



WEDDING & EVENING EVENTS

KENOSHA PUBLIC MUSEUM & CIVIL WAR MUSEUM



WELCOME

Thank you for considering the Kenosha Public Museums for your upcoming celebration. Getting married is one of the most exciting and memorable times of your life. The Kenosha Public Museum and Civil War Museum's picturesque lakefront setting is the perfect backdrop for your ceremony, reception, or party. We realize the importance of your special day and look forward to the opportunity to help ensure your celebration is a reflection of your dreams come true. Once you have made your decision to partner with the Museum, our event staff will assist you with planning the layout of your spaces, preparing a timeline for your vendors, organizing your day-of activities, and more.



Kristine Camilli, External Relations Manager & Brenda Roth, Special Events Assistant
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KENOSHA PUBLIC MUSEUM



Daimler Chrysler Hall

- 70' x 30'
- 72" round tables, seat up to 10 each
- 8' banquet tables
- A/V equipment included
- Closed to public



Lobby

- 72" round tables, seat up to 10 each
- 30" high top and cafe tables
- 8' banquet tables
- Open to public until 5pm



Mezzanine

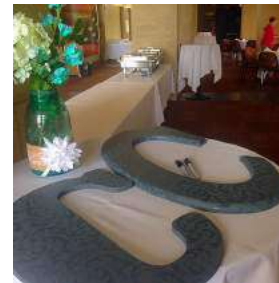
- 34' x 36' (down center)
- 72" round tables, seat up to 10 each
- 30" high top and cafe tables
- 8' banquet tables
- Open to public until 5pm

CIVIL WAR MUSEUM



Freedom Hall

- 43' x 43'
- 60" round tables, seat up to 8 each
- 8' banquet tables
- Attached prep-kitchen
- A/V equipment included
- Closed to public



Lobby

- 60" round tables, seat up to 8 each
- 30" high top or cafe tables
- 8' banquet tables
- Open to public until 5pm



Outdoor Terrace

- 82' x 22'
- No furniture included
- Electricity access
- Closed to public

A LA CARTE



Arbor

- 4' x 7'
- White wood
- Includes setup, and take down



Old Fashioned Popcorn Machine

- Includes all supplies
- Operated by staff



Dance Floor

- 15' x 15'
- Includes setup, and take down

Civil War Museum

Horizon

Ceremony + Reception

Freedom Hall + Main Lobby + Outdoor Terrace

Exhibits (3 hours)

Extended Hour (until 11pm)

Dance Floor Included

\$3,600



Lake View

Ceremony + Reception

Outdoor Terrace (ceremony only) +

Freedom Hall + Main Lobby (reception)

OR

Outdoor Terrace (ceremony + reception)

Freedom Hall + Main Lobby (back up plan only)

\$2,800



Harbor View Off Season

Reception (November-April Only)

Freedom Hall + Main Lobby

\$2,100



Kenosha Public Museum

Diamond

Ceremony + Reception

DC Hall + Main Lobby + Mezzanine

Exhibits (3 hours)

Extended Hour (until 11pm)

Dance Floor Included

\$3,600



Sapphire

Ceremony + Reception

Mezzanine (ceremony only) +

DC Hall + Main Lobby (reception)

\$2,800



Granite Micro Wedding

(fewer than 80 people only)

Ceremony + Reception

OR

Reception Only

Mezzanine + Main Lobby

\$2,100





INCLUDED WITH RENTAL

- > TABLES & CHAIRS
 - > SETUP/TAKE DOWN
 - > CHOICE OF VENDORS
 - > A/V EQUIPMENT (DC HALL & FREEDOM HALL ONLY)
- > STAGE
 - > GUEST PARKING
 - > BRIDAL ROOM
 - > ON-SITE EVENT STAFF
 - > ON-SITE CUSTODIAN

A LA CARTE OPTIONS

ADDITIONAL HOURS

EARLY ENTRY	\$50/hour
EXHIBIT ACCESS	\$100/hour
EXTENDED EVENING UNTIL 11PM	\$300

EQUIPMENT

ARBOR	\$25
OLD FASHIONED POPCORN MACHINE (SUPPLIES INCLUDED)	\$150
DANCE FLOOR (15'X15')	\$300

KENOSHA PUBLIC MUSEUMS

WEDDING & EVENING EVENT RENTAL GUIDELINES

THE FOLLOWING GUIDELINES GOVERN THE USE OF THE KENOSHA PUBLIC MUSEUMS FACILITIES

DEPOSITS & FEES

All payments can be paid with cash, credit card or check in person, by mail, or over the phone with Visa, MasterCard or Discover.

Amounts owed and due dates appear on the Facility Use Form. Failure to make deposit, installment and balance payments by due date may result in cancellation of the event. **All payments are non-refundable.**

- **DEPOSIT** A \$100 non-refundable deposit is due at the time the event is booked. This deposit secures the date and room(s) of the event and is applied toward the final balance.
- **INSTALLMENTS** At least one installment payment will be due between the time of booking the event and the event date, the amount and due date(s) to be determined by Museum Staff.
- **BALANCE DUE** The balance of the total amount owed will be due 7 days prior to the event. The final head count and all details will be due prior to this time.
- **DATE CHANGE** An additional deposit of \$100 will be charged at the time an event date is changed. The deposit will be added to the initial \$100 deposit and applied toward the final balance. Installment payment due dates will be adjusted based on the new event date.
- **CANCELLATION** Advance notice of cancellation should be given to Museum Staff as soon as possible to avoid penalty. All payments are non-refundable. If the event is cancelled less than 7 days prior to the event, the full amount of the rental fee will be assessed.

