

# ABRAHAM LINCOLN PRESIDENTIAL LIBRARY & MUSEUM



Event Planning Guide

# A Presidential Place for Meetings and Events!



# RENTAL POLICIES

Thank you for considering the Abraham Lincoln Presidential Library & Museum for your event.

The Abraham Lincoln Presidential Library & Museum offers locations within the Library, Museum, and Union Station for business meetings, conferences, receptions, dinners, and other events. Please note that such activities may not interfere with the normal public operation of the ALPLM and are subject to the policies and procedures below.

We look forward to the opportunity to work with you and we realize that each event is unique. For this reason, please note that this document may not be completely inclusive of topics that arise from unique requests, so we ask that you speak with our Facilities Rental staff regarding all event details and requests.

Complete rental policies may be found at [www.PresidentLincoln.org](http://www.PresidentLincoln.org) or by contacting the Facilities Rental Office. Please note that by submitting an event request you acknowledge that you have reviewed and do agree to comply with the terms of the complete rental policies.

## **GENERAL EVENT INFORMATION**

Events at the Abraham Lincoln Presidential Library & Museum (ALPLM) must be social, cultural, recreational, corporate, educational, or personal in nature. The ALPLM cannot be used for promotional events, commercial events, rallies, or political events. No product promotion is allowed. We are not available for wedding ceremonies. Renting an interior space for an event provides no use of any exterior areas. The ALPLM reserves the right to approve events based on these policies and our mission. Please note that either the Director of the ALPLM or the Director of the Historic Preservation Agency has the authority to waive any provision of these policies if, within their sole discretion, it is determined to be in the best interest of the ALPLM and consistent with its mission.

The ALPLM reserves the right to refuse rental to individuals, organizations, or events that discriminate because of an individual's race, color, religion, origin, ancestry, age, marital status, physical or mental handicap, military status, sexual orientation, or in any other way that would constitute a violation of the Illinois Human Rights Act (775 ILCS 5).

No monetary transactions may occur on our premises, including cash bars, or credit or debit card machines. Please visit our website at [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for complete event information.

## **Fundraising Events**

All fundraising events must be by written invitation only and have prior approval from the ALPLM. Fundraisers for political parties, political action committees, and individual candidates are not allowed. The ALPLM reserves the right to refuse fundraisers for any group that discriminates on the basis of race, color, ethnicity, gender, age, religion, or disability. Additional information available at [www.PresidentLincoln.org](http://www.PresidentLincoln.org).

## **Guest Count**

The client needs to provide the ALPLM with their estimated guest count at the time of signing the Facilities Rental Agreement.

## **Invitations and Printed Materials**

Invitations for rental events may not use the name of the Abraham Lincoln Presidential Library & Museum except as the designated location of the event. A client may not use the name or likeness of the ALPLM to promote any event. It is permissible to include an informational brochure or other information published by the ALPLM for the purpose of describing the facilities and collections.

The content of all printed materials relating to the event must be submitted to the Facilities Rental Office for review and approval before being printed. Any violation may result in cancellation of the event. Please allow six weeks prior to the event for invitation copy approval.

## **Media/Press**

Press conferences may not be held in the ALPLM without the prior written approval of the ALPLM. Use of the ALPLM's name or likeness to promote, advertise, or sell tickets to an event (other than as the location of the event) is prohibited.

## **Security**

Adequate security by ALPLM Security officers will be provided during rental events at the ALPLM.

## **RESERVATION PROCESS**

The ALPLM will accept reservations for events within one year before the event date. For major or multiple-day events, an exception may be made to the timing of reservation acceptances.

To request a reservation, send a written request on your organization's letterhead (emails are accepted) to the Facilities Rental Manager. Please include in the request a description of your organization and its mission, the nature of the event, preferred date and hours of the event, requested location, catering requests, set-up requirements, audio/visual needs, speakers, performers, films, or programs that may be a part of your event.

The Facilities Rental Manager will contact a prospective client to confirm receipt of the request and tentatively hold the date requested, if available. The Facilities Rental Manager will send a Facilities Rental Agreement and a Preliminary Rental Invoice to the prospective client.

A signed Facilities Rental Agreement and a non-refundable deposit of one-half the Preliminary Rental Invoice total are required to confirm the event date. The Facilities Rental Agreement for the use of the ALPLM along with the deposit must be received within 10 business days of the verbal reservation. DATES WILL BE RELEASED IF THIS TIME REQUIREMENT IS NOT MET.

