

KENOSHA PUBLIC MUSEUMS

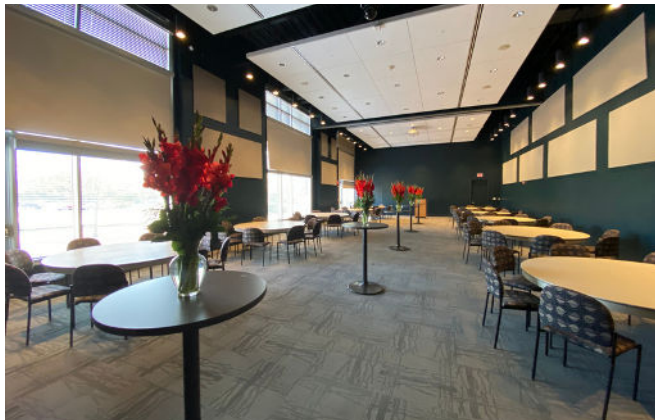
PRIVATE EVENT RENTAL GUIDELINES

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

DEPOSITS & FEES

All payments can be paid with cash or check in person, or over the phone with Visa, MasterCard or Discover. Failure to make deposit and balance payments by due dates 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. The deposit secures the date and room(s) of the event and is applied toward the final balance.
- **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 also be due at this time.
- **DATE CHANGE** An additional fee may apply at the time an event date is changed. The deposit will be applied toward the final balance.
- **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 fee will be assessed.



SETUP

Setup details must be communicated with Museum Staff no later than 7 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, dish ware, decorations, cooking or serving equipment, ice, or cleanup supplies including plastic wrap, bags, etc.



Museum Staff will be available throughout the duration of the event to oversee setup, to communicate with vendors, answer questions and secure the facility at the end of the day. Custodians will be available 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 7 days prior to the event. All vendor set up and drop off times will be coordinated by Museum Staff.

DECOR

- Decorations must be set up during the dedicated rental time unless otherwise specified.
- All decorations must be approved by Museum Staff no later than 7 days prior to the event.
- Prohibited items include candles, incense, sparklers, fireworks, smoke machines and any other flame or smoke producing materials. The only exceptions are 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.
- No items may be affixed to the walls unless approved by Museum Staff.

TEAR DOWN

- All decorations and non-museum-owned equipment must be dismantled and removed from the Museum by Museum closing time (5pm).
- Museum Staff will coordinate the pick up of 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, 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 7 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

- Alcohol is not permitted during Museum operating hours **without exception**.
- Any use of alcohol during Museum operating hours, or hard alcohol at any time, may result in confiscation and/or cancellation of the event.



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 Museum.
- **LOST/STOLEN ITEMS** The Museum is not responsible for lost or stolen items.
- **CHAPERONES** Groups comprised of minors (under age of 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 securing the deposit 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.

Brenda Roth, External Relations
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262.653-4142