

Event Setup and Services

The foundation of success!

Complimentary Table and Seating Arrangements

Henry Ford Museum[®] and **Lovett Hall** feature 60-inch round tables set for eight guests, with white floor-length linen and hurricane lamps, complimentary with served meals. Table numbers and stands are available upon request.

All other locations have permanent tables and chairs reflecting the period and style of that venue. Please consult your planner for more detail.

The Henry Ford[®] is pleased to offer three complimentary skirted tables (6 or 8 feet) for each event to accommodate registration, gifts, displays or place cards.

Additional Tables

72-Inch Round Table \$25 per table
With white floor-length linen and hurricane lamp set for up to 10 guests

High Cocktail Table \$25 per table
With white floor-length linen and three votives

Low Cocktail Table \$25 per table
With white floor-length linen, four chairs and three votives

6- or 8- Foot Long Display Table \$25 per table
With white floor-length linen

Candles

All candles or flames must be enclosed in glass and approved in advance by The Henry Ford. Please note: Because of our historic nature, candles are not approved in all venues or locations. Please consult your planner for more detail.

Coat Check Service

Coat Check Attendant \$50 each
Recommend one per 100 guests

Valet

Your guests will appreciate valet service. Consult your planner for a customized quote based on the size, time and location of your event.

Piano \$100 each
Antique grand pianos are available for Lovett Ballroom and Lovett Lobby. The piano fee helps cover general and historic maintenance as well as tuning. Pianos may not be removed from venues.

Audiovisual

Audiovisual products and services vary by location because of room size, capacity, power sources and setup timing. Please consult your planner for a custom proposal based on your needs and location. Please note: Outside audiovisual companies are not recommended because of the unique logistics of our venues. Extensive productions with outside vendors will require Event Production Addendum, and additional service fees may apply.

Retail Store \$300 per location
Open one of our stores for your private event shoppers. (Maximum of 3-hours).