WEDDING & EVENING EVENTS
KENOSHA PUBLIC MUSEUM & CIVIL WAR MUSEUM
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  
kcamilli@kenosha.org  262.653.4406  
broth@kenosha.org  262.653.4142
## 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
**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**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARLY ENTRY</td>
<td>$50/hour</td>
</tr>
<tr>
<td>EXHIBIT ACCESS</td>
<td>$100/hour</td>
</tr>
<tr>
<td>EXTENDED EVENING UNTIL 11PM</td>
<td>$300</td>
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</tbody>
</table>

**EQUIPMENT**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARBOR</td>
<td>$25</td>
</tr>
<tr>
<td>OLD FASHIONED POPCORN MACHINE (SUPPLIES INCLUDED)</td>
<td>$150</td>
</tr>
<tr>
<td>DANCE FLOOR (15’X15’)</td>
<td>$300</td>
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</tbody>
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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.

➢ 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.

(Setup cont.)
All vendor set up and drop off times will be coordinated by Museum Staff.
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.

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.

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.
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.