

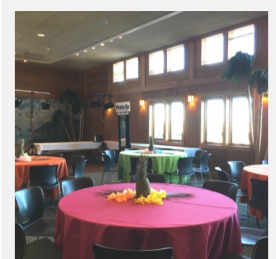
Facility Rental Guide

THE Lussier Family Heritage Center *A Dane County Parks Facility*



Discover

the Lussier Family Heritage Center as a venue for your next meeting or special event! Located only 10 minutes from downtown Madison, the Center offers a unique natural setting in Lake Farm County Park.



Lussier Family Heritage Center

3101 Lake Farm Road, Madison WI 53711

www.lussierheritagecenter.com // heritagecenter@countyofdane.com // 608-224-3604

TTY: Call Wisconsin Relay 711

Our Facility

The Lussier Family Heritage Center is a multi-level building with nearly 4,000 sq feet of meeting or banquet space with a reception capacity ranging from 100 in the LePine Room (Lower Level) to 180 in the Heritage Room (Main Level).

The building is surrounded by acres of prairies, meadows and wetlands. The view from the deck, scenic outdoor venues, and natural setting is part of what makes our location so popular. The rustic facility, with cedar and stone decor, creates a warm atmosphere with all the amenities required for a successful event. This is all part of what makes our center a popular location for special events and year-round activities, including: weddings, parties, meetings, educational programs, artistic performances and more.



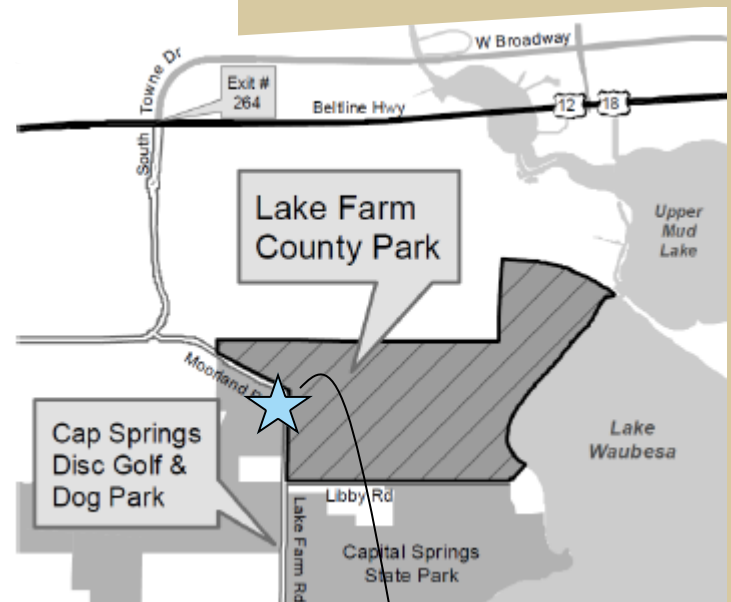
Location

The Lussier Family Heritage Center is located in the Capital Springs Recreation Area in Lake Farm County Park.

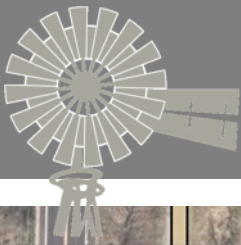
Lake Farm County Park offers numerous recreational opportunities for you and your guests including boat launch and picnic facilities, campground, disc golf course, dog park, hiking and cross-country ski trails, and playground equipment. The park is at the junction of two popular bicycle/pedestrian trails: Capital City State Trail and the Lower Yahara River Trail.

Directions:

- From the East, travelling on I-94 W, exit on I-90 E / 39 S. Merge onto US-12 W / US-18 W Beltline Hwy (exit 142A).
- Take the W Broadway Exit (exit 264) and go south on South Towne Drive
- Continue for almost 1 mile and then turn left on Moorland Road, which becomes Lake Farm Road.
- Turn left into our driveway at the Lussier Family Heritage Center sign: 3101 Lake Farm Road.



