

LEVI AND CATHARINE COFFIN STATE HISTORIC SITE
FACILITY RENTALS LOOKBOOK

HISTORY IN THE MAKING
LET OUR SPACE INSPIRE YOUR OWN HISTORY

The Levi and Catharine Coffin State Historic Site provides a unique setting for your next corporate or organizations event. Here you get one-on-one with an amazing story of courage and sacrifice.

Located in historic Fountain City, Indiana, (known as Newport until 1878) the 1839 Coffin home was known as “Grand Central Station of the Underground Railroad.” This Federal-style home was part of a larger network that served as a place where the Coffins offered refuge to more than 1,000 freedom seekers. The home contains

many furnishings commonly seen in early 19th-century Quaker homes in this part of Indiana. The Interpretive Center expands on the story of the Coffins and the community, and how they worked to assure that freedom seekers were provided with shelter, resources and transportation on their journey north.

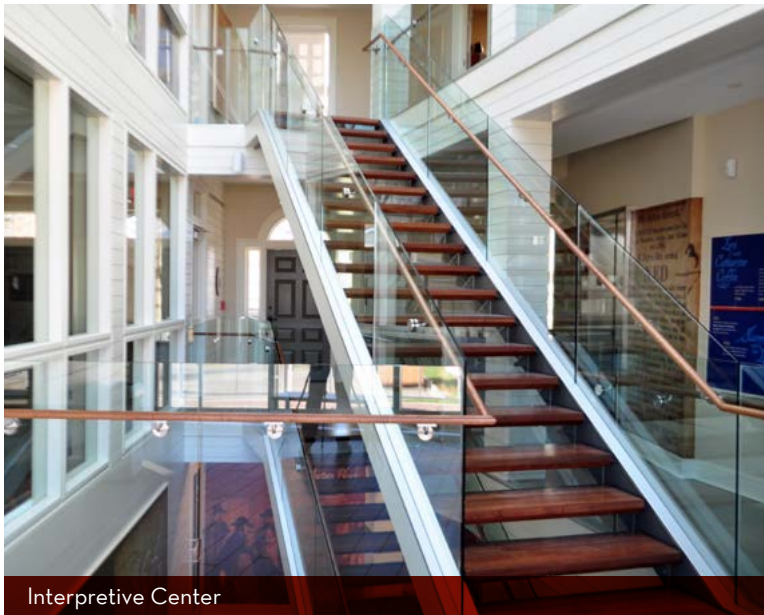
WHAT SETS US APART

1. Beautifully restored 1839 Federal-style home in nearly complete original condition
2. Conveniently located just north of Richmond, Indiana on U.S. 27
3. Complimentary parking available for event guests
4. Event can encompass use of the Interpretive Center as well as the historic house

DETAILS

- ▶ To book your event, a non-refundable deposit of 50% of room rental is required along with a signed agreement. Accepted forms of payment include check, American Express, MasterCard, Visa or Discover. Please note: Indiana sales tax of 7% applies to all rental fees.
- ▶ There is a three hour minimum for each event. This includes one hour for set-up, one hour for your event and one hour for tear-down and clean-up. Extra hours for set-up, tear-down or the event may be added for an additional fee and must conclude by midnight.
- ▶ There is a parking lot available for guest parking onsite. Additional parking is available on surrounding streets, including in front of the Coffin house and Interpretive Center.
- ▶ Catering services may be hired out by the client. The client must provide a copy of the catering contract to the Levi and Catharine Coffin State Historic Site manager at the time that the contract is signed. Caterers must show proof of all appropriate state licensing.
- ▶ Alcohol is NOT allowed on the premises for any events. If there are questions about this policy, please speak to the site manager.
- ▶ A certificate of insurance is required for all rental events at Levi and Catharine Coffin State Historic Site.
- ▶ Levi and Catharine Coffin State Historic Site at times could be considered under structural or cosmetic construction. Structural and/or cosmetic changes to the facility and its grounds includes but is not limited to room closures, improvements to landscape, installation of exhibitions, etc. In the best efforts of the facility, plans will be communicated as early as possible to the client.

For more information, please contact Joanna Hahn at jhahn@indianamuseum.org.