SETUP

Renter must meet with Museum Staff no later than 14 days prior to the event. At that time all arrangements will be finalized, including room setup details, head count, use of facilities, decorations, request for special equipment, arrival and departure times.

Museum Staff will provide and set up all tables, chairs, and other Museum equipment (dance floor, arbor, stage, etc) prior to the event start time, except in outdoor spaces. Museum does not supply linens, dishware, decorations, cooking or serving equipment, ice, or cleanup supplies including plastic wrap, bags, etc.



At least one Museum Event Staff member will be present throughout the duration of the event to oversee setup, to communicate with vendors, answer questions and secure the facility at the end of the evening. One Museum Custodian will be present throughout the duration of the event to address spills, clean restrooms, and remove trash and recycling bags.

Renter is responsible for providing and setting up all furniture used in outdoor spaces. All furniture and equipment that is not Museum property must be approved by Museum Staff no later than 14 days prior to the event.

(Setup cont.)

All vendor set up and drop off times will be coordinated by Museum Staff.

DECOR

- Renter will be given at least 2 hours to decorate during a time determined by Museum Staff. An additional fee may be applied for extra decorating time.
- All decorations must be approved by Museum Staff no later than 14 days prior to the event.
- Prohibited items include candles, incense, smoke machines and any other flame or smoke producing materials. The only exceptions are a unity candle lit during a wedding ceremony and extinguished immediately following the ceremony, a birthday candle that is blown out, and sterno burners used by a caterer. Confetti, rice, bird seed, bubbles, or real flower petals may not be thrown or blown inside the Museums or on the Outdoor Terrace.

TEAR DOWN

- All decorations must be dismantled and removed from the Museum immediately following the event.



(Tear Down cont.)

- Renter and all vendors will be given up to 1 hour from the end of the event to remove all personal items. A fee of \$300/hour will be applied for any time taken beyond 1 hour past rental time.
- Museum Staff will coordinate pick up of rented furniture and equipment. Renter may be responsible for breaking down and stacking rented furniture and equipment.
- Museum Staff will remove all bagged trash and recycling, break down Museum owned furniture, and mop/sweep/vacuum floors.

VENDORS

Vendors include, but are not limited to, caterer, florist, DJ, musician, decorator, bartenders/servers (if not supplied by caterer), photographer, rental company, event planner.

Names, phone numbers and email addresses of all vendors must be submitted to the Museum Staff no later than 14 days prior to the event. Museum Staff will coordinate appropriate drop off, setup times and needs of all outside vendors.

Renter is responsible for designating individuals responsible for serving food and beverages, clearing tables, packing leftover food and removing decorations.



CATERERS

- Food and beverages may be catered/non-catered. Caterers and/or renters must bring all of their own supplies and equipment.
- All food service supplies and equipment must be removed from the Museum immediately following the event.
- All food must be prepared beforehand. No cooking equipment can be brought into the Museums with the exception of crock pots, Nescos, and sterno burners.

ALCOHOL

- Beer, wine (including champagne) and malt beverages may be served only after Museum operating hours and with prior approval.
- Alcohol is not permitted during Museum operating hours **without exception**.
- **No hard alcohol may be served.**
- Any use of alcohol during Museum operating hours, or hard alcohol at any time, may result in confiscation and/or cancellation of the event.
- A licensed bartender must be on site when alcoholic beverages are being served.
- Renter may not charge for alcoholic beverages.
- Alcoholic beverages may not be given to anyone under 21 years of age.

CONDUCT/LIABILITY

Renter will be responsible for any damage made to Museum property including, but not limited to carpet, flooring, furniture, walls, upholstery, artwork, artifacts.

Renter will be billed for any repairs and/or extensive cleaning needed.

- **SMOKING** Smoking, including e-cigarettes, is prohibited inside the Museums and on the Outdoor Terrace. Smoking is permitted outside the East doors to the Museums.

(Conduct/Liability cont.)

- **LOST/STOLEN ITEMS** The Museum is not responsible for lost or stolen items.
- **CHAPERONES** Groups comprised of minors (under age 18) must have chaperones. Supervision for young children must be provided.
- **MUSEUM ADDRESS** The Museum's phone number should not be given as a source of information for your event. Any invitations with the Museum's information must clearly identify the sponsoring party and have a phone number for additional information.



By signing the attached confirmation you acknowledge receipt of these guidelines and agree to abide by them. Any questions pertaining to the use of the Museum's facilities should be directed to the External Relations Department.

Kristine Camilli, External Relations Manager
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262.653.4406

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www.KenoshaPublicMuseum.org
www.TheCivilWarMuseum.org

KENOSHA PUBLIC MUSEUMS

WEDDING & EVENING EVENT RENTAL GUIDELINES

I have read the terms and conditions for use of the Kenosha Public Museums facilities and understand my responsibility and agree to the conditions set forth.

Client Name (please print)

Signature

Date

Please return signed copy to the Kenosha Public Museums External Relations Department, 5500 First Avenue, Kenosha, WI, 53140 or by fax 262.653.4437, or by email (refer to contact listed on your Facility Use Form). Any questions or concerns please contact the External Relations Manager at 262.653.4406.