**The Lussier Family
Heritage Center**



Overview Map

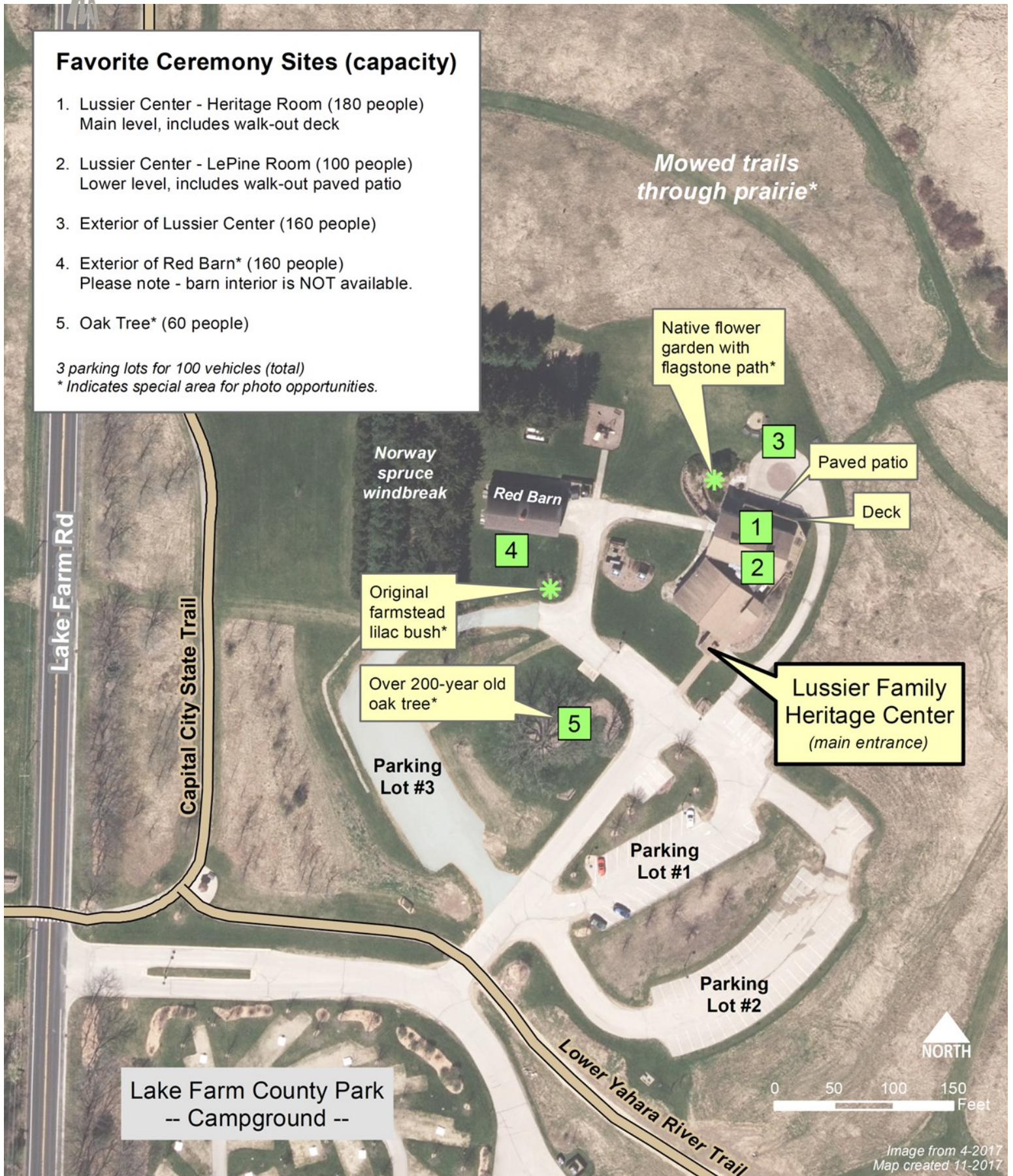
Lussier Family Heritage Center

Favorite Ceremony Sites (capacity)

1. Lussier Center - Heritage Room (180 people)
Main level, includes walk-out deck
2. Lussier Center - LePine Room (100 people)
Lower level, includes walk-out paved patio
3. Exterior of Lussier Center (160 people)
4. Exterior of Red Barn* (160 people)
Please note - barn interior is NOT available.
5. Oak Tree* (60 people)

3 parking lots for 100 vehicles (total)

* Indicates special area for photo opportunities.



