



Event Setup and Décor

For Events in Lovett Hall and
Henry Ford Museum of American Innovation

Foundation Items

Included in your rental, The Henry Ford provides the following foundation items for your event:

- Dinner set-up based on service style. 60-inch round tables with white, floor-length linen set for 8 guests for plated or buffet dinners. Mixed seating including high and low cocktail tables and 60-inch round tables for strolling dinners. Limited 72-inch round tables set for up to 10 guests available upon request at no additional charge
- Classic white china, bar/stemware, and flatware; optional hurricane lamp and table numbers
- Mahogany Chiavari chairs with matching brown pad (500lb capacity)
- High and low cocktail tables with white, floor-length linen and three votives are included, as fitting, with receptions. Additional tables are available at \$35 each
- Auxiliary tables (6 or 8-ft long) with white, floor-length linen available for items such as registration, nametags, awards, and display tables. Up to 10 available at no cost.
- Custom diagram of event setup and design, including online collaboration tool
- Microphone on stand included in Museum Plaza

Henry Ford Museum Innovation Columns

Over 30 complimentary images available to be used as a décor element.

Add on option to highlight your brand or event with the Museum Plaza Innovation Columns.

Innovation Columns can be used to brand, thank sponsors, or congratulate award winners.

Custom images, logos or photos can be displayed. \$250 for the first image, \$50 for each additional image.

Additional Services & Décor

Add your style! The Henry Ford professionals manage optional upgraded services and décor for additional fee*:

Specialty Linen	Chargers	Lighting Design
Floral and Décor	Specialty Glass and Stemware	Lounge Seating
Specialty Chairs / Chair Pads	Specialty China and Flatware	Specialty Bars and Barware
Specialty Tables	Specialty Column Design / AV	Ice Sculpture
Valet	Staffed Coat Check	Auxiliary Tents

*Price based on your selection, venue, date and time

Vendors

The Henry Ford welcomes your professional vendors for the following items and services:

Specialty Linen	Photography / Videography
Off Property Transportation	Entertainment
Floral	Photobooth

Important - To set the stage for success, review the [Vendor Guidelines and Hold Harmless](#) with each vendor during your vendor selection process. *Need recommendations?* The Henry Ford has an excellent list of experienced professionals.

*Additional Services & Décor subject to 6% tax and 6% service fee
Minimum orders, delivery and/or setup fee may apply*



Event Setup and Décor

For Events in Eagle Tavern

Foundation Items

Included in your rental, The Henry Ford provides the following foundation items for your event:

- Guest tables are 8-ft wooden communal tables, with or without white linen. Two hurricane lamps and votives for each table.
- Historic inspired wood ladder back and cane chairs (alternate chairs not available in this venue) set for 8 guests per table
- Classic white china, bar/stemware, and flatware; optional table numbers
- *Optional Offering: Eagle Tavern historic menus include historic transferware (china), pottery service items including platters and bowls, and staff in 1850's period appropriate clothing*
- High cocktail tables with white, floor-length linen and three votives are included, as fitting, with receptions
- Tables (8-ft long) with or without white linen available for items such as registration, name tags and awards.
- Custom diagram of event setup and design, including online collaboration tool.
- ❖ Add a warm fire to Eagle Tavern bar fireplace November-April for \$150 fire specialist fee

Additional Services & Décor

Add your style! The Henry Ford professionals manage optional upgraded services and décor for additional fee*:

Specialty Linen	Specialty China and Flatware	Floral and Décor
Chargers	Staffed Coat Check	Specialty Barware
Specialty Glass and Stemware	AV / Lighting Design	Ice Sculptures

*Price based on your selection, venue, date and time

Fun Enhancements: Historic Transportation in Greenfield Village is a fantastic way to enhance your guest experience.

- Start your event with a reception at the Herschell-Spillman Carousel. You will be amazed how many guests will love the chance to ride our vintage carousel.
- Offering quick Model T highlight tours of Greenfield Village gives guests the opportunity to take a spin in the most important automobile in history.
- Automobiles not your speed? Offer your guests the option to see history at a leisurely pace from our horse-drawn omnibuses.

Vendors

The Henry Ford welcomes your professional vendors for the following items and services:

Specialty Linen	Photography / Videography
Off Property Transportation	Entertainment
Floral	Photobooth

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Event Setup and Décor

For Evening Events in The Lodge at Christie & Main

Foundation Items

Included in your rental, The Henry Ford provides the following foundation items for your event:

- Guest tables are 60-inch round with white, floor-length linen set for 8 guests
- Classic white china, glassware and flatware for dinner service; optional table numbers
- Environmentally friendly high-end disposables will be utilized for bar service and optional hors d'oeuvres or dessert stations.
- Mahogany resin folding chairs (1000lb capacity) for ceremony and reception
- High and low cocktail tables with white, floor-length linen and three votives are included, as fitting, with receptions. Additional tables are available at \$35 each
- Auxiliary tables (6 or 8-ft long) with white, floor-length linen available for items such as registration, name tags, awards, and display tables. Up to 6 available at no cost.
- Custom diagram of event setup and design, including online collaboration tool

❖ See your Event Manager for details regarding Greenfield Village daytime picnic setup

Additional Services & Décor

Add your style! The Henry Ford professionals manage optional upgraded services and décor for additional fee*:

Specialty Linen	Specialty Glass and Stemware	Floral and Décor
Specialty Chairs	Specialty China and Flatware	Lounge Seating
Specialty Tables	Staffed Coat Check	Specialty Bars and Barware
Chargers	AV / Lighting Design	Ice Sculpture

*Price based on your selection, venue, date and time

Fun Enhancements: Historic Transportation in Greenfield Village is a fantastic way to enhance your guest experience.

- Start your event with a reception at the Herschell-Spillman Carousel. *You will be amazed how many guests with love the chance to ride our vintage carousel.*
- Offering quick Model T highlight tours of Greenfield Village gives guests the opportunity to take a spin in the most important automobile in history.
- Automobiles not your speed? Offer your guests the option to see history at a leisurely pace from our horse-drawn omnibuses.

Vendors

The Henry Ford welcomes your professional vendors for the following items and services:

Specialty Linen	Photography / Videography
Off Property Transportation	Entertainment
Floral	Photobooth

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