



## **MILWAUKEE COUNTY HISTORICAL SOCIETY**

910 North Old World Third Street

Milwaukee, Wisconsin 53203

Phone: 414/273-8288

E-Mail: abalistreri@milwaukeehistory.net

### **2017 - Facility Rental Fact Sheet**

Capacity: Cocktail Reception/Sit-Down Dinner - 225  
Theater seating - 200

#### **Rental Fees:**

Lower Level: Sunday-Thursday \$2,500 3/hrs - \$175 for each additional hour  
Friday & Saturday \$3,000 3/hrs - \$200 for each additional hour

Upper Level: to access space \$200 flat fee  
to use space \$1,000 flat fee (required June-August)

15% non-profit discount – proof of status required

Facility Fees: Cleaning Fee- Base Fee of \$200  
On-Site Management Fee- Base Fee of \$200  
Band Power Fee- Flat Fee of \$50

#### **Rentals are available to members of MCHS.**

Wedding couples must purchase a family membership. Other renters, corporate and non-profit, must purchase a corporate level membership.

**Total rental time includes load-in, set up and load-out for your event.**

**\*\*Corporate events may be eligible for reduced weekday rates.  
Please contact for more information\*\***



## MILWAUKEE COUNTY HISTORICAL CENTER FACILITY RENTAL AGREEMENT

Renter:

Contact Information for Renter:

### *Event Details and Fees*

Event Type: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Event Date: \_\_\_\_\_ Caterer: \_\_\_\_\_

Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_

Load In: \_\_\_\_\_ Load Out: \_\_\_\_\_

Total: \_\_\_\_\_

Mezzanine (Yes / No)

Rental Fee: \$3,000 (first 3hrs) + \$1,000 (mezzanine) + \_\_\_\_\_ (\_\_\_ hours x \$200/hr) = \$ \_\_\_\_\_

On-Site Management: \$200

Cleaning: \$200

Membership Fee: Family--\$75 Non-Profit-- \$100 Corporate--\$150

Band Power Fee: \$50

Add LOVE: \$100

Total: \_\_\_\_\_

I have read and agree to abide by the attached Milwaukee County Historical Society Policies and Procedures, and Agreement.

Total cost of event \$ \_\_\_\_\_

Deposit amount \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

Due by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

For the Milwaukee County Historical Society:

Signature \_\_\_\_\_

Date \_\_\_\_\_



## MILWAUKEE COUNTY HISTORICAL SOCIETY

910 N. Old World Third Street

Milwaukee, Wisconsin 53203

Phone: (414) 273-8288

Fax: (414) 273-3268

Email: abalistreri@milwaukeehistory.net

### Milwaukee County Historical Center

#### Facility Use

#### Policies, Procedures, and Agreement

##### *Introduction:*

Thank you for your interest in the Milwaukee County Historical Center as a location for your upcoming program or event. Your use of our facility will not only provide a unique setting within one of Milwaukee's most historic structures for your guests, but will also provide important supplementary income to support Historical Society operations.

To ensure a program or event of the highest quality, we ask that you read and follow the guidelines below. After reading the following terms and conditions thoroughly, we ask that you sign one copy of this agreement and return it to the Historical Society with your deposit. You may keep the other copy for your records.

##### *Terms and Conditions:*

- 1. General:** The Museum Galleries and Board Room at the Historical Center are available for rental use by individuals, civic groups, businesses, and other organizations from Milwaukee County and surrounding areas. As a private, non-profit organization, the Milwaukee County Historical Society is dedicated to collecting, preserving and interpreting artifacts, documents and photographs related to the history of Milwaukee County. Guests are asked to support this mission by striving to protect our exhibits, equipment and facilities from damage. To this end, the Society's Board of Directors has established the policies outlined here in the best interests of our organization, the larger community, and those renting the facility.
- 2. Usage and Charges:** Please be aware that **the Historical Society's primary mission is to serve as a museum and library, and respect the space around you.** For example, keep any foodstuffs and beverages away from artifacts and photographs on display; supervise children so that they do not touch or handle exhibit materials or equipment; and do not remove any items from walls or display areas. Only the specific area described in the rental contract may be used, but all areas of the Milwaukee County Historical Center – including hallways, restrooms, entry ways, and parking areas – must be properly supervised by the group using the facility. Prior approval is needed before posters or signs may be mounted on walls or partitions. Removal of display cases and exhibition materials is not allowed, in keeping with our mission as a museum. Since the facility operates as a museum, as such, part of the experience is dining among historic artifacts. Information about the exhibits or displays will be available within 60 days of the event date.

