

# Private Events & Facility Rentals



**NEVILLE  
PUBLIC  
MUSEUM**  
*of Brown County*



## MISSION STATEMENT

The Neville Public Museum of Brown County is an accredited cultural institution that champions history, science, and art. Located in downtown Green Bay, Wisconsin, the museum is dedicated to the collection and preservation of significant objects relevant to Northeast Wisconsin and the Upper Peninsula of Michigan. The Museum seeks to bridge these multi-generational regional communities through engaging exhibits and dynamic programming.

The Neville offers use of its Meeting Rooms, Neville Theater, and Mezzanine for weddings, birthday parties, bridal and baby showers, family and class reunions, corporate events, recitals, and more. Wireless internet is available throughout the museum. Additional fees may apply to some audiovisual equipment.

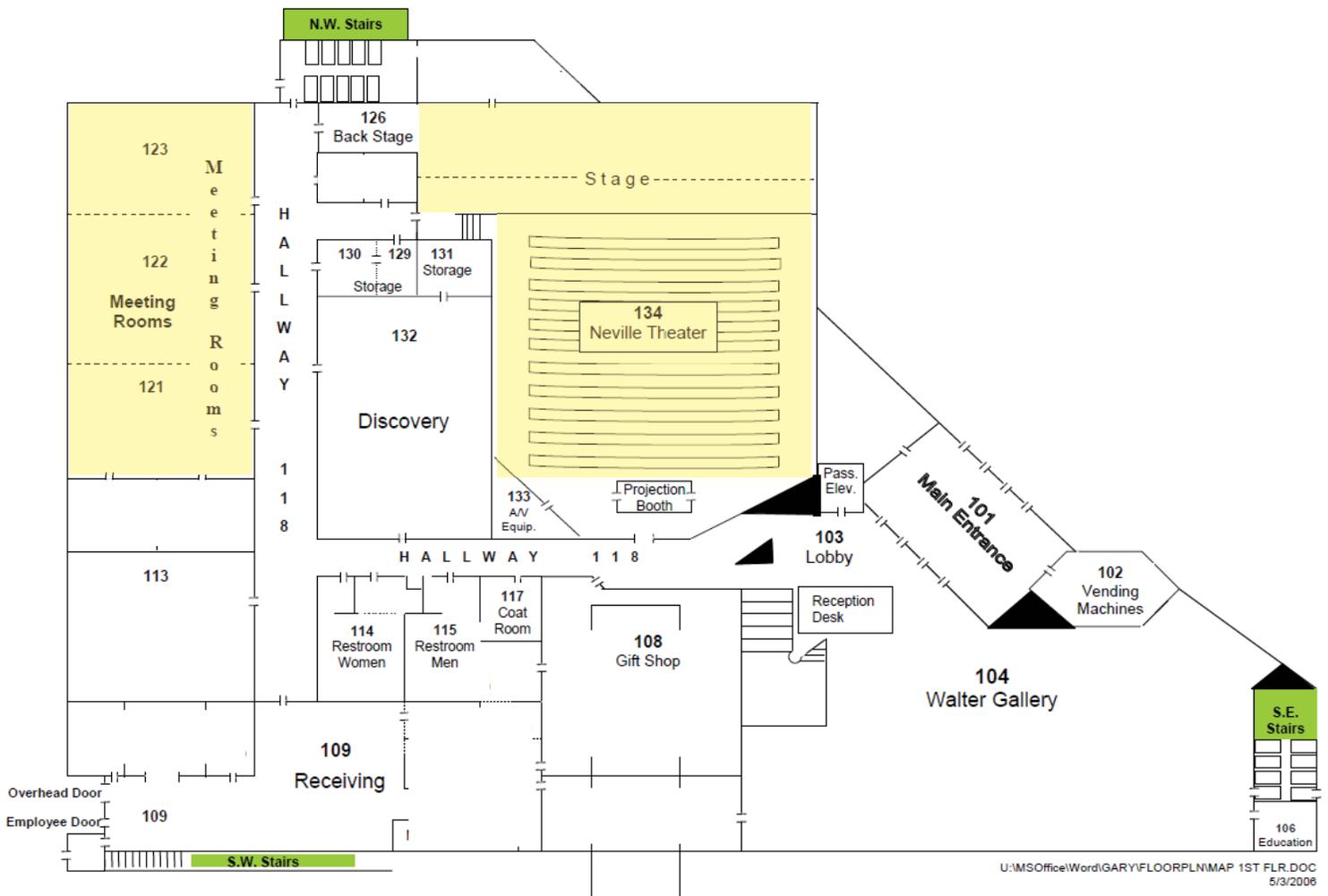
- Private meeting spaces accommodating groups from 2 to 140
- Audiovisual capabilities include microphones, projectors, & Mondopad
- A wide array of off-site catering choices for food and beverage service
- Additional activities may include Guided Exhibit and Behind the Scenes tours
- Dedicated Event Host on-site during your event, depending on size of event
- Complimentary parking for your guests
- Close proximity to area hotels
- Complimentary high-speed internet



The entire Museum and/or Grounds may be rented for special events and requires approval by the Museum Director (fees to be determined at that time, depending on needs). A deposit of 50% of the rental fee is due at the time of booking to confirm the reservation. The remaining balance is due within 30 days after the event.

## ADDITIONAL SECURITY

When meetings or events are held during hours when the Museum is not normally open, a \$50 per hour fee will be charged (per required staff, in addition to room rental fees) to cover the costs of security and utilities.



