



Event Space Guide

Wedding Planning, Corporate Events, Social Gatherings





Three Unique Event Spaces, One Amazing Property.

At Kinn Guesthouse Milwaukee, we've put as much effort and detail into our event spaces as we have into our guest suites. From our fifth floor rooftop space that overlooks the downtown skyline to the party room and gallery space on the lower level and the three private conference rooms in between, they are all spacious, appointed with all the amenities and modern technology needed to host any personal or business event, and they are available with or without room stays.

The Lookout: Premium Rooftop Space

The Den: Private Conference Rooms

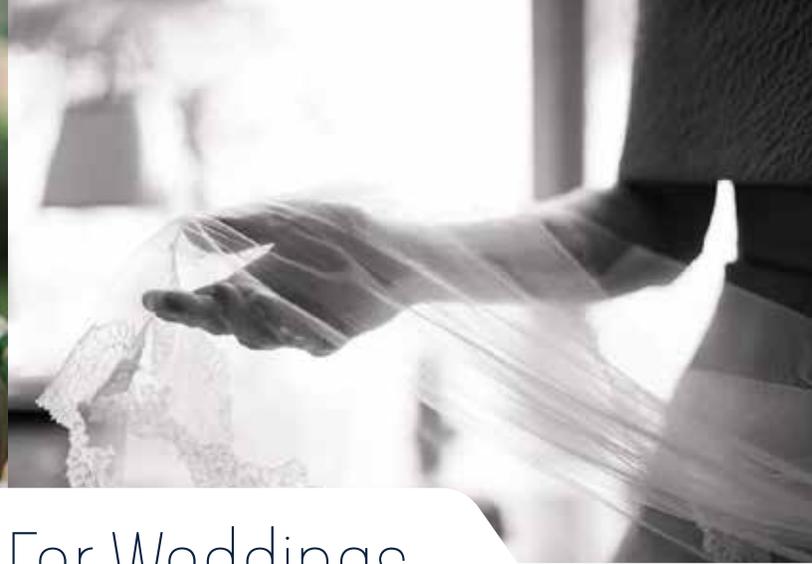
The Cellar: Party Room/Gallery Space



The Lookout

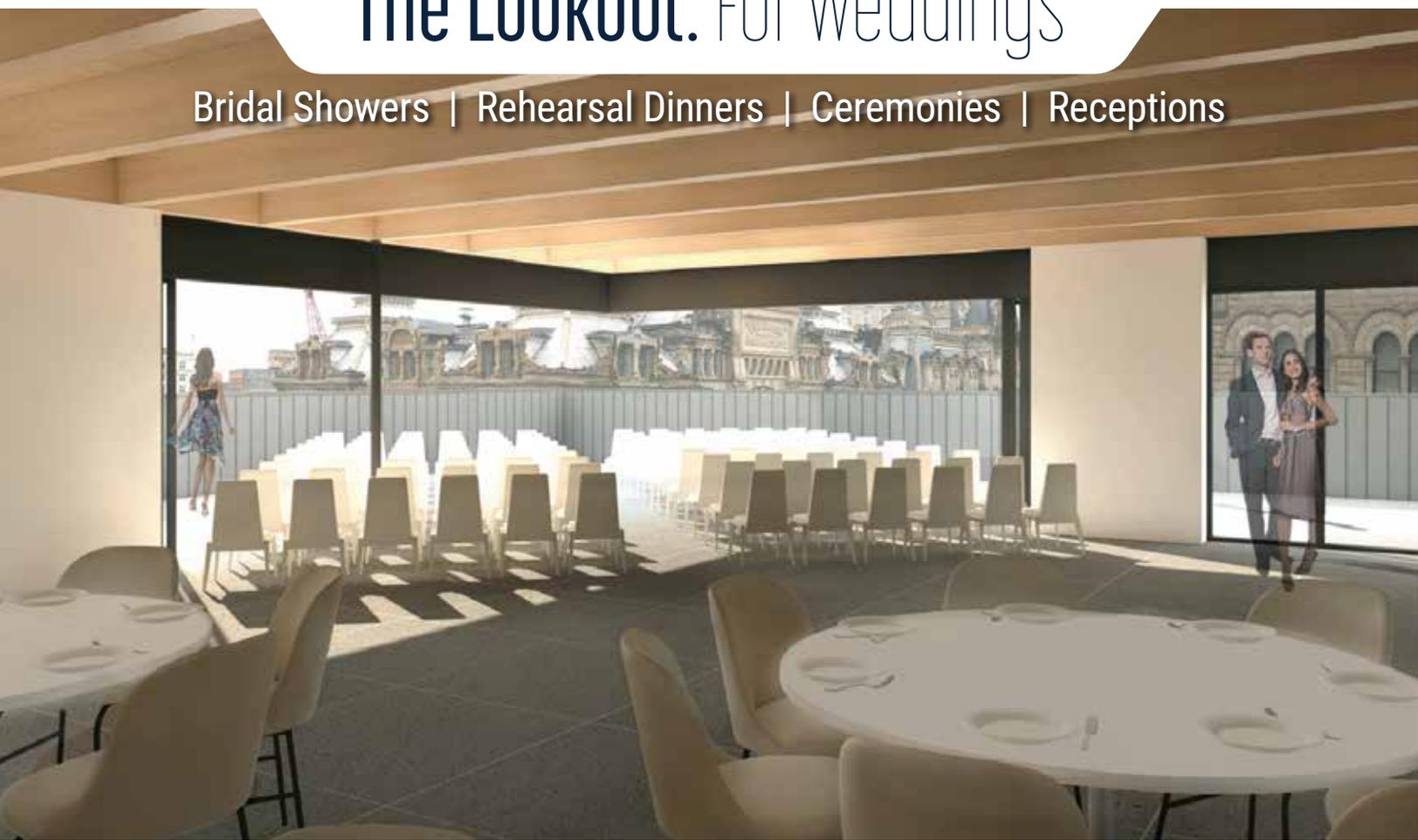
A ROOFTOP SPACE LIKE NO OTHER

5100 Square Feet of Indoor/Outdoor Space with seating for up to 120 Guests



The Lookout: For Weddings

Bridal Showers | Rehearsal Dinners | Ceremonies | Receptions





Ideal for Your Wedding Party and the Wedding Party!

At Kinn Milwaukee, our rooftop is designed with wedding couples in mind. It's a truly special indoor/outdoor space with stunning views of the city and beautifully appointed with touches of design and functionality that will leave you wanting for nothing.

Want to make sure your special day run as smoothly as possible? Have everyone stay in the luxurious guest suites below, where we've married the style of a boutique hotel with the comforts of an upscale home for an experience you just don't get with a typical hotel chain.

**We also rent adjoining rooms, a whole floor, or the entire property.
Contact us for rates and more information.**



The Lookout: For Business

Business Meetings | Client Presentations | Holiday Parties | Job Fairs





A Space as Captivating as Your Presentation

With floor to ceiling windows, 180° views of the city, fresh air flowing in through the retractable wall, and all the latest tech to make your event run without a hitch, The Lookout is a space that will elevate any business meeting or presentation to the next level.

