HOST YOUR EVENT AT THE

CHARLOTTE HAWKINS BROWN MUSEUM

Located conveniently between Greensboro and Burlington, the Charlotte Hawkins Brown Museum is the perfect location for your next event! This packet includes information about the event space, pricing, and what we offer.

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SITE HISTORY

The Charlotte Hawkins Brown Museum was once the site of Palmer Memorial Institute, a premier boarding school for African Americans from 1902 to 1971. This historic site sits on the former PMI campus with green lawns, mature cedar and oak trees, and historic buildings dating from the 1920's.

Kimball Hall, the former dining hall, is our most desired venue. Built in 1927, it retains its original majestic façade, wooden floors, deep crown moldings, and eight-foot tall windows. A catering kitchen is also available! The building receives striking natural light throughout the day and is the perfect choice for any special occasion.

We also have a picnic shelter with space for concessions, restrooms, and ceiling fans available for rentals. This is a popular choice for parties and family reunions. You and your guests are invited to visit the museum and gift shop and take a tour of the Palmer campus and Canary Cottage, the historic home of Dr. Brown, during regular operating hours.

KIMBALL HALL

Kimball Hall served as the dining hall for the Palmer Memorial Institute from 1927 to 1971. Renovated in 2015, it is an ideal place for your next seminar, meeting, party, wedding or event!

Kimball Hall is available Tuesday-Saturday, 9 am to 11 pm. Kimball can be offered with banquet or auditorium-style seating. With 2400 square feet, Kimball's occupancy depends on the set up and specifications for your event. Please call or email us to inquire. **Rental agreements and deposits must be finalized no less than two weeks out from your event.**

FACILITIES & A/V

60” Round Tables (13)
seat 6-8 people

Banquet Chairs (200)
30x72 Rectangular Tables (5)
15x72 Rectangular Tables (6)

Catering Facilities Include:
Microwave
Sink
Warming Cabinet
Refrigerator

Drop Down Screen w/ Built in Projector*
Wireless Microphones
LAV Microphones
Built-in Sound System

***We provide an HDMI cable, you'll be responsible for providing your computer and any adapters you will need to connect.**

PRICING

HOURLY RATE (9AM-11PM)

$125 per hour

You are required to reserve the amount of time you need for decoration as you will not be allowed into the space until the start of your reservation time. Our staff will set up tables and chairs for you.

SECURITY DEPOSIT

$125 (cash or check)

As of 3/1/2024 we no longer offer a non-profit rate or discounts for rentals.

KIMBALL HALL REQUIRES A 20% DEPOSIT TO RESERVE YOUR DATE

this is separate from the security deposit

LARGE EVENT PACKAGES

All packages include set up of space by museum staff and access to Kimball amenities listed on page 4.

Option A — $1800

Use of Kimball Hall for 12 hours on Saturday
Use of Kimball Hall for set up & rehearsal on Friday from 9am-7pm

Option B — $1000

Use of Kimball Hall for 7 hours on Saturday
Use of Kimball Hall for set up & rehearsal on Friday from 12pm-7pm

Option C — $800

Use of Kimball Hall for 7 hours on Saturday, to include day-of set up

EVENT EXAMPLES

Kimball Hall is a dynamic space that can be used for large banquets or family gatherings with fewer attendees. An adjustable stage can be as large as 12x8 or as small as 4x8. An outdoor plaza with a fountain is a usable space during your event!

MASSACHUSETTS COTTAGE

Looking for a space for meetings and smaller events? Massachusetts (Mass) Cottage is the perfect space. Formerly housing for girls in their senior year, the first level of Mass is available for hourly rentals.

Featuring the former living room and dining room as open, connected spaces and two rooms with doors that close, this space can be used for regular organization meetings, as additional space for your wedding or conference in Kimball Hall and more!

Mass Cottage is $75 per hour

THE PICNIC SHELTER

Twelve picnic tables in the pavilion comfortably seat seventy two people, making it the perfect space for an outdoor family reunion or company get together. You and your guests will enjoy gentle breezes from the ceiling fans. Newly renovated bathrooms and a concessions area with a refrigerator, shelves, and work bench are also available. Use of the open fields next to and behind the picnic shelter is allowed so feel free to bring a bouncy castle, grill, or lawn games!

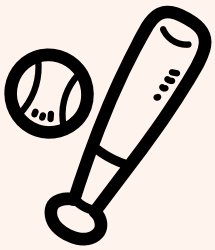
There is no fee to reserve the shelter, but please contact staff to ensure availability.

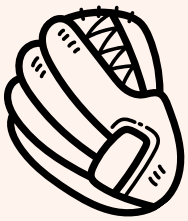
BUNDRIGE ATHLETIC FIELD

Bundrige Field, named for Palmer coach and president Charles W. Bundrige, is available to the general public.

The field sits across Palmer Farm Road from the Picnic Shelter, and use of the shelter may be included with the field depending on availability. Bundrige Athletic Field is a gravel field, and the museum is in the process of exploring a revitalization. Availability may be limited.

After hours use is allowed, until sundown.





There is no fee to reserve the field, but please contact staff to ensure availability.

QUESTIONS?

To reserve any of these spaces or learn more, please contact our museum staff either by email or phone.

Interested in keeping up with the Charlotte Hawkins Brown Museum? Follow us on social media!

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