Interpretive Center



Kitchen



Orientation Theater



Gift Shop

INTERPRETIVE CENTER

From open house events to intimate meetings, the Levi and Catharine Coffin Interpretive Center can be made available as a whole or just by the room. The Interpretive Center contains three floors of exhibits, a gift shop, public restrooms and an orientation theater. You can utilize the entire space or only select rooms depending on your need.

INTERPRETIVE CENTER

Capacity: 50 people
Pricing: \$150/hr after 5 pm
Use of the kitchen space is included in this price.

ORIENTATION THEATER

Capacity: 35 people
Pricing: \$50/hr before 5 pm; \$75/hr after 5 pm

GIFT SHOP

Capacity: 10-15 people
Pricing: \$30/hr before 5 pm; \$60/hr after 5 pm.
Use of the kitchen space is included in this price.



COFFIN HOUSE

The Coffin House can be made available for guided tours by site staff and volunteers when available.

TOUR INFORMATION

- ▶ Tours can happen before or after 5 pm. After-hours tours may depend on daylight.
- ▶ Cost of admission: \$10 for adults, \$8 for seniors (ages 60+) and \$5 for children (ages 4-17) for tours before 5 pm.
- ▶ Tours after 5 pm: \$50 per tour (groups of 10-40 people).
- ▶ For groups of 15 or more, a \$1 discount per admission will be given.

When booking tour please be advised:

- ▶ No drinks/food are allowed when touring the Coffin House.
- ▶ Pictures are allowed.
- ▶ Stair climbing is required to see the entire house.

PREFERRED VENDORS

BAKERIES

Horst's Little Bakery Haus
812.265.1295
moehlmann1@msn.com

Nancy's Tasteful Cakes
812.701.9330
nancystastefulcakes@
yahoo.com

The Sweeter Life
812.274.0323
hwallerm@gmail.com

BAND/MUSIC

The Juice Box Heroes
502.751.3561
thejuiceboxheroes.com

My Yellow Rickshaw
317.443.8111
myyellowrickshaw.com

Usual Suspects
502.822.4550
usualsuspects.us

Wax Factory
502.804.2230
waxfactoryband.com

CATERING

Paradise Cove Catering, LLC
812.701.4289
relaxbeourguest.com

Rolling Pin Catering
812.689.5776
rollingpincatering.com

**The Red Pepper Deli Café
& Catering**
812.265.3354
theredpepperdeli.com

Taste by Radford's
765.962.5830
radfordsmeat.com/Services
catering@radfordsmeat.com

Rosco's Coffee
765.962.3019
roscoescoffee.com
info@roscoescoffee.com

DISC JOCKEYS

Audio Magic! Entertainment
812.342.0022
audiomagicentertainment.com

V&M Entertainment
812.672.4786
Vm-entertainment.com

EVENT PLANNERS

Forget Me Knot
812.621.0487
FMKevents.com

Just Breathe
812.274.2500
Justbreatheevent.com

FLORAL

Colonial Flower Shop
812.265.4127
colonialflowers11@frontier.com

Ivy Vine Florist
812.866.4433
barry_hebner@yahoo.com

INVITATIONS

Jan Hurst Calligraphy
502.383.4828
Louisvillecalligraphy.com

Jupiter and Juno
317.718.8385
jupiterandjunoshop.com

OFFICIANTS

**Kentuckiana Wedding
Officiants**
502.822.5913
kyianawedding.com

Indy Wedding Pastors
765.631.0320
indyweddingpastors.com

PHOTOGRAPHERS

Jasmine Norris Photo
574.850.6481
jasminenorris.com

**Laura J. Gardner
Photography**
812.801.9237
laurajgardner.com

One Fine Day
618.841.2150
onefinedaysalonand-
photography.com

The Roxy Studio
info@theroxystudio.com
theroxystudio.com

RENTALS

Nashville Party Rentals
812.269.8802
NPRtents.com

Party Central Rentals
812.282.1055
partycentralrental.com

Seward Party Rentals
812.988.8369
sewardtents.com

TNT Rentals
812.265.9022
TNTtoolrentals.com

VIDEOGRAPHERS

C.Lyon Productions
317.431.8557
clyonproductions.com

Toast Wedding Films
317.627.3628
Toastweddingfilms.com

Two Are Better
317.572.8214
Twoarebetter.us