

Frequently Asked Questions

Q. Will the exhibits be open during my event?

A. Viewing of museum exhibits may be added to the contract for an additional cost. Unless otherwise specified, all exhibits outside of the rental space will be closed during the event. For more information about pricing to have the exhibits open contact us.

Q. Can I use candles?

A. Open flames are not allowed in any part of the facilities, including the outside terraces; electronic votive candles are acceptable.

Q. Can I have my wedding rehearsal at the State Historical Building?

A. When renting the State Historical Building for a wedding ceremony, Renter is allowed a one hour wedding rehearsal at the State Historical Building the evening before the contracted event date. The rehearsal must be scheduled in advance with the Facility Rental Coordinator. A rehearsal scheduled after 4:30 p.m. on any day of the week will require security, and the renter is responsible for the additional security fee of \$50/hour.

Q. What is the earliest I can start my event?

A. The State Historical Building is open to the public from Monday-Saturday, 9:00 a.m. to 4:30 p.m. and Sunday from noon to 4:30 p.m. Renters must meet with the Facility Rental Coordinator to walk through the venue in order to discuss logistics, floor plans, deliveries, and facility concerns at least two weeks prior to the event.

- Evening events in the Atrium may not begin before 5:00 p.m., unless previously discussed with the Facility Rental Coordinator
- Events in Café Barattas and the Café Terrace may begin after 3:00 p.m.
- Events in other areas of the building (classrooms) have no such time restrictions pending museum scheduled events
- Tables, chairs, and equipment will begin set up at noon, unless previously discussed with the Facility Rental Coordinator or subject to scheduled museum programming
- Evening events end by midnight and at this time, all decorations must be removed from the building.
- Renters are required to appoint one person as a contact for the day of the event; this person is responsible for set up and removal of all items and decorations

Q. Does the State Historical Building offer a place for Brides to get dressed?

A. The State Historical Building does not have a bridal suite, but it does have classrooms that are often used as dressing rooms pending museum scheduled events.

Q. Can the Atrium benches and Information Desk be moved for events?

A. The atrium benches may be moved in other areas of the first floor. The information desk will remain in the atrium. For more information about moving the desk, please contact the Facility Rental Coordinator.

Q. Do I need an appointment to view the State Historical Building?

A. Yes, if you would like to take a tour please contact the Facility Rental Coordinator at HistoricalBuilding.Rental@iowa.gov. Venue tours are available Monday-Saturday, 9:30 a.m. - 3:30 p.m.

Q. How do I secure an event space at the State Historical Building?

A. In order to reserve the space for an event, a non-refundable deposit equal to 25% of the total rental fee is required with the return of a signed contract. The remaining balance of the total cost will be due in full, two weeks prior to the event.

Q. May I bring in my own caterer?

A. Barattas Catering is the exclusive caterer at the State Historical Building and handles all food and beverage needs for the building. Alcohol is allowed to be served on premise if an Alcoholic Beverages Request Rider is signed and submitted to the State Historical Society of Iowa. **Renters are not allowed to bring in their own alcohol.**

Q. Will someone from the State Historical Building be on site the day of my event?

A. For most events, a special event staff member who knows your event will be on site to assist.