

FACILITIES RENTAL

KENTUCKY HISTORICAL SOCIETY



Kentucky
HISTORICAL SOCIETY

Rev. 2/2023

100 W. Broadway St. | Frankfort, KY
502-564-1792 | history.ky.gov

Throwing an event? We've got a space for you!

The classically-inspired Thomas D. Clark Center for Kentucky History can accommodate groups, both small and large, in style and grandeur, and your rental fees directly SUPPORT KENTUCKY HISTORY! Available rental spaces include:

- The Brown-Forman Corporation Kentucky Room - a multi-purpose space for your meeting, lecture, workshop, seminar, reception, luncheon, or dinner. The Brown-Forman Kentucky Room opens onto the Cralle-Day Garden, a lovely, walled green space bordered by Clinton and Ann Streets and the Old Governor's Mansion.
- Hilary J. Boone Commonwealth Hall - a majestic space worthy of your reception or gala event.
- Elizabeth Lloyd Jones Boardroom - the Jones Boardroom is the perfect setting for small, professional meetings and conference calls.

General Information

- KHS can accommodate rental groups of up to 200 people (depending on the space that best suits your needs).
- Room amenities vary but include Wi-Fi/ethernet, AV, teleconferencing, and dry-erase boards (additional charges may apply).
- The Kentucky Historical Society (KHS) expects all events to harmonize with the society's character and mission - KHS reserves the right to decide if the nature of an event is appropriate for our sites.
- Rentals cannot interfere with the daily operations or functions of the institution.
- Tours are available as an add-on to your experience for an additional fee.
- **All rates are daily, and fees will not be prorated.**
- Sales tax is not included in published rates but will be included in pricing quotes if applicable.

The following process details the necessary steps required to secure authorization for use of KHS rental spaces:

- A minimum of four weeks' notice is required for all rentals.
- Complete and submit the inquiry form below.
- The KHS Facilities Rental Coordinator will follow up with rental policies and an application for KHS Facilities and Grounds.
- Complete and submit the application.
- The KHS Facilities Rental Coordinator will provide an estimate of fees and the KHS rental agreement. Please note - your reservation is not secured or guaranteed until KHS receives the rental deposit, proof of insurance, and a signed rental agreement.

To schedule an appointment to see our spaces and learn more about KHS facility rentals, call (502) 564-1792.



THE BROWN-FORMAN KENTUCKY ROOM

OUR PREMIER EVENT SPACE.

A multi-purpose space for a large group meeting, workshop, press conference, reception, luncheon, dinner, or party, located on the first floor of the History Center, the Brown-Forman Kentucky Room is easily accessible, attractive, and private. Large doors provide easy access between the Brown-Forman Kentucky Room and Cralle-Day Garden.

SPECIFICATIONS

- 4,000 square feet
- Seating capacity:
 - 200 theater style
 - 180 for sit-down meal (18 rounds of 10)
- Availability:
 - Monday - Friday, 8 am - 8 pm*
 - Saturday, 10 am - 8 pm*

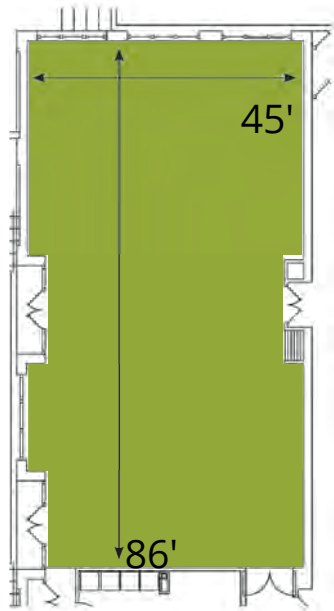
DAILY RENTAL RATE

\$2,000

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers must be out of the building by 8:00 pm.

*Additional hours may be available for an additional fee; please inquire.





CRALLE-DAY GARDEN

TAKE YOUR EVENT OUTSIDE.

