Your moment in history.

NATIONAL CZECH & SLOVAK MUSEUM & LIBRARY
Rozek Grand Hall

Ceremony

Cover photo courtesy The Modern Lovebird
Thank you for considering the National Czech & Slovak Museum & Library to host your wedding. The art nouveau inspired WFLA Heritage Hall and magnificent chandelier in the Rozek Grand Hall space provide a beautiful blend of timeless elegance. The outdoor Naxera terrace overlooking the Cedar River is a relaxing setting for your guests to sip cocktails.

The museum is located in the heart of the historic Czech Village in Cedar Rapids, Iowa and is just minutes from the Downtown and NewBo areas.

We are able to accommodate up to 180 guests for ceremonies in Rozek Grand Hall, and up to 200 banquet style seated guests in WFLA Heritage Hall.

Any couples wishing to use the National Czech & Slovak Museum & Library for their celebration must either be members or purchase a household museum membership.

All interested couples should contact the Event Services Manager, Sarah van Deest, at 319-362-8500 ext. 113 or svandeest@ncsml.org.
Investment for weddings peak season,
May-November

- **Rozek Grand Hall** — $1,500.00 ceremony only. Ceremonies in Rozek Grand Hall must take place after 4:00pm when museum closes to the public. The rental period lasts until 12:00am.

- **WFLA Heritage Hall** — $3,200.00 for reception only. Rental period of WFLA Heritage Hall is from 9:00am-12:00am.

- **Premium Package Deal** — $3,500.00 for ceremony in Rozek Grand Hall and reception in WFLA/ZCBJ Heritage Hall.

- **Exhibit galleries** — $150.00 flat fee for one hour for guests to experience during cocktail hour

All fees are flat rates. The NCSML does not charge sales tax or a service charge. Please inquire for non-peak season rates.

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See NCSML.ORG/RENTALS and FACEBOOK: NCSMLEVENTSERVICES for more information and photos.

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Features included in rental investment

- Private dressing room for bridal party
- Experienced coordinator provided from the beginning of the planning process, through the rehearsal, and day-of coordination
- Full service bar with bartenders.
- Setup and teardown of museum chairs, tables, and stage
- Experienced event staff onsite for ceremony and reception.
- Use of 60” round dining tables
- Use of 8’ by 30” tables
- Use of indoor auburn and bronze metal banquet chairs
- Use of Naxera Terrace cocktail space
- Complimentary indoor and outdoor parking with handicap accessibility
- WiFi network
Audio Visual & Rental Items List

Internet
- Wired Internet Connection ........... $30.00 each per day

Microphones
- Wireless Handheld ..................... $15.00 each per day
- Wireless Lavaliere ..................... $45.00 each per day
- Patch Fee into house sound ........... $30.00 each per day

Linens
- Ivory Round with
  Ivory Overlay .......................... $12.00 each
- Rectangular Black .................... $12.00 each

Place Settings
- Full Place Setting ..................... $5.00 per person
- Individual items ....................... $.50 cents per item per person

Other Items
- 21’ x 21’ Black Dance Floor .......... $450.00
- Membership (required) ............... $45.00 for household
- Podiums Complimentary

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Bar Menu

Menu is subject to change without notice. All fees are flat rates. 
The NCSML does not charge sales tax or a service charge.

A full bar is provided through the museum — we can customize the bar to your specifications. It can be all cash, all hosted, or something in-between. Alcoholic beverages may not be brought into the museum.

Hosted or Cash Bar
The complete reception package includes call, premium, and top shelf liquors, domestic and imported beer, wine, and is priced per drink.

- Soft Drinks / 2.00
- Domestic Bottled Beer / 4.50
- Premium Bottled Beer / 5.50
- House Wine by the Glass / 6.00
- Call Brands / 6.00
- Premium Brands / 7.00
- Cordials & Top Shelf / 8.00
- Domestic Keg Beer/ 340.00
- House Wine by the Bottle / 22.00
- Specialty Keg Beer / Ask for pricing

Bottled Beer

Domestic Bottles
- Bud Light • Coors Light • Miller Lite

Premium Bottles
- Fat Tire • Blue Moon • Pilsner-Urquell

Liquor

Call Liquor Brands
- Amaretto Paramount • Black Velvet
- Juarez Gold Tequila • Juarez Triple Sec
- Lauder’s Scotch • Phillips Vodka • Phillips Gin
- Phillips Rum

Premium Liquor Brands
- Absolut Vodka • Bacardi Superior Rum
- New Amsterdam Gin • Captain Morgan
- Dewars • Jack Daniels Whiskey
- Jim Beam Bourbon Whiskey
- Jose Cuervo Tequila • Malibu Rum
- Seagrams 7 • Southern Comfort

Top Shelf Liquor Brands and Cordials
- Becherovka • Crown Royal • Glenlivet
- Grey Goose • Macallan • Makers Mark
- Jameson • Patron • Rum Chata • Tanqueray

Specialty Cocktail
Impress your guests with a drink that is unique to you! This is a fun way to show off your creativity and taste. We will craft a cocktail designed around your favorite libations! Contact the Event Services Department for more information.

Non-Alcoholic Beverages

- Soft Drinks or Bottled Water / 2.00
- Coke • Diet Coke • Sprite • Root Beer
- Coffee: Regular or Decaffeinated
  - 20.00 per 1.5 gallon
- Lemonade or Ice Tea / 15.00 per gallon
Preferred Caterers

Any food must be provided by one of the vendors on this list with the exception of cake which can be provided by any vendor.

Dostal Catering
319.366.0701
77 15th Avenue SW
Cedar Rapids
dostalcatering.com

Hy-Vee • Wilson Avenue SW
319.366.2709
20 Wilson Avenue SW
Cedar Rapids
hy-vee.com

Popoli Ristorante
319.363.1248
101 3rd Avenue SW
Cedar Rapids
popolicr.com

A Touch of Class Banquets & Catering
319.261.0345
5977 Mt. Vernon Road SE
Cedar Rapids
atouchofclassbanquets.com

Winifred’s Catering
319.365.5176
925 2nd Street SE
Cedar Rapids
winifreds-catering.com
Frequently Asked Questions

- **When can decorating of WFLA/ZCBJ Heritage Hall take place?**
  - Decorating WFLA/ZCBJ Heritage Hall can take place starting at 9:00am on the day of your event. If you would like to reserve the hall on the day previous to your event, contact the Event Services Department to arrange the rental and to discuss a special rate. Decorating of Rozek Grand Hall cannot begin until 4:00pm the day of your event, but items may be staged in WFLA/ZCBJ Heritage Hall, and museum staff will see that they are appropriately placed at 4:00pm.

- **When can I have my rehearsal?**
  - Rehearsal arrangements can be made with a member of the Event Services Department. Using Rozek Grand Hall for a rehearsal is free of charge.

- **Is the museum within shuttle distance of area hotels?**
  - Several hotels in the area provide shuttle service to the National Czech & Slovak Museum & Library for your guests.

- **What rules apply to decorations?**
  - No tacks, nails, screws, staples, or tape of any kind permitted on walls, chairs, tables, doors, or floors. No rice, birdseed, glitter, confetti, sparklers, bubbles, fog machines, candles, or balloons allowed anywhere in the museum or on museum grounds. No items may be hung from the ceiling or walls without prior arrangement with a member of the Event Services Department.
And they lived
happily ever after

WFLA/ZCBJ Heritage Hall

319.362.8500 • RENTALS@NCSML.ORG
1400 Inspiration Place SW • Cedar Rapids, IA

NCSML.ORG/RENTALS
NCSMLEVENTSERVICES