

Wisconsin Historical Society (WHS) Facility Rental and Use Program

1. Available Days and Times

Event rentals will not be considered for Sundays. An event rental, including any time necessary for set-up or preparation, may begin at **8:00am Monday through Saturday**. All rentals, including any time necessary for clean-up or take-down, must conclude by **11:30pm**. 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

The Historical Society reserves the right to deny any event rental application for any reason at any time. The Historical Society reserves the right to cancel a scheduled event for any reason up to 60 days prior to the event. The Historical Society 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 *Facility Rental and Use Agreement*.

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

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

3. Rental and Use Restrictions

The following activities are not permitted before, during, or after events:

- Eating and drinking in the auditorium
- Smoking in WHS Headquarters Building or entryways
- Movement or use of glass exhibit cases in the lobby (food and beverages may not be set atop cases)
- 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
- Use of open flames, heaters, free-floating balloons, confetti, birdseed, rice, real or synthetic flower petals, or glitter

4. Reservations and Payments

An interested party shall submit the *Event Rental Application* via the Survey Monkey application found on the WHS Event Rentals web page, which will describe details of the proposed event. The Society Director shall approve or deny the *Application* for any reason. The reservation will not be confirmed until half of the rental payment and a signed *Facility Rental and Use Agreement* are received by WHS. The second half of the rental payment is due 14 days before the event date. If payment is not received, the Historical Society may cancel the reservation.

5. Food and Beverage

Food and beverage are not permitted in the auditorium. The Historical Society shall select, through a Request for Proposal process, a list of preferred caterers and an exclusive beverage provider. Prior to completion of this process, the renting party and WHS staff shall coordinate the selection of a food and/or beverage provider.

A. Catering and Beverages Services

Caterers and beverage providers conducting business at the Society must add a 12% commission charge onto food and beverage costs (before tax and gratuity), to be made payable to the Society. This does not include linens and table décor.

- Caterer and/or Renting Party will provide the 12% commission to the Society within 30 days of the event
- Caterer and/or renting Party will also provide the Society with a copy of all applicable contract(s) when remitting the commission

6. Non-Profit Organizations

Non-profit organizations will receive a 15% discount on any rental rate.

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*.