

**The History Center**  
**302 East Berry Street**  
**Fort Wayne, IN 46802**  
**(260) 426-2882 x308**

## Rental Pricing and Refund Policy\*

**Deposit:** A 50% deposit is required within 14 (calendar) days of booking the rental to hold your date.

**Balance:** The balance of the rental fee is due 60 days prior to the event.

**Cancellation:** If the event is cancelled 61 or more days prior to the event, the deposit is forfeited and the remaining balance is not due. If the event is cancelled fewer than 60 days prior to the event, the deposit is forfeited and the full balance is due.

**Rescheduling:** If the event is rescheduled 61 or more days prior to the event, an additional rescheduling fee of 25% of the full rental fee will be charged. If the event is rescheduled fewer than 60 days prior to the event, an additional rescheduling fee of 50% of the full rental fee will be charged.

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### Rental Rates

**Shields Room:** \$200.00 per hour (Mon through Thur) and \$300.00 per hour (Fri through Sun)

Max. capacity- 160 banquet seating

Max. capacity- 200 theater-style seating

Max. capacity- 250 cocktail reception (no seating)

**Board Room:** \$100.00 per hour (Mon through Thur) and \$200.00 per hour (Fri through Sun)

Max. capacity-35 banquet seating

Max. capacity- 50 theater-style seating

**Slane Rotating Gallery:** \$100.00 per hour (Mon through Sun)

Max. capacity-25 banquet seating

Max. capacity- 35 theater-style seating

**Chief Richardville House:** \$300.00 per hour (no tables or chairs available).

**Barr Street Market:** \$150.00 per hour (no tables or chairs available).

Additional furniture, equipment and security charges may apply.

A consultation with the Events Coordinator is required to review museum policies and set up capabilities.

Publicly accessible areas may be available to other guests during the rental time period.

All rentals subject to the rules and regulations of the History Center, including the Facility Invoice and Rental Agreement.

\* All rates and policies are subject to change at the discretion of the History Center.