

Wisconsin Historical Society (WHS)

Facility Rental and Use Overview

1. Available Days and Times

An event rental, including any time necessary for set-up or preparation, may begin at **8:00am Monday through Saturday (and on Sundays upon pre-approval)**. All rentals, including any time necessary for clean-up or take-down, must conclude by **12:30am** on the following day. Guests, caterers, and any other attendees must exit the Headquarters Building prior to this time. The renting party is responsible for ensuring that start and end times are adhered to.

Public access to the Historical Society Headquarters building will not be restricted during normal operating hours due to rentals.

2. Types of Events

WHS reserves the right to deny any event rental application for any reason at any time. WHS reserves the right to cancel a scheduled event for any reason up to 60 days prior to the event. WHS may cancel a scheduled event, within 60 days of the event, if the renting party has misrepresented the event, failed to make necessary payments, or otherwise violated the Event Contract.

Rental reservations will **not** be considered for:

- Religious purposes
- Partisan political purposes
- Dramatic presentations or musical programs requiring significant adjustments to existing systems or stage set-up

3. Rental and Use Restrictions

- No eating and drinking in the auditorium
- No smoking in WHS Headquarters Building or entryways
- No objects of any nature may be set atop glass exhibit cases
- No use of nails, tacks, screws, tape, or any other fastening device on the walls, floors, or ceiling of the WHS Headquarters Building without advance approval of WHS staff
- No use of open flames, heaters, free-floating balloons, confetti, birdseed, rice, real or synthetic flower petals, or glitter. Sterno fuel for catering is allowed.

4. Reservations and Payments

All reservations will be confirmed upon WHS' receipt of a \$500 rental deposit and a signed Reservation Confirmation. All deposits will be credited to your final bill. WHS reserves the right to approve or deny any event request for any reason. Final payment for all rental charges due one week prior to the event

date. If payment is not received, WHS may cancel the reservation.

5. Food and Beverage

Food and beverage are not permitted in the auditorium. WHS works with four preferred caterers:

- Fresh Market
- University Club
- Food Fight
- Blue Plate Catering

A request for a caterer other than those listed may be submitted to WHS for final approval (to be determined by WHS)

6. Catering and Beverages Services

Caterers and beverage providers conducting business at the WHS are required to meet the following minimum requirements:

- Provision of any water needed, including drinking water for guests and water required for food or service of food
- Food service must be provided without the use of a catering kitchen, oven, refrigerator, sink, drain, or heating station
- Ability to load food, beverages, equipment, and supplies through a pedestrian ramp or doorway
- Removal of trash and/or recycling at the conclusion of the event
- Ability to provide services in a space open to the public

For providers of alcoholic beverages only:

- Alcoholic beverage servers must be licensed accordingly
- Vendor must have permits and/or licenses as required by Wisconsin and/or local law

The Caterer shall also provide the Society with copies of current Health Permits, Liquor Licenses (if applicable), sales tax permits, certificate of workers compensation and liability insurance and it is the Caterer's responsibility to send new copies of such permits and licenses as they are renewed.

The Society shall be responsible for setting up and removal of tables and chairs for the function. The Caterer shall remove and place in the Society's dumpsters all trash and food scraps generated by the event that was catered. All the above mentioned tasks shall be done in a timely manner and the Caterer shall provide adequate staff to accomplish it.

7. Damage or Excessive Mess

Renting party shall be responsible for the cost of repairs or replacement of any property damaged or destroyed by those in attendance. Any excessive mess remaining after the event may require additional janitorial charges. A credit card may be required to guarantee the space and payment for any damage or excessive mess.

8. Liability

The Historical Society is not liable for the theft, damage, or loss of any items in the building prior to, during, or following an event. The Historical Society is not liable for any loss, injury, or death resulting from the provision of contracted services, including, but not limited to food and beverage service, furniture and equipment rental, and transportation services.

The renting party shall indemnify and save harmless the State of Wisconsin and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the renting party, or of any of its contractors, under the *Facility Rental and Use Agreement*.