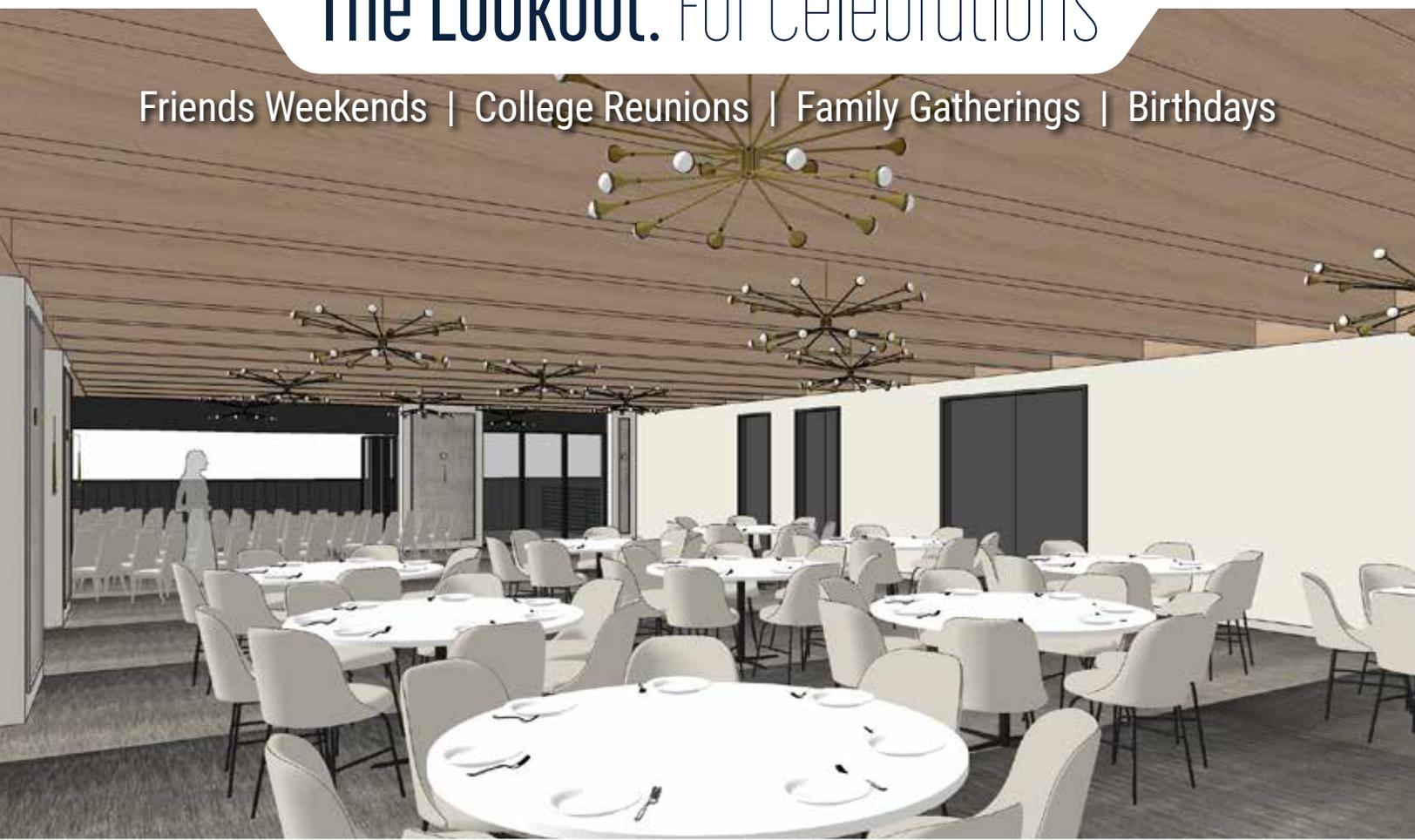
If you need rooms for your team, have everyone stay in any, or all, of the 31 luxurious guest suites below, where we've married the style of a boutique hotel with the comforts of an upscale home for an experience you just don't get with a typical hotel chain.

