

Reservations can be made up to one year prior to your event, but no less than two weeks.
Reservations can also be made by calling 920-448-7872 or email at BC.Museum.Rentals@browncountywi.gov

Requested Date		Event Name/Purpose		Organization or Business Name	
Arrival/Setup	Caterer Arrival	Event Start	Teardown	Departure	
Contact Name		Phone Number		Email Address	
Mailing Address		City	State	Zip Code	
Room Configuration			No. of Guests	Public Event?	

Any additional notes or AV requirements

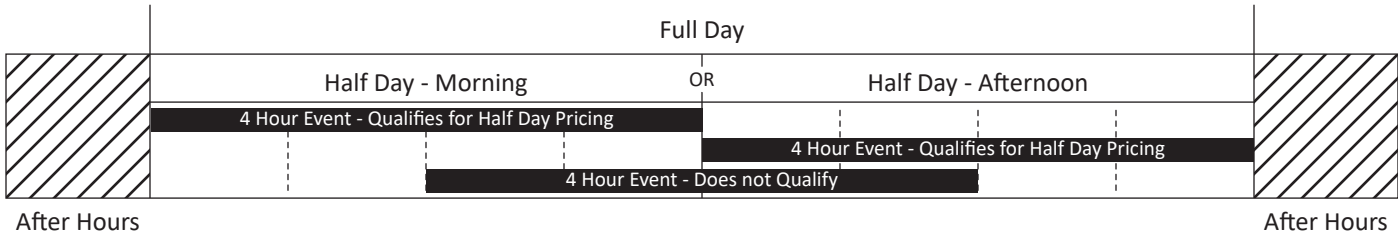
Available Rental Spaces	Full Day	Half Day	Evening	Packages
Single Meeting Room	<input type="checkbox"/> \$150	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> Birthday Party \$125 Reg or \$110 Member This includes a single meeting room for you to decorate and host up to 15 people within a half-day block of time. Admission for up to 15 guests included in package price.
Two Meeting Rooms	<input type="checkbox"/> \$220	<input type="checkbox"/> \$165	<input type="checkbox"/> \$275	
Three Meeting Rooms	<input type="checkbox"/> \$330	<input type="checkbox"/> \$240	<input type="checkbox"/> \$415	<input type="checkbox"/> Group Admission \$9/Adult - \$4/Child Include general admission for your guests at a discounted rate. Minimum of 15 participants required.
Auditorium/Theatre	<input type="checkbox"/> \$330	<input type="checkbox"/> \$240	<input type="checkbox"/> \$415	
Third Floor Board Room	---	---	---	
Lobby (Registration Table)	<input type="checkbox"/> No Charge	<input type="checkbox"/> No Charge	<input type="checkbox"/> No Charge	
Second Floor Mezzanine	---	<input type="checkbox"/> \$500	<input type="checkbox"/> \$700	
Visitor Parking Lot	<input type="checkbox"/> \$2500	<input type="checkbox"/> \$1000	---	
Exhibitions - All Galleries	<input type="checkbox"/> NA	<input type="checkbox"/> \$1000	<input type="checkbox"/> \$2500	

<input type="checkbox"/> Security/Utilities: (\$50 Per HR/Per Floor)		+	<input type="checkbox"/> AV Charges: (See Page 4)		=	Total Rental Fee:	
--	--	---	--	--	---	--------------------------	--

A 50% deposit is required for all rentals. Deposit must be made within 10 days of contract approval. Failure to pay deposit will void contract and forfeit held event date. Deposit is non-refundable and may be retained after cancellation at the county's discretion.

Event Pricing Structure

In order for a rental to qualify for half day pricing the entire event must reside within a four (4) hour block of time, as shown below. An event which goes beyond four hours or spans the middle of the day will be charged full day pricing. If an event does not take up a full four hours it cannot be discounted without prior approval.



To protect the collections, we request your cooperation with the following:

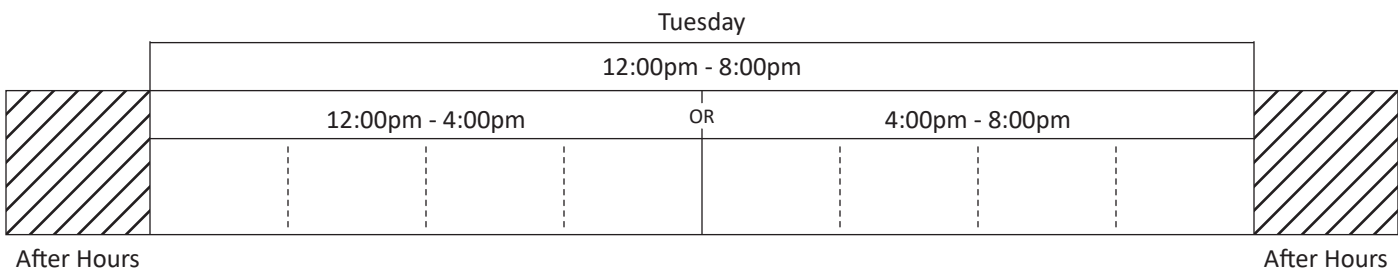
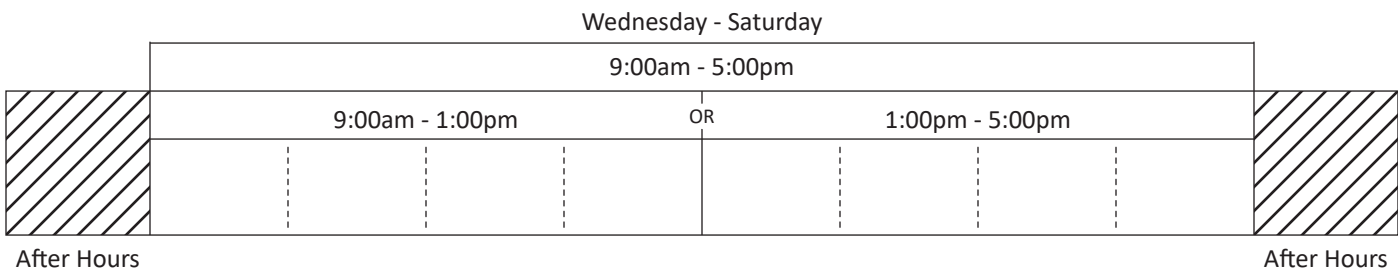
- Smoking is not allowed.
- Confetti, glitter, rice, birdseed, or loose flower petals, etc. may not be used.
- Battery operated candles may be approved for use in lieu of lit candles.
- Service animals only, unless otherwise approved.

Standard Hours of Rental

Tuesday	12:00pm - 8:00pm
Wednesday	9:00am - 5:00pm
Explorer Wednesday	9:00am - 8:00pm
Thursday	9:00am - 5:00pm
Friday	9:00am - 5:00pm
Saturday	9:00am - 5:00pm
Sunday	12:00pm - 5:00pm

Meetings or gatherings may be scheduled from 9:00am (Wednesday-Saturday) and 12:00pm (Sunday & Tuesday) to the normal closing hours. Room availability will be based on hours of operation. Exceptions may be granted by the Museum. Please note that a security fee will be applied for events which take place outside of regular business hours: \$50 per hour, per floor (To include one hour prior to event, and/or one hour after event, if deemed necessary).

The museum is not available on Easter Sunday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, or any other observed holiday per Brown County Code Chapter 4.65.



Note: All Sunday rentals qualify for half day pricing, as the museum is only open from 12:00pm to 5:00pm

Contract Conditions

The applicant shall indemnify and hold harmless the museum, Brown County, their agents, officers, employees, and volunteers from any and all damage or loss, or liability of any kind whatsoever occasioned upon and/or within the museum premises (as described in the Application for Use of Neville Public Museum of Brown County Facilities, or as permitted for use by oral or other agreement), or walks ways or concourse adjacent thereto, by reason of any bodily injury to, or death of, any person or by reason of any injury occasioned by any act or omission, neglect or wrongdoing of the applicant, or any of his/her, and/or its own cost and expense, defend and protect the museum, Brown County, their agents, officers, employees and volunteers against any and all such claims or demands. Neither the museum board nor Brown County, nor any of its agents, employees or officers are responsible for accidents, injury, or loss of individual property while the applicant or any of his/her agents, representatives, guests, employees, invitees, or others admitted by the applicant to the premises, are using the museum premises.

Applicant agrees to abide by all regulations of the museum regarding use of facilities, and accepts responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from applicant's use. The applicant will leave the room(s) clean and orderly, and upon failure to do so, will be assessed a charge for extra custodial services. Applicant will arrange for disposal of all waste materials. Any materials and personal property or items of any nature whatsoever remaining on the premises after the duration of this Agreement shall be considered to be intended for discarding and/or other disposal by museum staff. Applicant waives any and all rights or interests it may have in such property. All grounds, facilities, and fixtures shall be restored to their original condition and to the satisfaction of the County, reasonable wear and tear expected. Applicant will be charged and agrees to pay County \$45.00 per hour per staff member for each day beyond the contracted term in which the said premises are not fully cleaned and restored. Applicant further agrees to pay all costs incurred by the County in restoration of the premises due to applicant's failure to do so on the last day of this contract. Applicant is solely responsible for making all arrangements for cleanup and restoration of the premises during the duration of this contract.