Heritage Room (Main Level)

Size

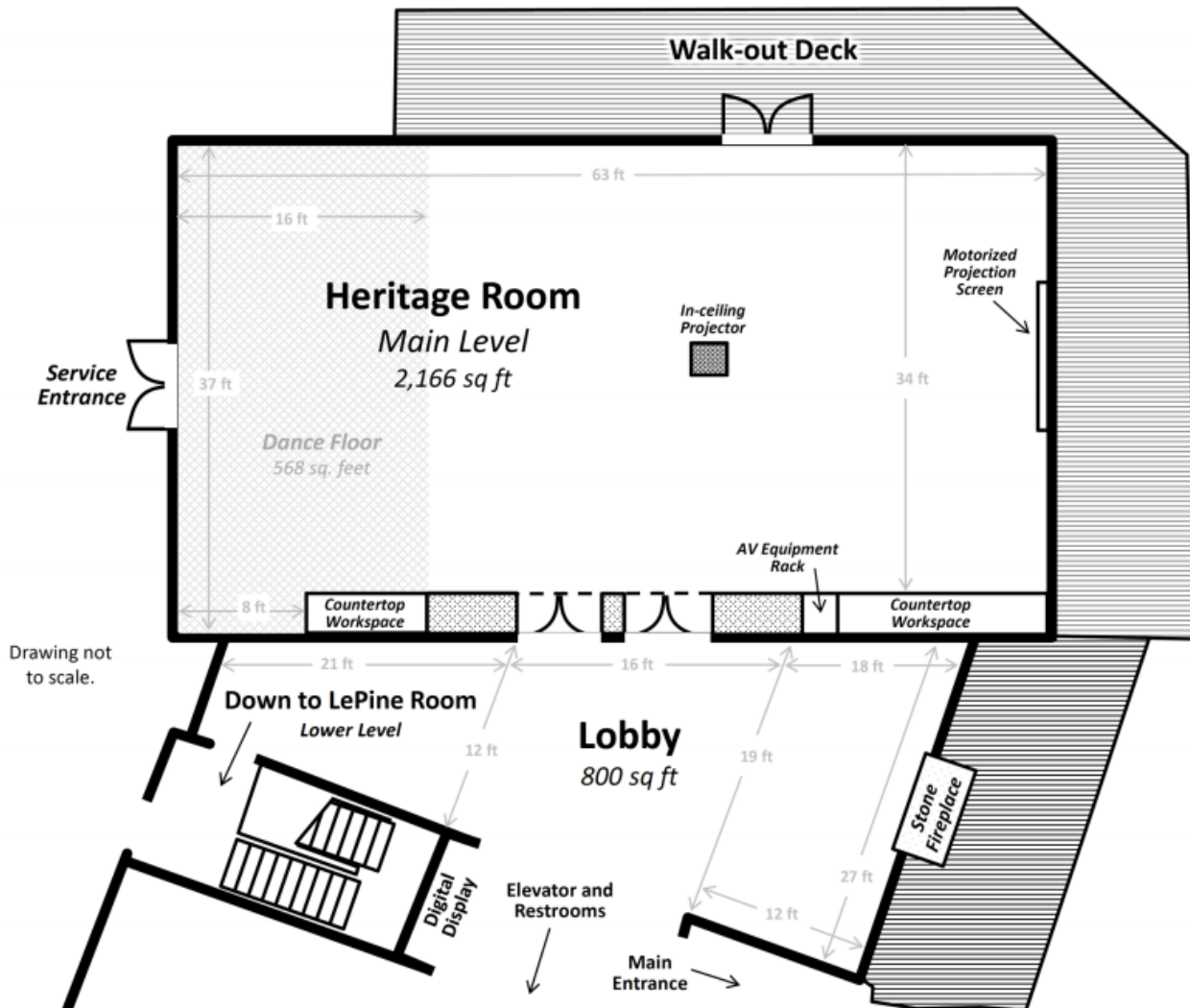
- 2,166 sq ft
- 800 sq ft (lobby)

Capacity

- 180 reception
- 160 banquet
- 200 theater
- 98 classroom

Room Features

- Wireless Internet Access (throughout building)
- Carpeting with cedar panel walls
- Room darkening shades
- Adjoining 800 sq ft reception area (lobby) with a stone fireplace
- Walk-out deck overlooking prairie
- Direct internet hook-up for laptop
- Audiovisual system includes projector, screen, audio system, two hand held microphones, a lavalier microphone and use of video display screen in reception area.