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The Lookout: For Celebrations

Friends Weekends | College Reunions | Family Gatherings | Birthdays





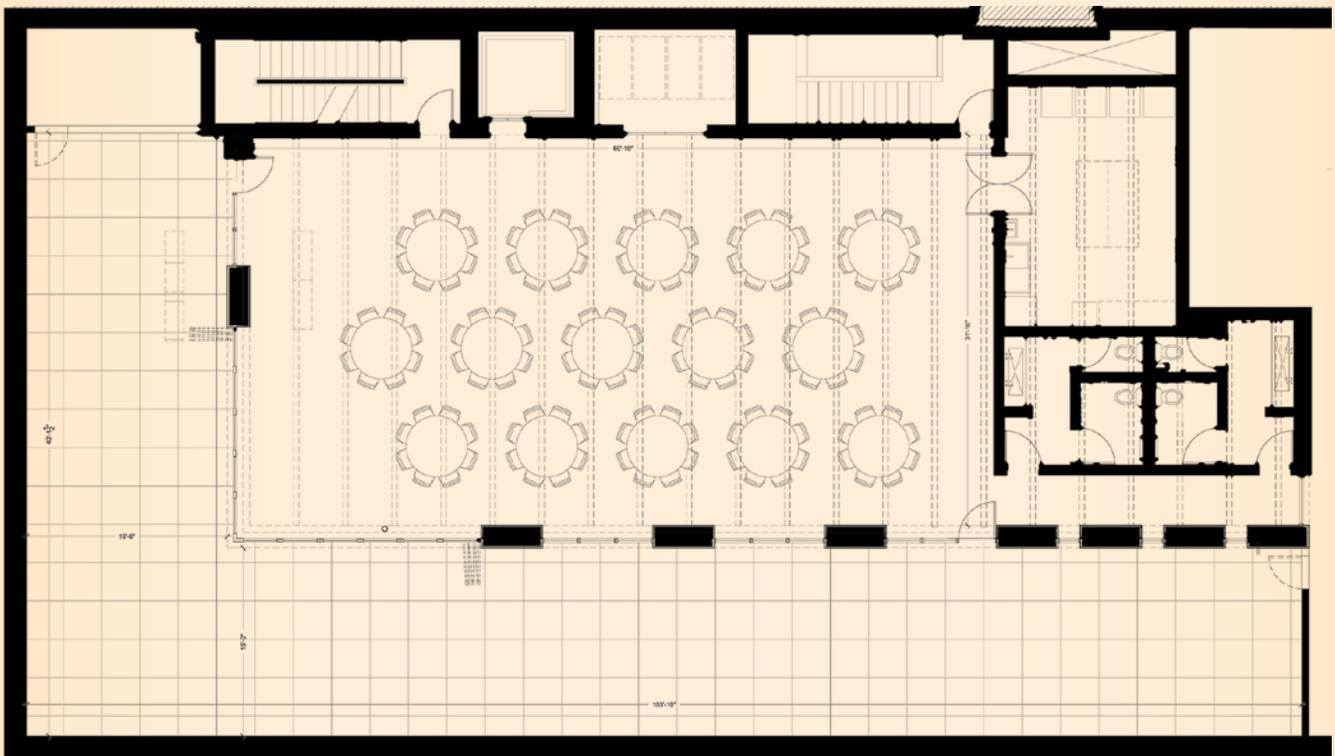
Your Get-Togethers Will Be Way More Memorable

