

# DRIEHAUS MUSEUM

## THE RICHARD H. DRIEHAUS MUSEUM CAPACITY GUIDELINES & EVENT FLOW

Thank you for your interest in hosting a private special event at the Driehaus Museum. We are delighted you are considering our unique historic setting for your event.



The Driehaus Museum immerses visitors in the culturally and historically significant setting of one of the grandest residential buildings of 19<sup>th</sup>-century Chicago, the Samuel M. Nickerson House. While the galleries of the Museum are filled with irreplaceable art objects, the Nickerson House itself is a National Historic Landmark, and, unlike many other venues, the very fabric of the building, including its floors, walls and interior spaces, are of historic significance.

To ensure the safety of the historic interiors, the collections, and your guests, the Museum requires that all events conform to the following capacity guidelines and event flow.

Please review these guidelines carefully **before moving ahead with your reservation**. We want to ensure the Driehaus Museum is the right venue for you and that your event aligns with the unique nature of our historic building. Please feel free to request additional information.

### **Museum Event Flow and Layout**

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#### **1<sup>st</sup> Floor Main Hall & Period Rooms**

- Arrival of Guests
- Coat Check
- Reception
- Guest access to period rooms
- Suitable for cocktails with passed beverages and hors d'oeuvres. Small bar possible along Main Hall west wall only.
- Limited to 2 highboys.
- Additional use and staging permitted with prior approval.

#### **2<sup>nd</sup> Floor Exhibition Galleries**

- Rotating special exhibition on view in adjacent galleries (historic bedrooms).
- General guest circulation and visitation of exhibition galleries.
- Passed beverages and hors d'oeuvres limited to marble hall area only.

### **3<sup>rd</sup> Floor Ballroom, Galleries, Visitor Lounge & Museum Store**

- Guest circulation in Ballroom, all galleries and Museum Store (optional)
- Piano (optional use, relocation fee applies)
- Suitable for seated dinners, cocktail receptions with bar, and/or food stations.
- One 8' bar is permitted and must be located against the rail by the stairway to ease crowding and ensure smooth guest flow.
- Limited to 3 highboys in Ballroom. Additional highboys may be placed in the Photograph Gallery or other adjacent galleries with prior approval.

### **Guidelines by Size of Event**

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All events include full use of the Museum's public galleries and common areas as described in the General Policies and Procedures.

#### **Up to 50 Guests (Standing Cocktail)**

- No special guidelines. The General Policies and Procedures apply.

#### **51-125 Guests (Standing Cocktail)**

- Food and beverage service must be evenly distributed throughout the building: Drinks and hors d'oeuvres passed on all three floors, and/or one bar each on the first and third floors.

#### **126-200 Guests (Cocktail)**

- As this exceeds the legal capacity limit of the Driehaus Museum as determined by the City of Chicago, **the Museum can only accommodate large events in conjunction with the separate rental of the Murphy Auditorium which is owned and operated by the America College of Surgeons.**
- Guests must arrive through the Murphy Auditorium, and enter the Museum through the easement adjoining the two buildings. The Murphy door must remain open as long as guests are in the Museum and a bar must be located on the main level of the Murphy to help ease capacity issues.
- The same guidelines apply as for 51-125 guests, with the addition that food and beverage service must be evenly distributed throughout **both** buildings (e.g., a bar on third floor of the Museum and another on the main level of the Murphy Auditorium).

#### **Up to 50 Guests (Seated Dinner/Presentation)**

- The Museum's historic Ballroom located on the 3<sup>rd</sup> floor can accommodate up to 50 guests seated for dinner or a presentation.
- Upon request, the adjacent galleries on the third floor may be used to accommodate additional dinner guests; however, these guests will be in separate spaces. The Visitor Lounge can accommodate an additional 16 seated guests and the Photo Gallery can accommodate up to 24 additional seated guests.

**For additional information, please contact the Driehaus Museum Event office at 312-482-8933, ext. 22 or [events@DriehausMuseum.org](mailto:events@DriehausMuseum.org). Thank you.**