LePine Room (Lower Level)

Size

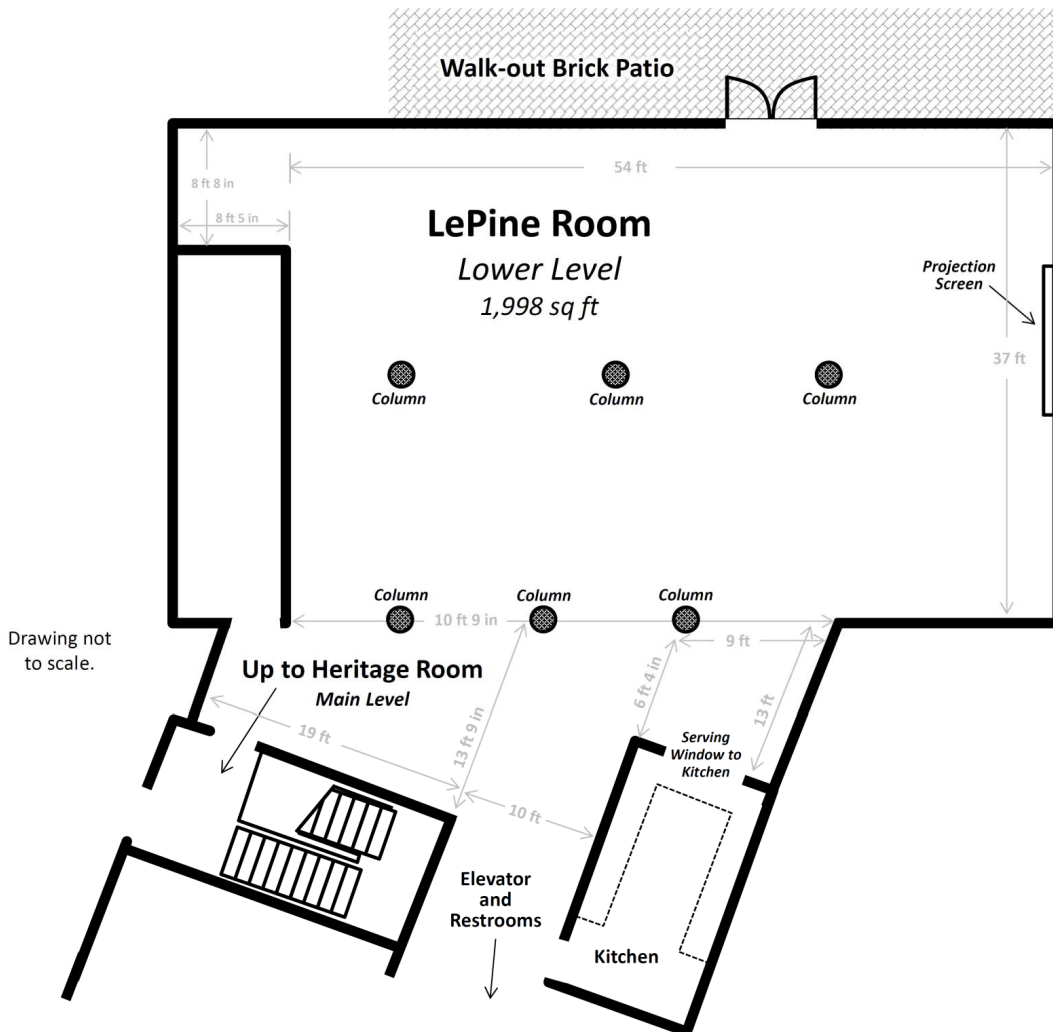
- 1,998 sq ft

Capacity

- 100 reception
- 80 banquet
- 120 theater
- 60 classroom

Room Features

- Wireless Internet Access (throughout building)
- Carpeting with cedar panel walls
- Room darkening shades
- Walk-out covered brick patio with picnic tables and prairie view
- Access to kitchen
- Access to children's play equipment
- Access to nature trails in grasslands and sedge meadows
- Audiovisual screen and cart available for your projector and audio system



Pricing for 2018

Daily Rates for Heritage Room (Main Level) and LePine Room (Lower Level)

Set up fee included in rates below.

Room	Day	Time	Government	Private
Heritage	Daytime	Monday - Friday (8 am - 5 pm)	\$280	\$380
Heritage	Daytime	Saturday or Sunday (8 am - 5 pm)	\$1,200	\$1,725
Heritage	Evening	Monday - Thursday (5 pm - 10 pm)	\$500	\$600
Heritage	Evening	Friday or Saturday (Noon - 11 pm)	\$1,200	\$1,725
LePine	Daytime	Monday - Friday (8 am - 5 pm)	\$215	\$320
LePine	Daytime	Saturday or Sunday (10 am - 6 pm)	\$1,200	\$1,725
LePine	Evening	Monday - Thursday (5 pm - 10 pm)	\$500	\$600
LePine	Evening	Friday or Saturday (Noon - 11 pm)	\$1,200	\$1,725
Facility	Weekend Package	Exclusive use of facility from Friday (8 am) through Sunday (12 pm); Includes all equipment listed below except linens and audiovisual system	\$4,000	\$4,000

