recording studio, museum shop, café, classrooms, meeting rooms, outside terrace and reception areas. The museum is located near Baltimore's Inner Harbor at the corner of Pratt and President Streets.

The Lewis is capable of hosting events from small intimate dinner parties to large scale receptions. Our unique venue is a mark of architectural excellence, as well as a state of the art attractive venue for your special occasion. The museum is the perfect location for corporate events, meetings, seminars, weddings, receptions, galas, holiday parties and fundraisers. The museum offers a one of a kind space for your private gathering and our professional event planning staff is ready to assist you in every detail from start to finish.

Take the Journey and let your next event be part of history at the Reginald F. Lewis Museum!

GENERAL RENTAL INFORMATION

Rental Hours: 7:00 am-9:00 am and 6:00 p.m. – 11:00 p.m. weekdays (Monday-Friday)
 7:00 p.m. to 11:00 p.m. Saturday & Sunday.
 Extended hours are available @ \$450.00 per hour, upon approval
 The museum's Non-Public Spaces are available to rent during public and non public hours

Catering Facilities & Capacity:

Event Spaces:	Upper Lobby/Theater (2 nd Floor)	Seated-200+	Reception-800+
	Boardroom/Commons/Terrace (4 th Floor)	Seated-70	Reception-100+
Meeting Spaces:	Theater (2 nd Floor)	Seated at rounds-100	200 theater style
	Board Room (4 th Floor)	Seated at rounds-50	30 Board Room Style
	Large Conference Room (4 th Floor)	Seated at rounds-20	14 Board Room Style
	Distance Learning Classroom (4 th Floor)		Classroom Style-24

CAPACITY NUMBERS DEPEND ON THE SCOPE OF THE EVENT

ADDITIONAL INFORMATION

- Evening Rental rates are based on a 4 hour event and up to 200 guests
- Validated parking is available for the Dodge PMI Garage directly across the street on the corner of Pratt and President
- The Exhibits can be open at no charge from 6:00 pm-8:00 pm. Additional fees apply after 8:00 pm
- A deposit of \$500.00, along with a signed Letter of Agreement, is required to confirm a reservation. The balance of the fees is due 14 days prior to the event. In addition, the Client must procure public and employee liability insurance at its cost and provide evidence of coverage upon request.

Some Restrictions: No smoking, No live flowers, No candles, and No red wine

Catering is provided by the museum's exclusive Catering Company Class Act Catering Inc. By Jim Britton.



Catering Contact:

Mr. James Britton, President
410-368-1334, classactcatering@verizon.net , fax: 410-368-1342

For more information on booking your next event, please contact:

Museum Contact:

Cori A. Ramos
Group Sales and Special Events Manager, 443-263-1811
ramos@maamc.org fax: 410-333-1138

Thank you for considering our venue for your next special event!