**The Historical Society assumes no responsibility for the security and safety of stored goods prior to or after an event.** Due to limited storage space, the Renter or vendor will remove all property from the Historical Society at the conclusion of the event, including all debris, boxes, refuse, etc.

**Band Power Fee:** All events with a band are subject to a \$50 band power fee and in turn; will be provided with 2--20amp dedicated circuits.

- 3. Demise of Premises:** Because the Milwaukee County Historical Center is open to the public during business hours, the Renter will not have exclusive use of the building during these hours unless by special arrangement. Evening rentals, however, will entitle the Renter to exclusive use of the facility. The terms and conditions of this agreement do not require the Historical Society to relinquish control of its premises, its facilities, or its services to the Renter, and the Society reserves the right to require the Renter or any participants to leave the premises if the Society feels such an action is warranted.
- 4. Making a Reservation:** Application for use of any Historical Society facility should be made at least two months prior to the desired rental date. If the requested date is available and the proposed use is in accordance with established policy, a rental agreement/facility reservation form will be prepared for signing by the person responsible for the event. **A non-refundable deposit of 50% must be submitted with the signed rental contract before the requested date(s) will be reserved for the applicant. The balance of the rental fee must be paid in full 30 days prior to the event.** If any additional charges are incurred in conjunction with the presentation of the program or event, they will be billed following the event. Payment of additional charges is required within 30 days of invoice. A late fee of 1.5% per month will be assessed on all accounts 30 days past due.

**No reservation is guaranteed until we receive a completed reservation form and deposit.** If we “pencil you in” while your reservation is still tentative, we will attempt to call you if someone else requests your date. However, if we do not receive confirmation of your interest within 24 hours, we reserve the right to release the date to another party.

- 5. Approval and Insurance:** **The Historical Society reserves the right to approve or reject any application submitted for use of its facilities.** Any unusual use of the Historical Center or its facilities may require approval by the Executive Director and/or the Board of Directors. **Additional fees may be expected if services over and above those specifically set forth in the contract are required of the Historical Society and its staff.**

In conjunction with the rental of the Milwaukee County Historical Center facility, **the Renter will indemnify and hold harmless the Historical Society, its agents, and its employees against any and all damages, claims, or other liability due to personal injury, death, or damage to or loss of property arising from its use of any and all museum facilities.** To this end, businesses must submit a **Certificate of Insurance** with each rental application.

Any damage to the collection, facility or equipment is the responsibility of the Renter. The Renter agrees to compensate the Historical Society for any damage within a reasonable amount of time according to an evaluation provided by a museum-approved insurance expert.

- 6. Cancellations:** Cancellation of an event by the Renter more than 30 days before the scheduled date of an event or program will result in the forfeiture of the non-refundable security deposit. Cancellation less than 30 days prior to the scheduled date will result in the forfeiture of all fees and deposits paid. All cancellations must be made in writing to the Historical Society to the attention of the event contact.

The Historical Society reserves the right to cancel an event if the facilities are, in the sole judgment of an authorized museum official, rendered unsuitable for the event due to fire or other calamity, act of God, labor dispute, notice of violations by any city, county or other government agency, or any other occurrences beyond the control of the Historical Society. In the event of such cancellation, the Renter will not be liable for payment of any fees for cancelled programs, nor will the Historical Society have any further liability or obligations with regard to the cancelled events. Should such action prove necessary, the Historical Society will provide suitable time for re-scheduling or as much advance notice as possible.

- 7. Publicity and Promotion:** Advertisements for an event to be held at the Historical Center shall not state or imply that such function is endorsed by, sponsored by, conducted by or supported by the Historical Society. This includes, but is not limited to all newspaper and magazine ads, radio and television announcements, news releases and promotional materials publicizing the function. Upon the request of the Historical Society, the Renter shall deliver for approval copies of all promotional materials to be used in publicizing a function. No signs are allowed to be placed in any part of the facility either before or during the event without written permission.

