Event Setup and Décor

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

Foundation Items

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. 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
- Cake and/or Ceremonial Bread Table, 36-inch round with white, floor-length linen is complimentary with all wedding packages
- Auxiliary tables (6 or 8-ft long) with white, floor-length linen available for items such as gifts, escort cards, DJ and head table
- Ceremony includes mahogany resin folding chairs (1000lb capacity) and auxiliary tables with white, floor-length linen as fitting
- Custom diagram of event setup and design, including online collaboration tool for seating

❖ Museum Plaza Innovation Columns have over 30 complimentary images available for your event, custom images, monogram, or photos available at additional charge
❖ Lovett Lobby piano is available with $100 maintenance and tuning fee

Your Special Touches

Small personalized items you may be arranging yourself include items such as guest favors, escort cards, family photos, programs, menu cards, guest book, ceremonial candle, cake knife and/or toasting flutes. On the day of your event, The Henry Ford can help facilitate these details. Please deliver these items to the sales department 2-3 days prior to your event (with appropriate labels and instructions) and The Henry Ford will ensure they are set and ready for your event. We will also assist you removing your personal items at the end of the evening.

Additional Services & Décor

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

Specialty Linen	Chargers	Lighting Design
Chair Pads	Specialty Glass and Stemware	Lounge Seating
Specialty Chairs	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:

Wedding Cake	Photography/Videography
Floral	DJ / Band / Ceremony Musicians
Specialty Linen	Wedding Officiant
Photobooth	Off Property Transportation

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 Weddings in Eagle Tavern

Foundation Items

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. Table numbers available upon request
- Historic inspired wood ladder back and cane chairs (alternate chairs not available in this venue) set up to 8 guests per table
- Classic white china, bar/stemware, and flatware
- *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
- Cake and/or Ceremonial Bread Table is complimentary with all wedding packages
- Tables (8-ft long) with or without white linen available for items such as gifts, escort cards, DJ and head table
- Custom diagram of event setup and design, including online collaboration tool for seating

❖ Add a warm fire to Eagle Tavern bar fireplace November-April for $150 fire specialist fee

Your Special Touches

Small personalized items you may be arranging yourself include items such as guest favors, escort cards, family photos, programs, menu cards, guest book, ceremonial candle, cake knife and/or toasting flutes. On the day of your event, The Henry Ford can help facilitate these details. Please deliver these items to the sales department 2-3 days prior to your event (with appropriate labels and instructions) and The Henry Ford will ensure they are set and ready for your event. We will also assist you removing your personal items at the end of the evening.

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	Lounge Seating
Chargers	Staffed Coat Check	Specialty Barware
Specialty Glass and Stemware	AV / Lighting Design	Ice Sculptures

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

Vendors

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

Wedding Cake	Photography/Videography
Floral	DJ / Band / Ceremony Musicians
Specialty Linen	Wedding Officiant
Photobooth	Off Property Transportation

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 Weddings in Main Street Pavilion

Foundation Items

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, optional hurricane lamp and table numbers
- White china, bar/stemware and flatware for reception and dinner service
- After dinner, environmentally friendly high-end disposables will be utilized for optionallate-night snack, dessert station, and bar service
- 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
- Cake and/or Ceremonial Bread Table, 36-inch round with white, floor-length linenis complimentary with all wedding packages
- Auxiliary tables (6 or 8-ft long) with white, floor-length linen available for items such asgifts, escort cards, DJ and head table
- Custom diagram of event setup and design, including online collaboration tool forseating

Your Special Touches

Small personalized items you may be arranging yourself include items such as guest favors, escort cards, family photos, programs, menu cards, guest book, ceremonial candle, cake knife and/or toasting flutes. On the day of your event, The Henry Ford can help facilitate these details. Please deliver these items to the sales department 2-3 days prior to your event (with appropriate labels and instructions) and The Henry Ford will ensure they are set and ready for your event. We will also assist you removing your personal items at the end of the evening.

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	AV
Specialty Chairs	Specialty China and Flatware	Lounge Seating
Specialty Tables	Staffed Coat Check	Specialty Bars and Barware
Chargers	Lighting Design	Ice Sculpture

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

Vendors

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

Wedding Cake	Photography/Videography
Floral	DJ / Band / Ceremony Musicians
Specialty Linen	Wedding Officiant
Photobooth	Off Property Transportation

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