The Brown-Forman Kentucky Room opens to the Cralle-Day Garden - a lovely, walled green space in the heart of historic downtown Frankfort. The garden is a perfect addition to the Brown-Forman Room for a private outdoor gathering or wedding. Never fear the weather; it has space for tenting.*

SPECIFICATIONS

- 15,600 square feet
- Seating capacity: 200 people*
(KHS does not provide tables and chairs at this venue)
- Availability:
 - Monday - Friday, 8 am - 8 pm*
 - Saturday, 10 am - 8 pm*

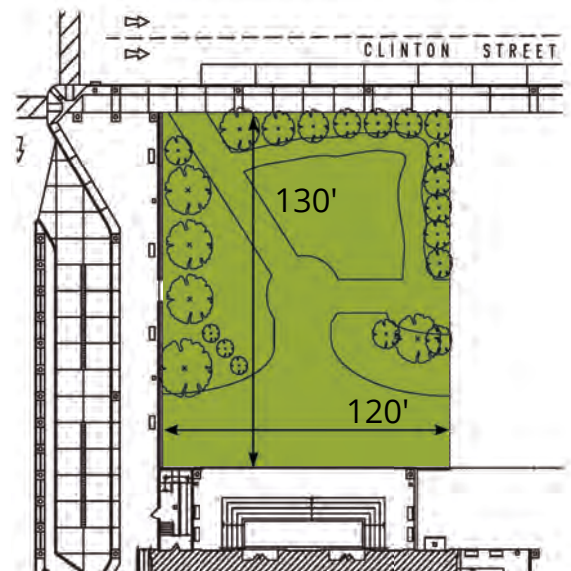
DAILY RENTAL RATE

- Brown Forman rental is required. KHS does not charge an additional fee to use this space.

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers must be out of the building and/or grounds by 8:00 pm.

*Additional hours may be available for an additional fee; please inquire.



*additional fees may apply based on tear-down



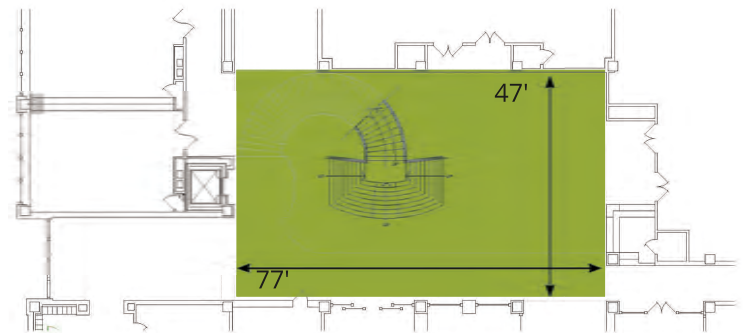
HILARY J. BOONE COMMONWEALTH HALL

A MAJESTIC SPACE WORTHY OF YOUR RECEPTION OR GALA.

Commonwealth Hall is a majestic space with a vaulted ceiling and terrazzo inlaid floor. Its graceful, curved staircase helps you make a grand entrance and provides a perfect stage or backdrop for your special event.

SPECIFICATIONS

- 3,666 square feet
- Capacity:
 - 150 people seated
 - 200 standing
- Availability:
 - Monday, 8 am - 8 pm*
 - Tuesday - Saturday, 5 pm - 8 pm*



DAILY RENTAL RATES

- Monday - \$2,000
- Tuesday - Saturday - \$600

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers must be out of the building by 8:00 pm.

*Additional hours may be available for an additional fee; please inquire.



ELIZABETH LLOYD JONES BOARDROOM

WHEN YOU JUST NEED A PRODUCTIVE SPACE.

The Jones Boardroom is the perfect setting for small, professional meetings, and conference calls. Located on the second level of the History Center, the room has a 20-foot, boardroom-style table, perimeter seating, and a sideboard to accommodate refreshments.