Please make checks payable for facilities rental charges to Abraham Lincoln Presidential Library & Museum.

All charges must be paid two weeks prior to the event. After the event, any other charges incurred during the event will be billed to the client. Payment of additional charges is due within 30 days of the invoice date.

## **INSURANCE**

Any company, not-for-profit organization, or individual wishing to rent a venue at the ALPLM must present a certificate of insurance at least thirty (30) days prior to the event. Only State of Illinois agencies and Federal government agencies do not have to provide insurance. Please visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for full Insurance Requirements or contact the Facilities Rental Office for more information.

## **EVENT PLANNING INFORMATION**

All activities relating to an event must be coordinated through the Facilities Rental Office. If extensive or unusual set-up is needed, it must not interfere with normal ALPLM activities and must be arranged with the Facilities Rental Manager. An additional charge may apply.

A Facilities Rental Coordinator and Museum staff will be present on the day of the event to manage the set-up, activities, and move-out. The ALPLM asks that one person representing the client remain at the event until all guests exit the building. That designated client representative and the Event Coordinator may inspect the event space to ensure that there has been no damage.

## **Decorations**

Decorations are not permitted without approval from the Facilities Rental Office. Please visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for complete information and please discuss event decorations with our event staff.

## **Deliveries**

Please discuss all deliveries with Facilities Rental Office staff.

# RENTAL POLICIES

## **Entertainment**

The ALPLM reserves the right to approve any entertainment, including all speakers, performers, movies, or programs, offered at an event to ensure that the nature of the gathering is consistent with the ALPLM's mission. The name and type of entertainment must be provided to the Facilities Rental Office three weeks in advance of the event for approval.

## **CATERING**

Secret Recipes is the designated caterer for the ALPLM. Please speak with the Facilities Rental Manager regarding catering information and sample menus.

A rental client may choose to use an outside caterer, but will be charged an additional 25% of the rental charge for that option. The Abraham Lincoln Presidential Library Foundation will send an invoice for this outside caterer surcharge. The outside caterer will be asked to sign an Outside Caterer Agreement and provide appropriate licenses and insurances. If an outside caterer is chosen, some very limited preparation facilities may be available but must be approved by Secret Recipes and the Facilities Rental Manager.

No cooking or cooking stations are allowed in the ALPLM. Food service supplies, bars, etc. should be provided by the caterer for the event. The caterer is responsible for food service clean-up during and after the event, as well as cleaning the kitchens where the food is being prepared and served and disposing of food and beverage trash.

Alcoholic beverages including beer, wine, and liquors may be served. Please include a request to have alcoholic beverages served at your event. The ALPLM retains the right to deny a request to serve alcohol. Keg beer is not permitted and beer must be served in glasses or cups. The caterer must provide and serve all alcohol. Donated food or alcohol is prohibited. Alcoholic beverages cannot be served before 5:00 p.m., and food must be served at an event at which alcohol will be served. Food and beverage service must end 15 minutes before the event end time. No person under the age of 21 may be served alcohol under any circumstances.

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## **Facilities Rental Office**

(217) 558-8873 [www.PresidentLincoln.org](http://www.PresidentLincoln.org) [HPA.ALPLM.RentEvents@Illinois.gov](mailto:HPA.ALPLM.RentEvents@Illinois.gov)

AUDIO / VISUAL



# AUDIO / VISUAL

The Abraham Lincoln Presidential Library & Museum offers audio/visual equipment and services to meet your event needs.

The following rental venues in the Library feature built-in, state-of-the-art audio/visual equipment. Use of any or all of that room's equipment is priced by either full or half-day:

Multi-Purpose Room  
Classroom  
Computer Lab

We offer audio/visual equipment and services in rental venues throughout the Presidential Library & Museum.

Please visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for complete information and pricing on our menu of audio/visual offerings.

## General Information

- With the exception of laptop computers, audio/visual equipment must be provided by the Abraham Lincoln Presidential Library & Museum.
- All rentals are priced as listed and are subject to availability.
- Please confirm equipment and services you need one week prior to your event.
- A Rush Charge of \$50 may apply to requests made less than 24 hours before an event.
- Charges for audio/visual equipment and services will be invoiced post-event.
- Prices subject to change without advance notice.
- Complicated/Multiple set-ups may require additional labor charges.
- A 48-hour notice for all cancellations is requested.