Equipment Rates

Equipment	Price
Linen Tablecloths (white)	\$7 each
Linen Napkins (white)	\$0.70 each
60" Round tables with chairs (includes white or ivory linen tablecloth)	\$12 each
Kitchen	\$50
Dance Floor (16' x 20', Lower Level set-up only; Main Level has a built-in dance floor)	\$200
Portable Bar	\$50
Audiovisual System Main Level: includes projector, screen, audio, wireless mic	\$75
Audiovisual System Main Level after hours and weekends: includes projector, screen, audio, wireless mic	\$200
Coffee Service (includes cups, sugar, and creamers - weekday events only)	
- Coffee Service for 30	\$30
- Coffee Service for 50	\$50
- Coffee Service for 100	\$90

The following equipment is available free of charge: audiovisual cart and screen; banquet tables (8') and chairs

Pricing for 2019

Daily Rates for Heritage Room (Main Level) and LePine Room (Lower Level)

Set up fee included in rates below.

Room	Day	Time	Government or Non-profit	Private or For-profit
Heritage	Daytime	Monday - Friday (8 am - 5 pm)	\$280	\$390
Heritage	Daytime	Saturday or Sunday (8 am - 5 pm)	\$1,225	\$1,775
Heritage	Evening	Monday - Thursday (5 pm - 10 pm)	\$500	\$600
Heritage	Evening	Friday or Saturday (Noon - 11 pm)	\$1,225	\$1,775
LePine	Daytime	Monday - Friday (8 am - 5 pm)	\$225	\$330
LePine	Daytime	Saturday or Sunday (10 am - 6 pm)	\$1,225	\$1,775
LePine	Evening	Monday - Thursday (5 pm - 10 pm)	\$500	\$600
LePine	Evening	Friday or Saturday (Noon - 11 pm)	\$1,225	\$1,775
Facility	Weekend Package	Exclusive use of facility from Friday (8 am) through Sunday (12 pm); Includes all equipment listed below except linens and audiovisual system	\$4,000	\$4,000

Equipment Rates

Equipment	Price
Linen Tablecloths (white)	\$7 each
Linen Napkins (white)	\$0.70 each
60" Round tables with chairs (includes white or ivory linen tablecloth)	\$15 each
Kitchen	\$50
Dance Floor (16' x 20', Lower Level set-up only; Main Level has a built-in dance floor)	\$200
Portable Bar	\$50
Audiovisual System Main Level: includes projector, screen, audio, wireless mic	\$75
Audiovisual System Main Level after hours and weekends: includes projector, screen, audio, wireless mic	\$200
Coffee Service (includes cups, sugar, and creamers - weekday events only)	
- Coffee Service for 30	\$30
- Coffee Service for 50	\$50
- Coffee Service for 100	\$90

The following equipment is available free of charge: audiovisual cart and screen; banquet tables (8') and chairs

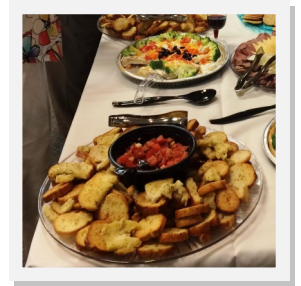
Terms & Conditions

Scheduling

- **Reservations:** Reservations are required by all groups wishing to rent the Lussier Family Heritage Center. The Center is available for rental 7 days a week. All reservations are made by calling the Lussier Family Heritage Center Office. Check availability using our online Availability Calendar.
- **Fees, Deposits and Forfeitures:** All fees are billed immediately after the reservation is made; there is no down-payment process. Fees are payable by cash, check, MasterCard, or Visa. Checks should be made payable to the Lussier Family Heritage Center and returned with the signed contract. A key/building deposit is required for all evening and weekend events. A MasterCard or Visa number will be recorded on the contract at time of key checkout to cover this deposit. No charges will be processed after event if the key has been returned and the building left in good condition.
- **Cancellations:** If a cancellation occurs for any reason, all fees paid shall be returned, less 20% to cover the cost of administration. The only exception to this policy will be if a cancellation occurs within two months of the reservation date, which shall cause the entire amount of all fees paid to become forfeit, unless the reserved space is rented to another for the same time period.