SPECIFICATIONS

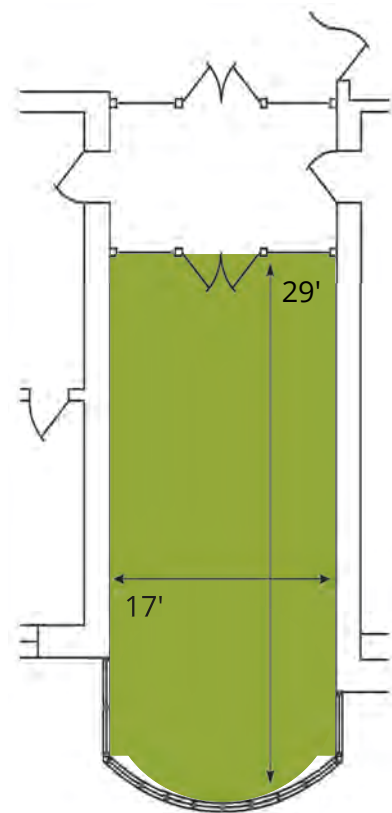
- 493 square feet
- Seating capacity: 14 around table
- Availability:
 - Monday - Friday, 8 am - 5 pm

DAILY RENTAL RATE

- Monday - Friday - \$400

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers must be out of the building by 5:00 pm.





EQUIPMENT & SERVICES

Equipment

Tables, chairs, a podium, and two microphones are included with your rental (except for outdoor spaces). The following equipment is available for an additional fee:

- Sound Package (3 - 8 microphones)
- AV Capabilities
- Projector & Screen (Commonwealth Hall)
- Moving Stage
- Black Folding Chairs
- Stanchions (2 sections)
- Atmosphere Music (Commonwealth Hall only)
- Conference Call Phone

Additional fees apply in the following conditions:

- Catering kitchen use
- Wedding
- Extra labor
- Equipment operator
- Overtime
- Damage/cleaning

A full list and rates of KHS facility rental equipment and services is available through KHS Special Events & Rental Coordinator

RULES FOR USE OF KENTUCKY HISTORICAL SOCIETY FACILITIES & GROUNDS

The Kentucky Historical Society (KHS) permits persons, organizations, or groups to use KHS facilities for various purposes and events provided the event does not interfere with or disrupt daily operations or functions of the institution. The following rules have been developed to ensure the care and protection of KHS building, collections, and grounds, as well as a safe and orderly environment for your organization. Use of these areas must comply with all rules. All activities scheduled for the public areas must be approved through KHS. An "Application to Use KHS Facilities & Grounds" form must be completed, and a "Commonwealth of Kentucky Rental Agreement" may also be required in the event of a rental of state facilities and ground for a private function. At no time will enforcement of these rules be influenced or affected by age, race, national origin, disability, and religion, or partisan politics.

- Rentals must be reserved a minimum of four weeks in advance.
- Rentals are scheduled on a first-come, first-served basis and are not confirmed until KHS receives an executed rental agreement, deposit, and certificate of liability insurance.
- No political campaign, solicitations, or fundraising activities are permitted on KHS Facilities & Grounds.
- An event insurance policy is required for any event held at KHS Facilities & Grounds.
- Caterers must be fully licensed and insured. Proof of valid licensure must be provided by the caterer at least ten (10) business days before an event.
- Alcohol service must have STAR-certified servers.
- Food and beverages are not allowed in the exhibition galleries or Hall of Governors.
- The party shall provide all personnel needed to conduct the event. KHS does not provide staff to conduct the event for private functions.
- Visitors shall agree to be, and are, responsible for any vandalism, damage, breakage, loss, or other destruction caused by that individual or organization. If the facility requires special cleaning because of the event activity, KHS will provide cleaning services at the Event Organizer's expense.
- Visitors must promptly remove items or materials owned and/or used after each event. Failure to do so may result in KHS billing the individuals or organizations with the costs of disposal, inclusive of use of staff time, which the individuals or organizations agree to be responsible for as a condition of their use of KHS Facilities.
- Visitors shall indemnify and hold harmless the Commonwealth of Kentucky, its departments, agents, employees, and contractors from and against any and all suits, damages, claims, or liabilities due to personal injury or death; damage to or loss of property; or for any other injury or damage arising out of or resulting from the use of Kentucky Historical Society Facilities or Grounds, except as provided by in KRS Chapter 49.
- Digging, excavating, or using metal detectors on grounds is strictly prohibited.
- Visitors are prohibited from posting or affixing signs, announcements, or other documents on any exterior or interior wall, ceiling, floor, door, window, or other surfaces not specifically designated for that purpose.
- Event compliance with OSHA and ADA standards, (as well as other applicable federal, state, and local regulations) is the sole responsibility of the user.