## MEZZANINE

Overlooking the Fox River and downtown Green Bay on the second floor of the museum, the Mezzanine is available for receptions and events featuring food and drink.

With seating up to 75, the Mezzanine provides a beautiful backdrop for wedding ceremonies. This space is ideal for a cocktail hour or a small hors d'oeuvres reception.

**Cost for use of this space is \$400 half day or \$600 for an evening (additional fees may apply).**



## MEETING ROOMS

The Meeting Rooms can be used as one large room or divided into two or three separate areas. Room capacity will vary depending on desired room setup. Each room is equipped with a sink and projection screen. Wireless internet and telephone access is available in all three meeting rooms. Food and beverages may be consumed in these rooms and must be restricted to them.

**One Room: \$75 half-day, \$110 full day, or \$150 evening**

**Two Rooms: \$120 half-day, \$190 full day, or \$250 evening**

**Three Rooms: \$175 half-day, \$275 full day, or \$325 evening**



## NEVILLE THEATER

The Neville Theater will seat 132 people (up to six wheelchairs may be accommodated at one time in the rear. Additional seating or standing in the aisles is prohibited by fire department regulations). The Theater features a stage (32' deep by 22' wide), a large projection screen (10' high by 22' wide), a projection booth, and a controlled lighting system. A Mason and Hamlin 7' grand piano is available\* for recitals and performances. Data/computer/internet capability is available by the stage and in the projection booth. Wireless internet is also available in the Neville Theater. Eating and drinking is not permitted in this space.

**Cost for use of the Neville Theater is \$135 half-day, \$215 full day, or \$250 evening.**

**\* Piano is available at an additional cost**



# BIRTHDAY PARTIES

AT THE NEVILLE



Blend artistic discovery, imagination, and wonder with traditional birthday party fun. Let our staff help you create a meaningful and memorable birthday for your child!

## PARTY THEMES

**ART PARTY:** Time to break out the paint and canvas, crayons and paper! Kids will do an art project to take home. Choose from a canvas painting, button animals, and more.

**DINO DIG:** Little Paleontologists will love this party! Excavate their own dinosaur and create their own dino craft to take home.

**SCIENCE SHINDIG:** Get your test tubes and beakers ready! We'll try our hand at a few experiments—even one kids can take home.

**TEA PARTY:** Pinkies out! Little ladies and gentlemen will create a stylish "Sunday Hat," perfect for special occasions, before enjoying a spot of "tea".

### DO-IT-YOURSELF PARTY

\$110 Members/ \$125 Non-Members

Not interested in any of our themes? Throw your own party at the Museum! Host your party in our Birthday Party Café with a 4 hour rental (including your time to decorate and clean up). Your Guests can peruse the exhibits until the end of the day.

## HOW TO BOOK

Call or email our Guest Services Coordinator at **(920) 448-7872** or **rentals@nevillepublicmuseum.org** with questions, for possible dates, and to fill out a contract. \$50 Deposit is required at the time of booking to confirm reservation. Remaining balance is due the day of the party.

# CHOOSE YOUR PARTY PACKAGE

	<b>BABY BONES'S BIRTHDAY BASH</b> \$175 MEMBERS \$190 NON-MEMBERS	<b>MAMA BONES'S BIRTHDAY BONANZA</b> \$210 MEMBERS \$230 NON-MEMBERS	<b>STOMPY'S STUPENDOUS BIRTHDAY BLOWOUT</b> \$250 MEMBERS \$275 NON-MEMBERS
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Admission for up to 15 guests	✓	✓	✓
Decorated Party Room (Choice of 4 Themes)	✓	✓	✓
Themed Activity and/or Craft	✓	✓	✓
Museum Birthday Party Host	✓	✓	✓
Printable Customizable Invitations & Thank You Notes	✓	✓	✓
Signed Birthday Card from Mama Bones, Baby Bones, & Stompy	✓	✓	✓
Lemonade	✓	✓	✓
Personalized Birthday Cake from Monzu Bakery(no candles)		✓	✓
2 Large One-Topping Pizzas (from Glass Nickel Pizza co.)			✓

## THE BIRTHDAY CAFE

The Birthday Party Café will be decorated in the theme of your choice with decorations hanging from the ceiling, plastic tablecloths, paper plates, cups, napkins, and plastic silverware. The Café is set with two 8' tables for seating, an 8' table for gifts, 2 8' tables for food, and tables for activities.

## PARTY ADD-ONS

**\$40 Birthday Cake** (2 weeks notice required; choice of themes)

**\$20 Large Pizza** (2 week notice required; single topping: choice of cheese, pepperoni, or sausage)

**\$5 Lemonade** (3 Pitchers)

**\$12 Extra Birthday Child** (celebrating multiple children's birthdays; Applies to Theme Parties only)

Extra party guest prices vary based on birthday package. Please ask.

# ENHANCE YOUR GUESTS' EXPERIENCE AT THE NEVILLE

Museum admission is not included in your rental fee. However, we do have packages available for your guests to tour the museum on their own, with a guide, or even enjoy a Behind the Scenes tour through our exhibit preparation and collection areas.

## HOW TO BOOK

For more information or to make online reservations, visit [nevillepublicmuseum.org/rental](http://nevillepublicmuseum.org/rental) or call (920) 448-7872

✉ [rentals@nevillepublicmuseum.org](mailto:rentals@nevillepublicmuseum.org)



We 🥰  
Special  
Events!