All advertising and promotional materials for a Renter's function shall direct interested patrons to contact the Renter (or Renter's designated agent) for information. Historical Society phone numbers and addresses shall not be listed as sources for additional information. The distribution of literature or advertising regarding a Renter's function is the sole responsibility of the Renter. The Historical Society will not distribute literature, display signs or posters, or sell tickets for any function unless other arrangements have been made.

- 8. Capacity:** The Historical Society staff will advise you about the maximum seating / standing capacity for any particular event. The maximum for the Museum can range from 100 to 250 people and will vary greatly depending upon your seating arrangements and floor plan. Maximum seating capacity for the Board Room is 20-25 people. Please respect the upper limit established by the Historical Society staff in compliance with fire code regulations.

**The following are not allowed in the Historical Center at any time:**

- Smoking (including E-Cigarettes and Vape Sticks)**
- Smoke Machines**
- Pyrotechnic Devices**
- Glitter**
- Confetti**
- Helium Balloons**
- Sparklers/Fireworks**
- Candles, unless contained in votive holders or hurricane shades**

**The conduct of guests is the Renter's responsibility.** Children must be supervised at all times and should not run on the grounds or in the Center. Historical Society staff is fully empowered to ask anyone to leave on the grounds of disorderly conduct, intoxication, or overstaying their contracted time.

When making your reservation, **please allow enough time before and after your event or program for setting up / taking down necessary equipment and decorations and for cleaning up the facility.** In order to fully and equally accommodate all of our facility renters, and to ensure that we have the appropriate number of staff scheduled for each event, **rental times are firm.** We must ask that the Renter and their guests do not arrive early or stay later than their contracted period of time. An hourly fee will be added to any time other than that contracted.

- 9. Equipment Rental:** Any tables, chairs, etc. required for the event are the renters responsibility and must be ordered through Canopies directly, or through your caterer who will then use Canopies.
- 10. Catering and Bar Service:** The Historical Society provides a list of required caterers as part of the rental packet. Each of the caterers on this list has been reviewed and accepted by the Board of Directors and are experienced working in the Historical Center's facilities. Each of these caterers are also experienced working in a historic building that houses exhibits, a Research Library, and the Society's artifact collections. All renters **MUST** select a caterer from this list.

All caterers are subject to the same terms and conditions as the renters who hire them, and they are required to remove all materials and refuse when they leave the premises. Renters are responsible for handling all interactions with caterers. The Historical Center has a small kitchen and limited additional preparation space available for their use upon request.

Liquor service must be stipulated as part of the Rental Agreement and approved by the Historical Society. All alcoholic beverages must be provided by our exclusive beverage service only. Bartenders must pour and serve all liquor, without exception. Guests are not allowed to serve themselves. No minors under the age of 21 may be served any alcohol. Historical Society staff and bartenders are fully authorized to deny all further alcohol service to persons who may appear to be intoxicated, disorderly, or under age.

**11. Departure and Clean-Up:** Groups renting the Historical Center facilities are asked to arrive and depart at the times stipulated in the rental contract, and to take all their belongings with them. If actual usage exceeds the time frame indicated, additional fees will be imposed. The Historical Society will perform routine clean-up after your event, but asks Renters to remove any boxes, bottles or other debris resulting from their event. Expenses incurred for extra cleaning, such as carpet shampooing or painting of walls will be passed along to individuals and/or organizations renting the facility. If your event generates large quantities of refuse and/or recyclables (for example, boxes of empty wine bottles), you may be billed for their removal.

***Agreement:***

All applicants renting the Milwaukee County Historical Center for an event shall be furnished with a copy of these policies and procedures. Failure to abide by the regulations set forth in this document may bar the individual or organization from subsequent use of the Historical Center.



**Milwaukee County Historical Society  
List of Required Vendors**

**(Please note: Per the MCHS Facility Use Policy, you must use a caterer from this list)**

**Caterers**

**Chef Jack's**

Tony Rossi  
262/549-5558

[info@chefjacks.com](mailto:info@chefjacks.com)

**Gracious Events**

414/777-0440

[www.gracious-events.com](http://www.gracious-events.com)

**Lee John's Catering**

262/549-0006

**Saz's**

Mike Salazar – Sales Manager

414/256-8765

[msalazar@sazs.com](mailto:msalazar@sazs.com)

**Shully's Cuisine**

Sandi Fedele-Jacoby

262/242-6633

800/818-6765

[info@shullyscuisine.com](mailto:info@shullyscuisine.com)