Get 300 of your best friends or family together and throw the party of a lifetime on The Lookout, our private rooftop event space with stunning view of downtown Milwaukee, indoor/outdoor areas with plenty of seating and tables, private restrooms, all the hookups for a DJ, and separate space for catering/food prep. Everything is at your fingertips, all you have to bring is the energy.

The bigger the hoopla, the more rooms you're gonna need to find for your guests. Look no further than the 31 luxurious guest suites available at Kinn Guesthouse Milwaukee, where we've married the style of a boutique hotel with the comforts of an upscale home for an experience you just don't get with a typical hotel chain.

**We also rent adjoining rooms, a whole floor, or the entire property.
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The Lookout: Details & Specs



- 5100 Square Feet of Indoor and Outdoor Space
- 250 Person Walking Reception Capacity
- 120 Person Seated Capacity
- Overflow Seating Options Available
- Stunning Views of the Downtown Skyline
- Retractable Glass Wall for Open-Air Atmosphere
- Tented Options Available
- Easy Access from Lobby and Guest Suites
- Built-In Audio/Visual Capabilities
- Private, Easy Access to Restrooms

Contact us by phone at (855) 546-6653 or by email at events@kinndowntown.com for rates and more information.



The Lookout: Pricing Guide

The Lookout is definitely the crown jewel of all our event spaces at Kinn Guesthouse Milwaukee and it's always in high demand. We highly recommend booking your event at least 60 days in advance to ensure we can accommodate your needs.

Season One: April 1st to October 31st

Sunday – Thursday \$3,500.00

Friday \$5,500.00

Saturday \$6,500.00

Season Two: November 1st to March 31st

Sunday – Thursday \$3,000.00

Friday \$4,500.00

Saturday \$5,500.00

Prices are estimates only and subject to change based on seasonality, demand and other circumstances. Pricing does not include taxes, gratuities and other add-ons.

To reserve The Lookout for your event or for general event space inquiries, please contact us at: events@kinn downtown.com. We also rent adjoining rooms, a whole floor, or the entire property. Contact us for more information.



The Lookout: FAQ's

1. What is included in the venue rental fee?

The venue rental fee includes tables, chairs, all dinnerware, one (1) bartender per 60 guests and barware. As well as, a dedicated outdoor rooftop terrace that overlooks The Grain Exchange, The historic Third Ward and Hoan Bridge. *linen rentals are additional

2. Is food and beverage exclusive?

We are proud to offer an exclusive Chef and catering team, The Hidden Kitchen MKE. With Chef Oliver Hunt at the helm, his culinary global narrative is creating dishes with the highest quality ingredients, each course beautifully prepared and shared with you, for an unforgettable dining experience.

Wanting to match Chef Hunt's culinary expertise, we are curating a bar that will highlight some favorites, yet also sourcing from local liquor artisans. We encourage craft cocktails and our team of mixologists will not disappoint.

3. What is the service charge and sales tax?

Currently, the service charge is 22% and sales tax is 6.1%. The service charge covers the day of catering/bar staff. If you experience exceptional service, tips are encouraged yet not required.

4. What parking options are in the area?

During the week, street parking or hourly/daily parking is available across the street (south of Kinn)*. On weekends, the public lot becomes private, you can choose to have your guests pay per car, or a certain number of parking spots can be pre-purchased*. Guests will receive a QR code from our team, prior to your event date. Also, a security guard will be in place from 9 pm - 3 am. *this fee is paid for by the client

5. Do you offer valet parking?

The hotel itself does not provide daily valet parking. However, for events, we work directly with a local valet parking company and based on your guest count, anticipated numbers of cars being parked and any lot fees, a customized quote will be provided upon request. *this fee is paid for by the client

6. For decor, what is permitted including open flame candles?

As we are a historic building, we have some limitations which include no open flame. However, candles in votives or glass sleeves are permitted. No nails, staples, tacks, glue, tape, confetti, glitter, smoke machines are permitted. We request that all decor be pre-approved by our events team prior to installation.

