



## Host an Event at the Museum

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*Please complete this form, save it and email it to [functions@hmn.harvard.edu](mailto:functions@hmn.harvard.edu) or fax to 617.496.8308. When the request has been reviewed, you will receive a confirmation by the function rentals department.*

### Entertaining at the Harvard Museum of Natural History

The Harvard Museum of Natural History (HMNH) provides a marvelous setting for an evening event. There are 17 galleries with fascinating exhibitions that form the perfect backdrop for your event and a unique educational experience. HMNH function rentals include full access to special exhibitions and galleries, including the Glass Flowers gallery, the zoological and mineralogical galleries. In addition to the world-renowned Ware Collection of Blaschka Glass Models of Plants, popularly known as the Glass Flowers, the galleries house some of the world's finest mineralogical and zoological specimens in dramatic settings. Although an integral part of the Harvard community, the HMNH is also a public museum, with thousands of visitors from around the world coming each year to enjoy these extraordinary collections.

The HMNH is pleased to accommodate private events on a limited basis. We are available for private functions only after the museum closes. For the safety of the museum's collections dancing is not permitted. Setup for your event may not occur before 5:00 pm, with an event start time no earlier than 6:00 pm. Guests must depart premises no later than 11:30 pm, at which time vendor clean-up must occur immediately. Our purpose in opening the galleries for private functions is to introduce new visitors to the museum, especially those who might not otherwise visit our galleries.

We look forward to sharing these renowned collections with you and your guests!

**Please read carefully and complete the form in its entirety.  
All rules and regulations will be strictly enforced.**

#### General Information

Event Date

Name of Organization/Harvard Department

Primary Contact

Event Contact  
(if different from primary)

Phone Number  Email

Facilities are available for rent seven days per week from 6:00 pm until 12:00 am. Please call for availability on national holidays.

Set-up for your event may not begin until 5:00 pm. Guests must depart premises no later than 11:30 pm, at which time vendor clean-up must immediately occur. Please be sure that the arrival and departure times of your guests stated below (and agreed upon with your vendors) are attainable within the museum's time parameters, as no exceptions may be made.

**Time of Guest Arrival**  **Time of Guest Departure**

**Number of Guests (limit 400)**  **Parking**

**Type of Event**

**Caterer (must be approved if not on museum's list)**

**Special Needs Requirements/ Security**