Please contact the Facilities Rental Office to discuss audio/visual for your event. We look forward to an opportunity to work with you and help make your meeting or event presidential!

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# HISTORY LESSONS



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It is worthwhile and fun to continue learning—especially when there are no tests or grades involved—and the Abraham Lincoln Presidential Library & Museum is pleased to offer **History Lessons**, an educational and entertaining addition to your next daytime meeting or event at the Presidential Library.

Each Lesson offers either a 30-minute or 45-minute presentation by one of our knowledgeable historians on a Lincoln-era topic and includes question and answer time. The program is offered weekdays based on the availability of the historians.

A partial list of topics includes:

- African-Americans Lincoln Knew
- Confronting Democracy's Boundaries: The Lincoln-Douglas Debates
- The Faith(s) of the Lincolns
- Lincoln and Agriculture
- The Lincoln Assassination and Aftermath
- Lincoln Goes Global
- Lincoln's "National Debt"
- Lincoln the Lawyer
- Looking for Lincoln in the Shadow of Judge David Davis
- Mary Todd Lincoln
- What's in a Name: The Many Monikers of the Lincolns
- What's New in The Lincoln Collection

For complete topic descriptions, please visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org). Contact the Facilities Rental Office to add a **History Lesson** to your meeting or event.

And we promise—no tests or quizzes.

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# ADDITIONAL FEATURES



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The following general features may be added to your meeting or event:

## **Coat Check Service**

ALPLM staff will manage coat check service for rental events as available. During the months October through March, we require staffed coat check for events with 150 guests or more. Additional staff may be needed for larger events.

## **Museum Admission**

We hope your daytime meeting or event will allow time for your attendees to explore this world-class Museum. Facilities Rental staff will be happy to assist clients with advance Museum admission purchases. Please make arrangements and pay for Museum admissions one week in advance of the event date. Rental clients receive the Group Admission price.

## **Museum Store**

The Museum Store offers a wide variety of books and gifts as a remembrance of a Museum event experience. The Store may be open during a Museum rental event to allow guests to choose their own souvenirs. A charge of \$250.00 will be assessed by Museum Store management to staff the Store during your event. Event guests will receive a 10% discount on purchases made during the event.

## **Parking**

Limited parking, including barrier-free parking, is available at the client's guest's expense on a first-come first-served basis for both daytime and evening rental events. The Museum Garage is located at the corner of Sixth Street and Madison. There are three evening parking options: Hosted Parking; Garage Open (guests pay their own parking); Garage Open Hourly.

Please visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) or contact the Facilities Rental Office for complete information on Additional Features.

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# ADDITIONAL PERFORMANCES



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Make your Museum experience come to life with the following live performances:

## **At Ford's Theatre**

Debating in The White House Years of the Museum is ***At Ford's Theatre: Mrs. Wade or Jason Knox***. An actor will portray one of these characters, taking guests back to the days after the assassination of President Lincoln.

## **In the Cabinet Room: Mr. Francis Carpenter**

This popular feature continues its run in The White House Years of the Museum. An actor plays the painter Francis Carpenter and shares with guests the tension while Lincoln and his cabinet discuss the Emancipation Proclamation.

## **From My Front Porch**

The curtain is rising for evening performances of ***From My Front Porch***, featuring a homemaker, Mrs. Rose Allen, doing her housework while educating guests about 1863 Springfield, the Civil War, and the Lincoln Family. This 12-minute audience-pleaser for daytime visitors is currently available for evening rental events.

For complete information on these entertaining and educational performances, please visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) or contact the Facilities Rental Office.

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# MUSEUM



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The magnificent **Museum Plaza** is available for evening events and offers space for dinners for up to 300 people and receptions for up to 500 people. The **Exelon Union Theater** is an ideal venue seating 250 people for lectures, presentations, and business events. Host a reception for up to 100 people in the **Union Theater Reception Area**.

Our two spectacular special effects theaters are available to enhance your Museum event experience. The **Exelon Union Theater** features *Lincoln's Eyes*, a multi-screen and -stage special effects show giving an overview of Lincoln's extraordinary life. The **AT&T Holavision Theater** presents *Ghosts of the Library*, a state-of-the-art holographic program bringing visitors behind the scenes of a great presidential library.

Please contact the Facilities Rental Office or visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for venue photos and additional information.