7. Is smoking allowed on the outdoor terrace?

Our entire building and rooftop outdoor terrace is smoke-free. Smoking would need to be on street level, outside of the building, away from the front doors.

8. Day-of-Coordination Requirements

We want your event experience to be memorable. This includes the collaboration with our catering department, and managing day of logistics. We kindly request that all events have a day of coordinator. You can choose to use our in-house team for an additional fee* or we have a list of preferred vendors that we recommend. *this fee is paid for by the client

9. Preferred Vendor List

We offer a Preferred Vendor list that includes some of our local favorite event partners. However, you are not required to use them, just suggestions that may help with making your vendor selections more seamless.



The Lookout: Preferred Vendors

DJ's:

David Charles Productions: www.davidcharlespro.com

Milwaukee Airwaves: www.milwaukeeairwaves.com

EVENT PLANNERS:

Midwestern Bride: www.midwesternbride.com

Morr Events: www.morr.events

Rosewood Weddings: www.rosewoodwed.com

FILMOGRAPHERS:

Sikora Film Co.: www.sikorafilmco.com

Something Unique Film: www.somethinguniquefilm.com

FLORAL DESIGNERS:

414loral: www.414loral.com

Belle Fiori: www.bellefioriflorist.com

Feisty Flowers: www.feistyflowers.com

La Terre: www.laterremarket.com

Milwaukee Flower Company: www.milwaukeeflowerco.com

Zap Bloom: www.zapbloom.com

PHOTOGRAPHERS:

Amanda Evans Photography: www.theamandaevans.com

Amarie Photography: www.amariephoto.com

Autumn Silva Photography: www.autumnsilvaphotography.com

Cassie Rosch Photography: www.cassierosch.com

Front Room Studios: www.frphoto.com

Jake Anderson Photography: www.jakeandersonphoto.com

Mackenzie Orth Photography: www.mackenzieorth.com

STATIONERY DESIGNERS:

Bayview Printing Company: www.bayviewprintingco.com

Coqui Paperie: www.coquipaperie.com

Hall Creative Co.: www.hallcreativeco.com

Paper Envy: www.paperenvy.com

SWEETS:

Black Twig Bakery: www.blacktwigbakery.com

Grieger Patisserie: www.greigemke.com

Le Reve Patisserie & Café: www.lerevecafe.com

Purple Door Ice Cream: www.purpledooricecream.com

The Cake Lady: www.cakeladydesigns.com



The Den

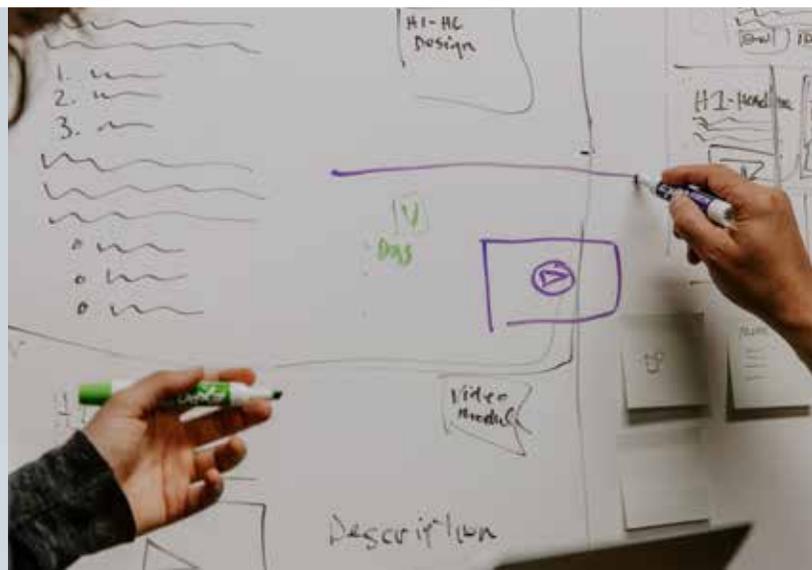
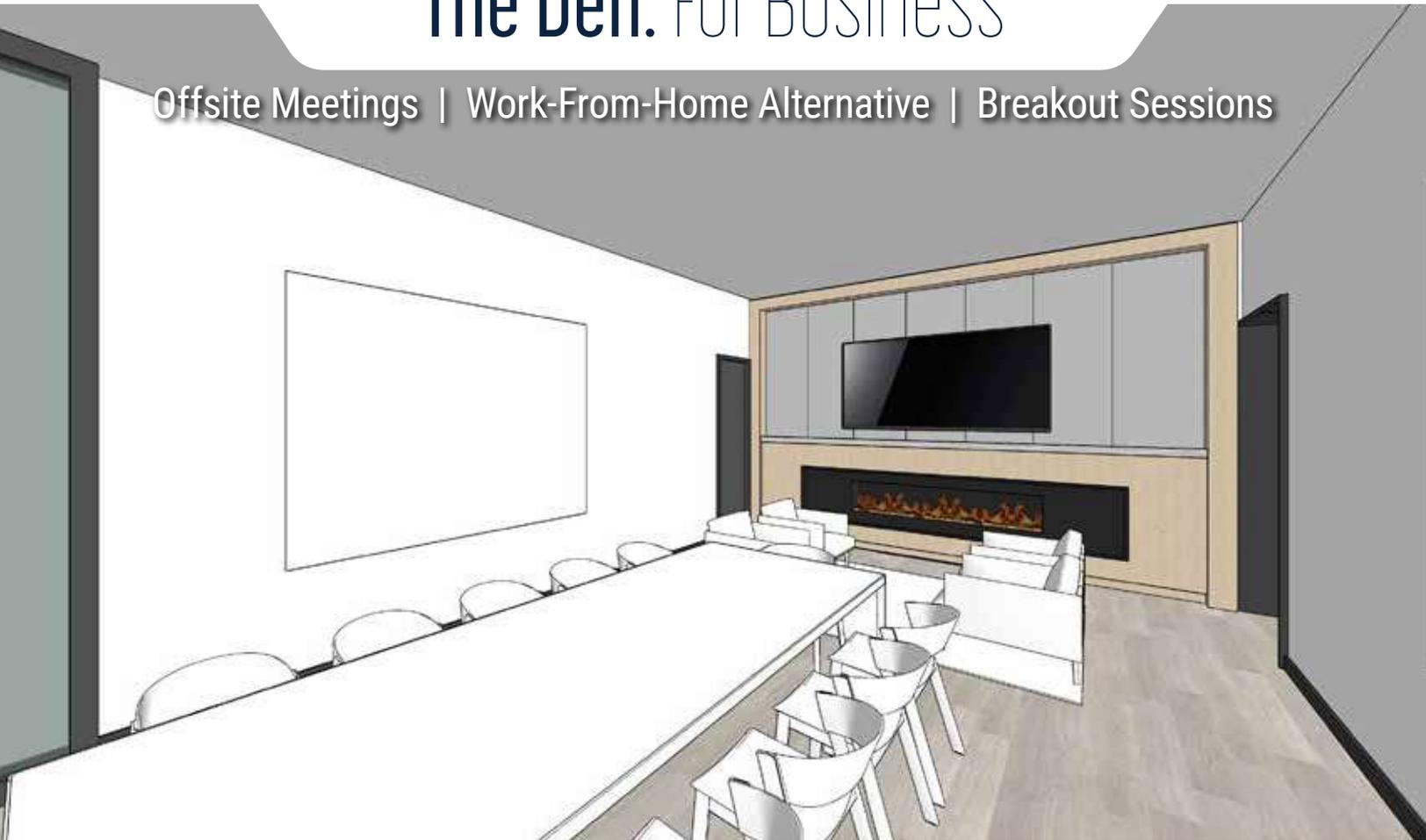
SMALL CAPACITY CONFERENCE ROOMS

Located on Floors Two, Three, and Four. Room Capacity: 20 Persons



The Den: For Business

Offsite Meetings | Work-From-Home Alternative | Breakout Sessions





Kickstart Your Productivity and Creativity

Nothing gets the creative juices flowing more than being in an inspiring workspace, decked out with all the necessary tech and designed to make it feel more like an upscale den in a home than a corporate glass box. That's the inspiration The Den spaces, a place where business travelers hosting events, employees working from home and companies looking for the perfect space to host their next meeting.

For those looking for short-term accommodations as well as usable office/conference space, we have 31 luxurious guest suites to choose from, where we've married the style of a boutique hotel with the comforts of an upscale home for an experience you just don't get with a typical hotel chain.