RULES FOR USE OF KENTUCKY HISTORICAL SOCIETY FACILITIES & GROUNDS

- The mass release of birds, butterflies, or other living creatures is prohibited.
- The following items are prohibited: hot-air balloons and similar lighter-than-air objects and aircraft; powered aircraft, including but not limited to drones and remotely-operated aircraft; remotely controlled toys and vehicles; rockets and similar missiles; fireworks and other explosive items.
- The following items are not permitted in any KHS Facility unless such items are owned or controlled by the state: (1) Any equipment, apparatus, or machinery that fails to conform with local fire codes; (2) Skateboards, roller skates, rollerblades, bicycles, mopeds, motor bicycles, motorcycles, and hoverboards; exclusive of mobility devices used by a disabled individual; and (3) Any personal property that interferes with any electrical or mechanical system in a KHS Facility.
- Visitors may not camp or remain overnight on KHS Grounds.
- Visitors shall not be permitted to obstruct passageways in a manner that may impair the normal conduct of business or the safe evacuation of people in the event of a fire or similar emergency.
- Visitors who cause damage to KHS Facilities or Grounds, disrupt business, or threaten other individuals may be subject to immediate removal.
- Use of open flames and candles in KHS Facilities is strictly prohibited.
- Use of glitter or confetti in KHS Facilities is strictly prohibited.
- Parking must be in designated areas; includes event organizers and service workers.



NOTES

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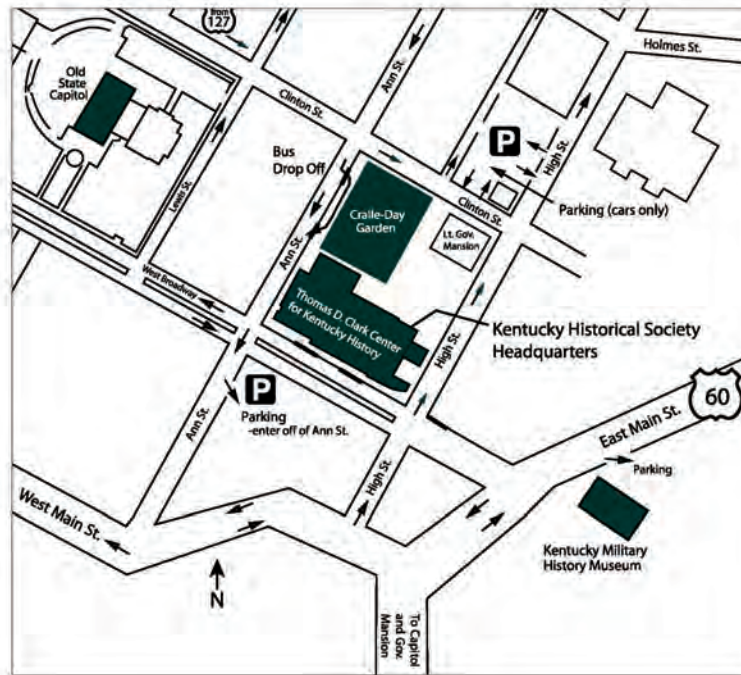
CONTACT US

Special Events and Rental Facilities Coordinator

(502) 782-8118

khsrentals@ky.gov

history.ky.gov/visit/facilities-rental



The Kentucky Historical Society accepts in principle the "Policy Statement of the Department of Finance for Use of the Commonwealth Facilities by Non-Governmental Groups." The Kentucky Historical Society does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities.



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