## Museum Rental Pricing

Plaza	\$2,250
Special Exhibit—Illinois Gallery	\$250
The Journeys (Walk-through Exhibit Areas)	\$250
Lincoln's Eyes	\$1,000/\$500 extra showing
-One showing for up to 300 guests	
Ghosts of the Library	\$1,000 / \$500 extra showing
-One showing for up to 300 guests	
Entire Museum	\$4,500
-Includes Plaza, Journeys, one showing each theater	
Entire Museum with 2 showings of theaters	\$5,500
-For events with over 300 guests	
Union Theater	\$1,500
Union Theater Reception Area	\$500
-Standing room only	
Event Overtime (per hour or portion thereof)	\$750

We hope to welcome your guests for an entertaining and special evening at the Museum sometime soon.

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# LIBRARY



# LIBRARY

The Abraham Lincoln Presidential Library features rental venues ideal for events ranging from daytime meetings, luncheons, seminars, and staff retreats to evening receptions and dinners.

Please visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for venue photos and additional information.

## Library Rental Pricing

Rental charges below reflect full-day or evening rates; half-day rates for daytime events are available.

### First Floor:

Lincoln Reception Room	\$550
Lincoln Atrium	\$750
Computer Lab	\$250
Classroom*	\$225
Classroom 2	\$225
Classrooms used jointly	\$450

### Second Floor:

Governor's Conference Room	\$450
Multi-Purpose Room*	\$1,000
Reception Gallery	\$500
Multi-Purpose Room & Reception Gallery used jointly	\$1,500

\* May be divided into two rooms

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# UNION STATION



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All aboard for an event at our newest, unique rental venue!

The beautiful two-story center portion of the historic Union Station at Fifth and Madison in downtown Springfield makes a great backdrop for any special occasion and is an intimate rental venue ideal for evening receptions and dinners.

Union Station was designed by Illinois Central Railroad architect Francis T. Bacon in 1897 and was constructed the following year. In 1900 it opened for direct passenger rail service from Springfield to St. Louis and was an important railroad stop until 1985 when it was renovated into a specialty retail shopping facility. It also served as the Illinois Historic Preservation Agency's headquarters until it became part of the Abraham Lincoln Presidential Library & Museum complex.

This rental space is available after 5:00 p.m. for small dinners up to 50 guests, and friendly receptions for 150.

Please contact the Facilities Rental Office or visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for additional information.

## **Union Station Pricing**

Union Station	\$1,200
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All Aboard! We hope to welcome you and your guests for a special evening at the Union Station very soon!

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LUNCHEON AT THE LIBRARY & TO A TEA



# LUNCHEON AT THE LIBRARY & TO A TEA

Treat your group of 30 to 60 guests to a delicious and educational experience at the Abraham Lincoln Presidential Library & Museum by hosting a **Luncheon at the Library** or **To a Tea** event.

In addition to the delicious menus offered in the picturesque Lincoln Reception Room, guests at a Luncheon or Tea are personally welcomed to the Museum, which is dedicated to Lincoln's extraordinary life, and provided with brief information about Foundation membership. Each guest will receive a souvenir of their day at the Museum.

The Luncheon features two buffet menu options:

**Solferino & Gold Menu** features a salad, entrée, vegetable and potato dishes, rolls and butter, dessert, and regular or decaf coffee, iced tea, and water.

**Red Rose Menu** offers two types of sandwiches, three different salads, dessert, and regular and decaf coffee, iced tea, and water.

The Tea features a light meal including an assortment of finger sandwiches, fresh-baked scones with accompaniments, seasonal and dessert pastries, and a selection of two brewed teas.

Both events are easy to arrange and are generally offered Monday through Friday based on availability. Please visit our website [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for more information, including pricing, on scheduling a **Luncheon at the Library** or **To a Tea**.

Let's meet for Lunch or Tea sometime soon. We hope these event options fit your plans ...**To a Tea**.

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# CATERING



# CATERING

## *Secret Recipes Catering*



is the designated caterer  
at the Abraham Lincoln Presidential Library & Museum

Phone: (217) 483-9500

Fax: (217) 483-9995

Email: [secretrecipes03@yahoo.com](mailto:secretrecipes03@yahoo.com)

The creative chefs at Secret Recipes will work with rental clients to plan a menu for your unique event, whether it is a small daytime meeting in the Library or a large dinner in the Museum. Please visit [www.PresidentLincoln.org](http://www.PresidentLincoln.org) for sample menus and further catering information.

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## Facilities Rental Office

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Front photo with lemons and oranges by Maria Ansley