**We also rent adjoining rooms, a whole floor, or the entire property.
Contact us for rates and more information.**

The Den: Details & Specs



- Three Dens Available (1 on each floor)
- 400 square feet each
- Conference Table and Casual Seating Area
- Seats a total of 14 persons
- Large-Scale Whiteboard
- Built-In Audio/Visual Capabilities
- WiFi, Flat Screen TV, Projector, Printer
- Access to Full Chef's Kitchen
- Easy-Access to Restrooms
- Fireplace with Controls

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The Cellar

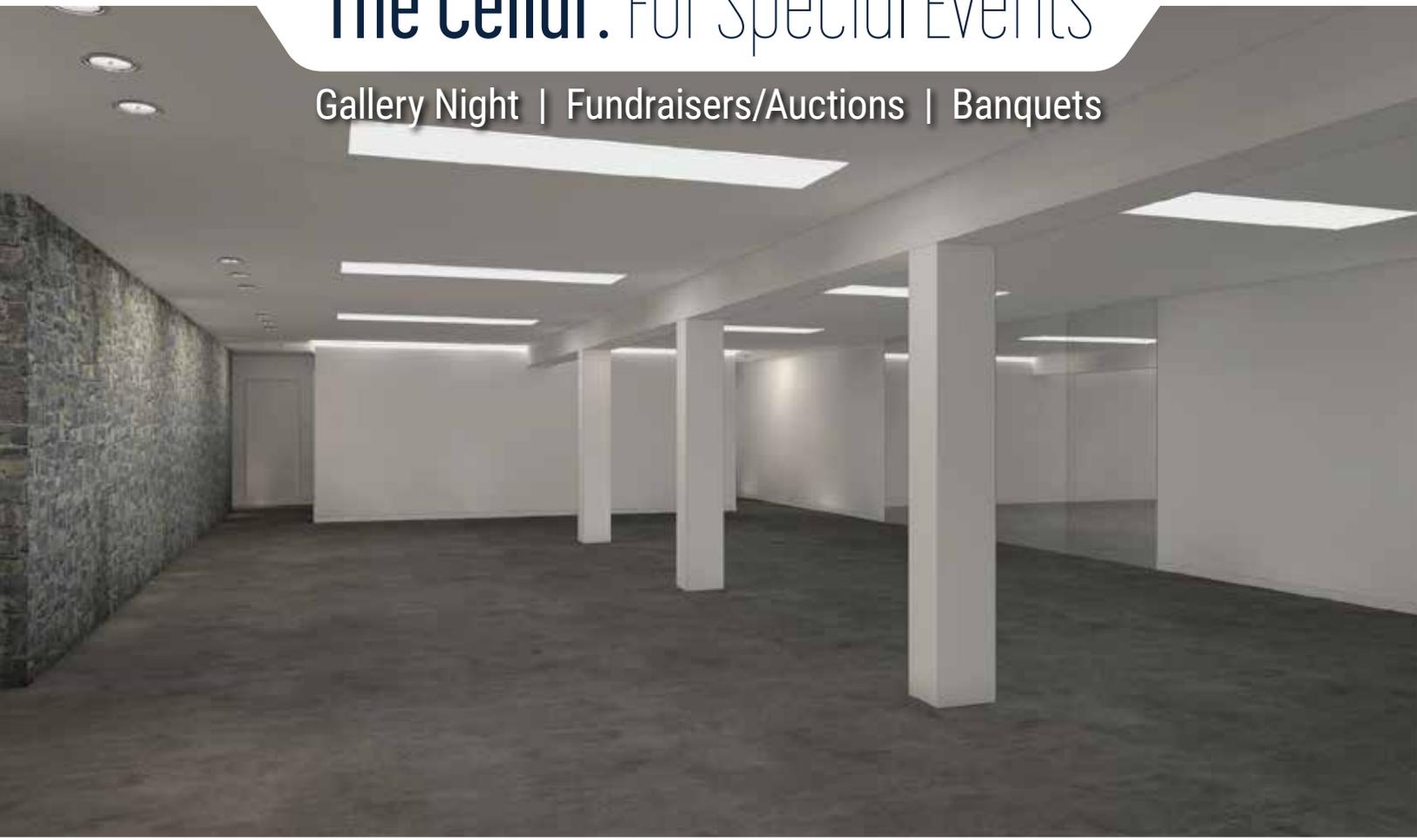
PARTY ROOM AND GALLERY SPACE

Lower Level Event Space with Open Concept and Capacity for 150 Persons



The Cellar: For Special Events

Gallery Night | Fundraisers/Auctions | Banquets





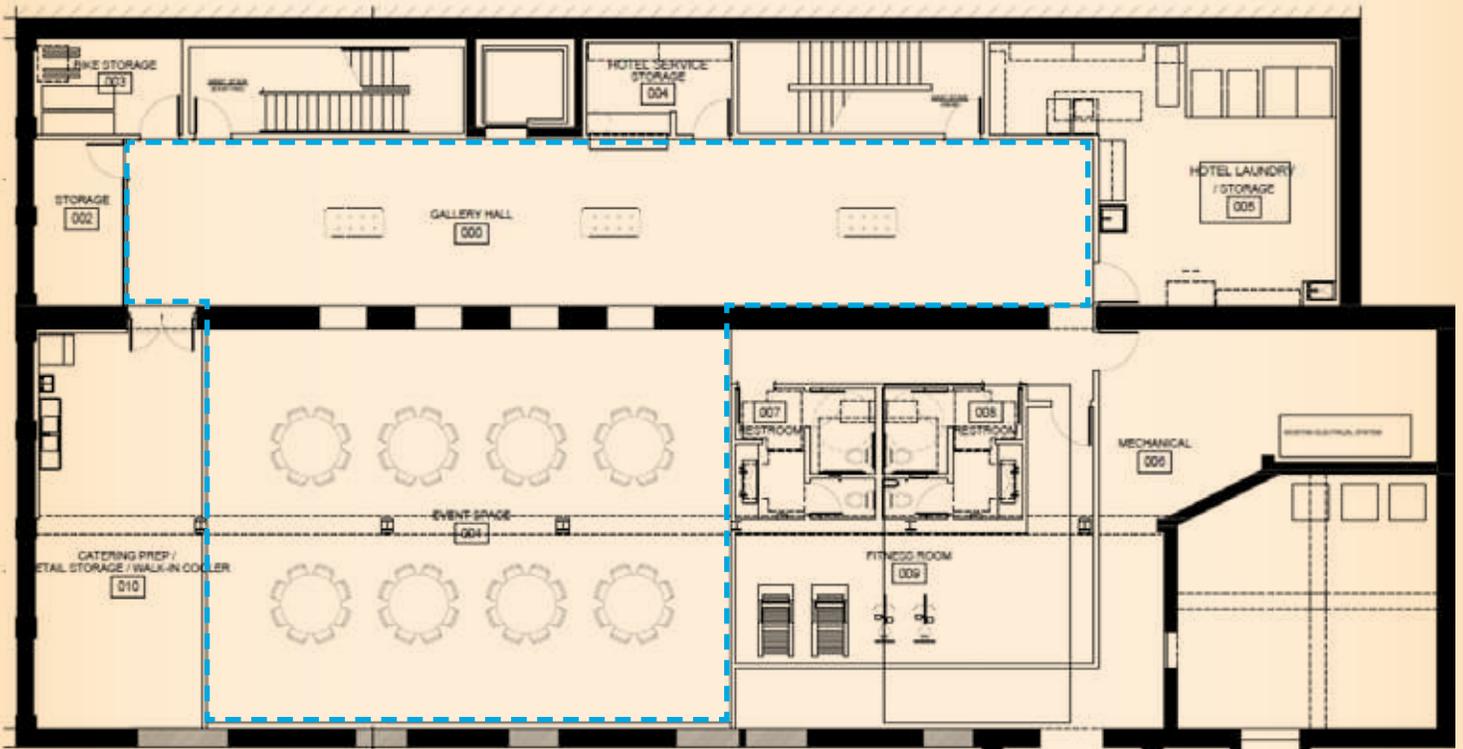
Arts, Entertainment and Everything in Between

We mean that in between thing quite literally. The architectural details separating these two spaces is the original exposed masonry wall between them, preserving the cellar-esque vibe of our lower level event space. Far from cave-like and definitely chic, the gallery side is the perfect venue for artists to display their art, while the party room side is ideal for galas and gatherings of every sort.

If the plan is to go big and not go home, we have 31 luxurious guest suites to choose from, where we've married the style of a boutique hotel with the comforts of an upscale home for an experience you just don't get with a typical hotel chain.

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The Cellar: Details & Specs



- Spaces Can be Rented Together or Separately
- 1400 Square Feet of Event/Party Space
- 1130 Square Feet of Dedicated Gallery Space
- 70 Lineal Feet of Wall Space, 8 Foot Ceilings
- 150 Person Capacity Combined (Dedicated seating for 64)
- Separate Spaces for Food Prep and Catering
- Built-In Audio/Visual Capabilities
- Easy Access from Lobby and Guest Suites
- Can Be Decorated to Suit Any Theme
- Easy Access to Restrooms

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