Food & Beverage

- **Caterers Policy:** While we do provide a preferred list of caterers and other vendors to assist you in your search, we are happy to work with any vendors of your choosing. Caterers and vendors not on our preferred list must contact the center manager prior to your event for approval. Snacks not requiring heating equipment may be brought in by groups of 60 or less for their event. Crock pots, slow cookers and other heated servers are not allowed on premise.
- **Alcoholic Beverages:** The consumption of alcoholic beverages is permitted during scheduled events. An alcoholic beverage permit (\$25 fee) must be on file with the Center Manager one week prior to your event. Note that the sale of alcoholic beverages is not allowed on premises except for non-profit organizations applying to the City of Madison for a Class B permit.
- **Vending Service:** A soft drink and water vending machine is located in the lower level with beverages for purchase.
- **Coffee Service:** Coffee service is provided by the Lussier Family Heritage Center for a fee (includes cups, sugar, sweetener and creamer - weekday events only).



Kitchen Use

- The kitchen area on the Lower Level may be used by lessee and caterers. The facility is solely a prep area and cannot be used for major meal preparation. Caterers will share in the responsibility for the use of the premises, the kitchen use fee is \$50. Caterers are permitted to grill on-site with their equipment in designated areas on the grounds. It is expected that the kitchen will be left in the same condition it was in before the scheduled event. Any damages or extra cleaning will be billed to the user.
- The kitchen is equipped with an Alto Sham food warmer, sink, microwave oven, refrigerator and various size coffee makers that may be utilized for events when paying the \$50 kitchen fee.

Terms & Conditions (continued)

General

Accessibility: Please note that users are responsible for ensuring compliance with the Americans with Disabilities Act of 1990 and all other applicable federal, state and local laws.

Curfew: All events must end by 10:00 pm Sunday - Thursday. All Friday or Saturday events must conclude by 11:00 pm. Users are allowed 45 minutes for clean up after the event.

Smoking Policy: There is no smoking in the Lussier Family Heritage Center. Guests that wish to smoke may do so on the deck or grounds.

Caterers Policy: You may contract directly with the caterer of your choice. Caterers not on our approved list must contact the Center Manager two weeks prior to your event.

Use of Kitchen: The kitchen area may be used by lessee and caterers. The facility is solely a prep area and cannot be used for major meal preparation. Caterers will share in the responsibility for the use of the premises. It is expected that the kitchen will be left in the same condition it was in before the scheduled event. Any damages or extra cleaning will be billed to the users.

Alcoholic Beverages: The consumption of alcoholic beverages is permitted during scheduled events.

An alcoholic beverage permit (\$25 fee) must be on file with the Center Manager one week prior to your event. Serving of alcoholic beverages must end by 8 pm Sunday, 10 pm Monday through Thursday and 11 pm Friday and Saturday. Note that the sale of alcoholic beverages is not allowed on premises except for non-profit organizations applying to the City of Madison for a Class B permit.

Storage: In general, storage of any equipment or other accessory items belonging to guests beyond the rental-reserved time is not permitted.

Decorating: The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is strictly prohibited. The use of glitter, confetti, smoke/fog machines is not allowed.

Candles: Candles are allowed only in safe and proper candle holders.

Cleaning and Departure: Lessee will be responsible for mopping up spills (beer, pop, etc.) during the event, for all damages to building and furniture, and any extra cleaning. Lessee will be responsible for removal of their tablecloths, wall decorations, and other personal equipment. Additional cleaning charges due to RED WINE spills on carpet will be deducted from the building/key deposit or billed to the user. All recyclable cans and bottles should be discarded in the receptacles marked for cans and bottles. All other disposables shall be placed in the trash receptacles provided or, if necessary, additional garbage bags, and placed in dumpsters outside. On departure, all lights are to be turned off (including bathrooms, entrance way and halls) and all doors are to be locked.

Outside Contractors and Rental Items: Services by outside contractors (cakes, flowers, bands, DJs, etc.) are subject to approval by the Lussier Family Heritage Center and may be allowed subject to scheduling conflicts with other events. We cannot accept responsibility for any products or services by outside vendors, but will happily work with them to make your event flawless. You will be responsible for submitting a list of contractors for approval 2 weeks in advance of function.

Service dogs welcome, no pets allowed in building. Dogs allowed on-leash on the center grounds with the purchase of a Dane County Parks dog permit.