[www.shullyscuisine.com](http://www.shullyscuisine.com)

**Zilli Hospitality Group**

Jamie Barikmo – Event Designer

414/278-6999

[jamieb@zillihospitalitygroup.com](mailto:jamieb@zillihospitalitygroup.com)

**Exclusive Beverage Service**

**Zilli Hospitality Group**

Jamie Barikmo – Event Designer

414/278-6999

[jamieb@zillihospitalitygroup.com](mailto:jamieb@zillihospitalitygroup.com)

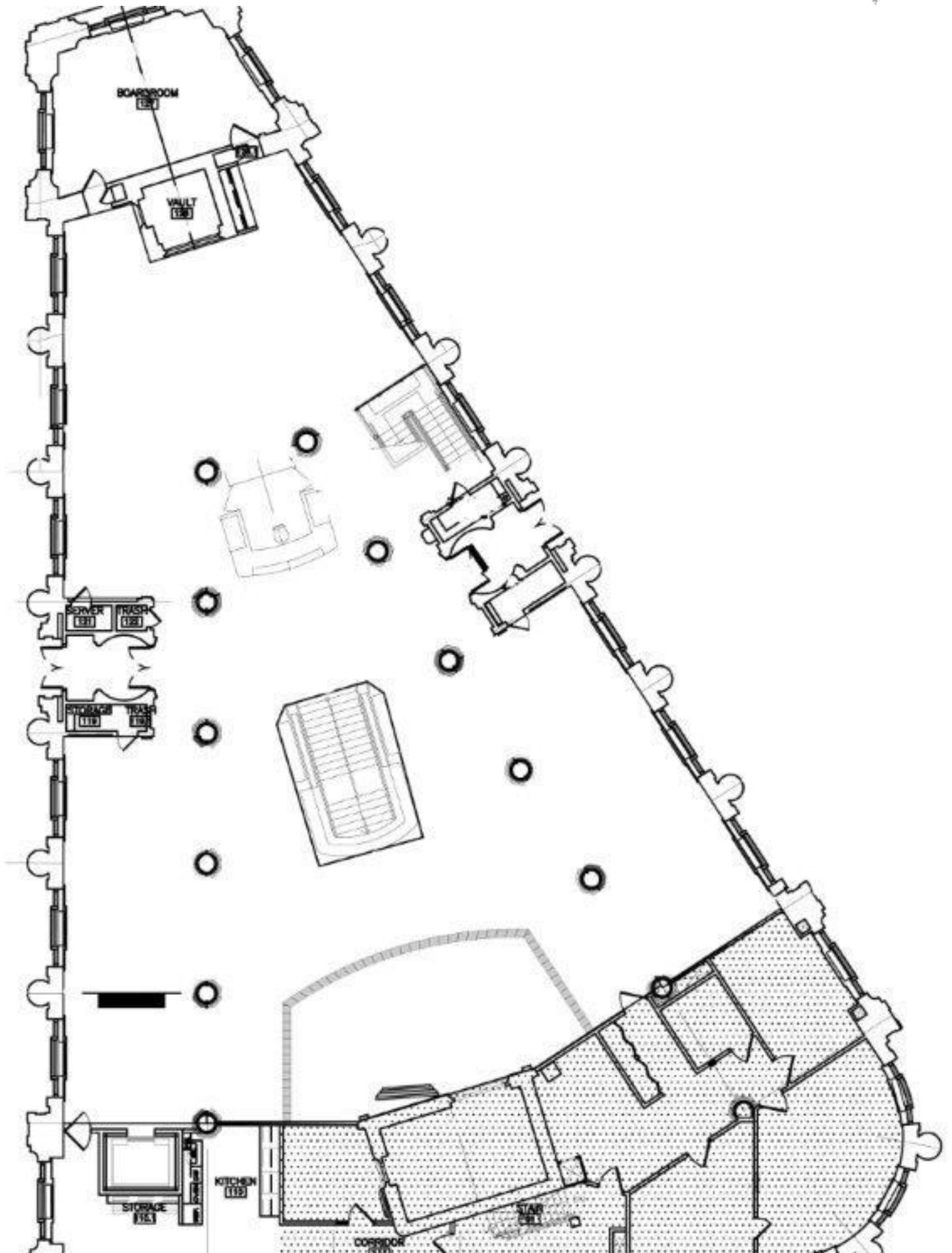
**Equipment Rental**

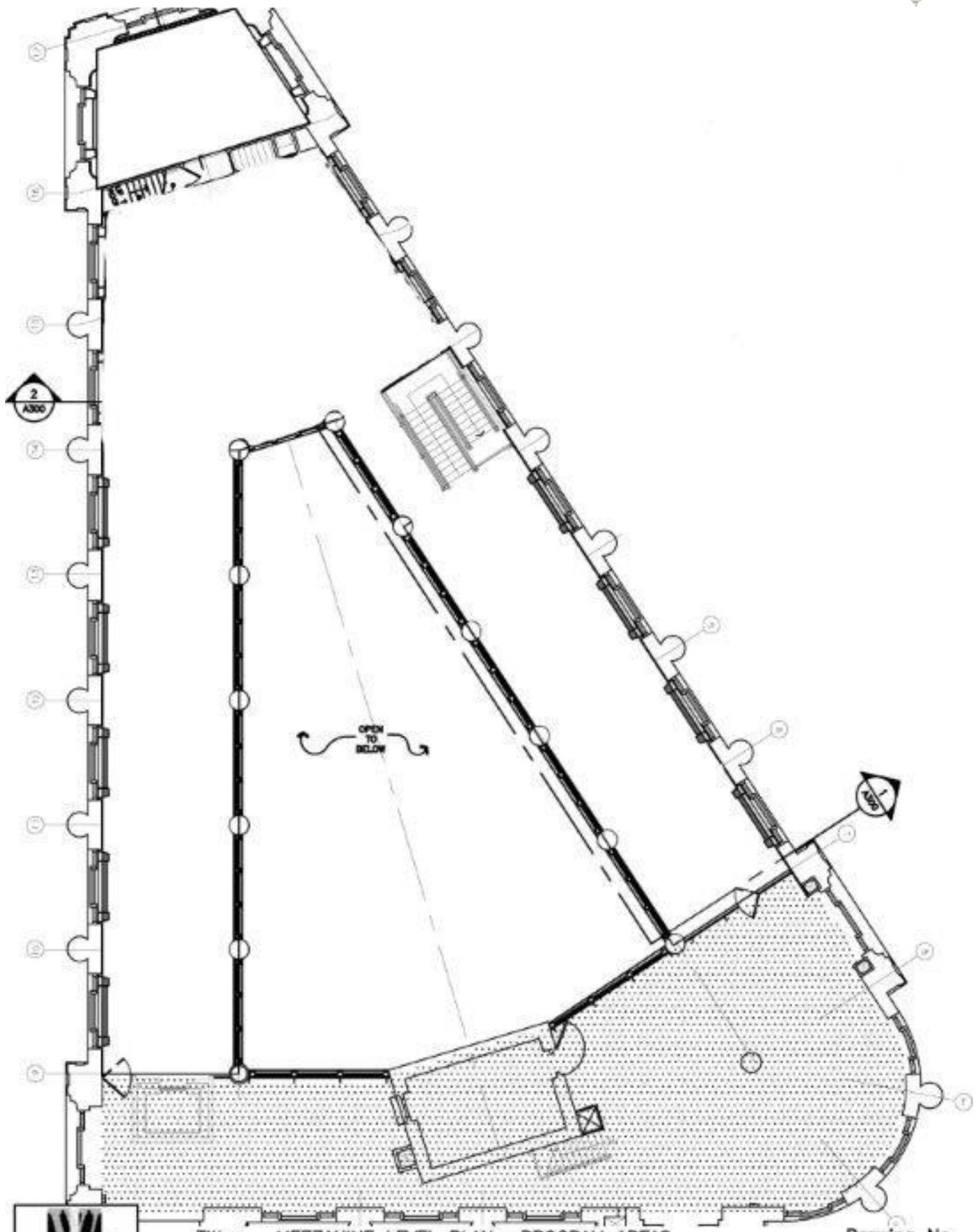
**Canopies**

Doug Barzyk

414/760-0770

[dougbarzyk@canopiesevents.com](mailto:dougbarzyk@canopiesevents.com)





Title: MEZZANINE LEVEL PLAN- PROGRAM AREAS  
Scale: 1/16" = 1'-0"  
Project: Milwaukee County Historical Society PHASE IV  
U/WA P.N.: 08-102.100  
Date: 02/17/00

Drawing No.  
**A-102**