



## **Corporate Event Pricing Guide**

All venues are ADA accessible.

Reservations held on a first come first serve basis upon receipt of a 10% deposit of base price.

*\*All pricing based on a 5 hour minimum rental.*

### **AUDITORIUM**

Capacity: 299

\*Base Price: \$1,000

Additional Hours: \$200 per hour

### **LOBBY**

Capacity: Seated 200 / Standing 275

\*Base Price: \$2,000

Additional Hours: \$400 per hour

### **EAST TERRACE**

*Outdoor venue available seasonally*

Capacity: Seated 200 / Standing 300

\*Base Price: \$2,500

Additional Hours: \$500 per hour

### **LIBRARY**

*Limited availability. Subject to approval by committee. Restrictions apply.*

Capacity: Seated 200 / Standing 200

Base Price: \$5,000 per event

All prices subject to change without notice, unless contracted.

Rentals booked prior to 1/31/2020 are grandfathered into the 2018 pricing. Events subject to additional security and/or staff charges based on the nature of the event.



Book two or more of our venues for your event and receive a 14% discount on your combined rental fees.

### **ADDITIONAL INFORMATION**

#### **Base Rental of 5 hours includes:**

- 1 hour for set-up
- 1 hour for take-down and clean-up

#### **Add-On Options**

Chairs	\$3.00 per chair, per location
Cocktail tables	\$15.00 per table
Portable PA	\$25.00 per event
Portable flat screen w/ laptop	\$100 per event
	\$50 for projector use and screen per event (Auditorium only)
	\$50 for projector and screen staffing per event (Auditorium only)
	\$100 dedicated IT staff for event (Auditorium only)

*All options are based on availability at time of booking. Payment(s) for options due 24 hours prior to the event.*

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Rentals booked prior to 1/31/2020 are grandfathered into the 2018 pricing. Events subject to additional security and/or staff charges based on the nature of the event.



WISCONSIN  
HISTORICAL  
SOCIETY

## **Event Catering and Bar Setup Fees**

Catering and bar setup fees include set-up and break-down of your event, vendor load-in & load-out, trash removal and a dedicated on-site event manager

### **1 – 25 Guests**

Catering Setup: \$50.00 / Catering & Bar Setup: \$65.00

### **26 – 50 Guests**

Catering Setup: \$100.00 / Catering & Bar Setup: \$130.00

### **51 – 100 Guests**

Catering Setup: \$200.00 / Catering & Bar Setup: \$260.00

### **101 – 200 Guests**

Catering Setup: \$400.00 / Catering & Bar Setup: \$520.00

### **201 – 300 Guests**

Catering Setup: \$500.00 / Catering & Bar Setup: \$650.00

*A final guest count is required 8 business days in advance of the event. The number of guests guaranteed may not be decreased after this point. The payment of the catering and bar setup fees is due no later than 48 hours in advance of the event.*

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## **Wedding Ceremony Setup Fee:**

Wedding ceremony setup fees include setup and breakdown of chairs, PA system, on-site event manager, wedding alter, vendor load-in and load-out on the day of the ceremony, trash removal, cleaning of Bride & Groom changing rooms, and 1 day storage of any ceremony collateral not removed at the end of the day of the ceremony.

### **1 – 100 Guests**

Setup: \$100.00

### **100 – 225 Guests**

Setup: \$200.00

*A final guest count is required 8 business days in advance of the event. The number of guests guaranteed may not be decreased after this point. The payment of the wedding ceremony setup fee is due no later than 48 hours in advance of the event.*