

## Rental Terms and Conditions

All rooms are subject to availability. The Wisconsin Maritime Museum retains the right to refuse to rent its facilities for activities or events incompatible with its educational and historic preservation missions. Conduct or activities by any member, guest, or vendor of the Rental Party that endangers the museum's exhibits, facilities, or visitors, or is incompatible with the Museum's educational or historic preservation missions, will result in the event being immediately canceled and forfeiture of all rental and event fees and charges. Museum staff on duty will make the final decision on this issue.

### Rental Fees

To hold the space, 50% of the room fee is required as a Deposit. This deposit will be put towards the final amount. There are no refunds of this deposit within 30 days of the event. All cancellations must be in writing. If services beyond the standard offerings are requested, extra charges may apply. Events are expected to be wrapped up by the pre-agreed upon end time, or midnight. No smoking or humidity-releasing devices (outside of food service, and beverages) are allowed in the museum or any of the rental spaces. This is to protect the archives and collections of the Museum as smoke and excess humidity changes can damage many items in the Museum's care. Failure to comply will result in a \$250 fine charged to the primary renter.

### Weather

The events on the Roof Deck are subject to moving into the Riverview Room due to inclement weather. If the renter does not suggest moving the event inside 4 hours prior to the event, the senior facilities staff is responsible for deciding if the event will be set up inside or outside. The Museum assumes no responsibility for damages, including damage to rental or personal equipment, arising from inclement weather.

### Food

The renter and/or caterer is responsible for all dining and serving utensils and wait staff. All food must stay within the rental space. No food or beverages are allowed in the galleries or display areas of the Museum. All food must be cleaned up and removed at the end of the event.

### Alcohol

The Wisconsin Maritime Museum is a fully licensed tavern. That means all alcohol must be served by and purchased from a licensed Wisconsin Maritime Museum bartender. **No carry-ins are allowed and will be immediately confiscated and disposed of with no refunds, exchanges, or returns.** If any evidence is found during clean-up, a fine will be added to the final bill. If any tabs are run to be set up for a host bar, an 18% gratuity will be added to the bar tab. The renters are responsible for the conduct of their guests.

### Decorations, Flowers, Flames

With restrictions, light decorations can be allowed. The Museum only provides the tables and chairs; everything else is the responsibility of the renter, whether they are purchased by the renter, or provided by the caterer. **No live cut flowers, trees (any part including sticks, pine cones, leaves, etc.), or plants are allowed for decorations.** Handheld bouquets, boutonnieres, and corsages may be excluded from this limitation if they are sourced from a florist approved by the Museum's Collections team. Glitter and small confetti are not allowed. Burning candles, including tea lights, are prohibited. The only flames allowed are sternos used for catering purposes. **GLASS CONTAINERS ARE NOT PERMITTED ON THE ROOF DECK. NO EXCEPTIONS.** This includes, but is not limited to, dishes, food serving containers, and vases.

### Clean up

The renter is responsible for cleaning up their materials. If you brought it in, you will bring it out with you, aside from anything properly disposed of in the provided waste receptacles. The senior museum staff member present will make the final decision whether a space has been sufficiently cleaned. If museum staff is required to clean at the end of the event, an additional minimum fee of \$250 will be assessed. Cleaning beyond emptying waste receptacles, table wipe-down, or other normal requirements will result in extra charges, e.g., cleaning of stained, soiled carpet. If such charges are assessed, the museum shall present the rental party with an itemized statement of such charges as a mailed invoice.