Facility rental deposit requirements are subject to the type of event. The full balance will be due on the date of the scheduled event; however, payments can be made prior to this date. The applicant will submit the completed and signed contract within seven (7) business days from initial contact; otherwise the contract will be null and void. Applicant agrees to submit any requests for set-up changes to the reservation no less than three (3) business days prior to the event. By signing this contract, the applicant acknowledges that they have reviewed and accept the terms outlined in the room rental policy and contract. Any exemptions to these policies must be received, in writing, prior to the event.

Uses and Priorities Among Users

The premises may be used for programs sponsored by governmental agencies, non-profit educational and cultural organizations, community agencies, and other responsible, non-commercial groups. Programs involving the sale, advertising or promotion of commercial products or services may only occur as part of a County-sponsored program.

Groups meeting at the Museum may not use the meeting's location as an endorsement of their activity, view, product or services by Brown County, its agents, officers, elected officials or employees. When any organization has booked a meeting or gathering space in advance, it shall not be displaced from its reservation because of a later request. In cases where a special County-sponsored use conflicts with an earlier booking, an accommodation will be sought.

The following events are not permitted at the museum: Political events, product sales or trade shows, alcohol-only events, any and all displays not approved by the museum.

Refreshments/Catering/Alcohol Service

The museum is a smoke-free facility. Coffee, tea and foods not requiring cooking are permitted. Some limitations and guidelines may apply regarding food and beverages. Each organization should provide its own serving utensils, equipment and supplies. Catered refreshments may be delivered and set up by the caterer or sponsoring group. All alcoholic beverages must be served by a licensed bartender. Sponsors are responsible for proper clean-up and disposal of all refuse and utensils, leaving each area in the same condition in which it was found.

Decorations

To ensure a quality event at the museum, the following practices are standard: Decorating is allowed only on the day of the event, unless you reserve the facility the day before. All set-up and decorations must be picked up at the end of the function/event. Anything not taken or picked up will be disposed of the following day. Tablecloths and table skirts are not provided by the museum.

Music

Live bands and DJs are permitted with some rental requests, and are subject to County Code of Ordinance 8.225 for noise. The museum reserves the right, in its sole discretion, to disapprove the use of musical groups and the location on the property. Exceptionally loud music is not permitted and will be monitored.

Grounds Rental

A grounds fee must be paid to enable guests to put up a tent, chairs, etc. Please call for further information.

Sales/Charging Admission Fees

Vendors may sell their goods inside the building through the Gift Shop. Contact the Manager of the Gift Shop at 920-448-7847 for further information. Individuals or organizations using space (renting or otherwise) in the museum may not charge admission or require a donation to attend the event.

Audio-Visual Equipment

Wireless internet is available in all Meeting Rooms, Neville Theater and Board Room. All equipment needs must be anticipated by the group. Museum staff is not available to provide for overlooked needs. Additional charges may be applied retroactively to cover day-of equipment use.

AV Equipment Available

- Wall mounted computer & Monitor (Qty 1 per meeting room)
- \$15 HDMI Cord
- \$15 Hand-Held Microphone (Wireless Qty 1)
- Microphone Stand
- \$15 Lapel Microphone (Wireless Qty 1)
- \$10 Corded Microphone (Includes Stand Qty 1)
- \$30 Projector & Screen (VGA or HDMI)
- Floor or Tabletop Podium
- \$20 Mondopad (Video Conferencing Unit, 55" screen)
- \$25 Flipchart Easel
- \$15 Whiteboard / Chalkboard
- \$10 Easel, Qty Needed:
- \$50 Yamaha Portable PA System (Not needed within meeting rooms)
- \$20 Coffee Service (Qty 50 Cups)

Auditorium Equipment Available

- Projector (VGA or HDMI)
- Windows PC
- Floor Podium & Mic (Hardwired to the podium)
- \$15 Hand-Held Microphone (Wireless)
- \$15 Hand-Held Microphone (Wireless)
- \$15 Lapel Microphone (Wireless Qty 1)
- \$10 Corded Microphone (Includes Stand Qty 1)
- BluRay/DVD Player

AV Technician On-Site

- \$50/HR (2HR Minimum on Weekends)

Total Hours

Total AV Rental:

I have read, understand and agree to the information contained in the Neville Public Museum Use Guidelines. In addition, I understand I will be charged for items indicated above.

I also understand that the need for extensive cleaning (maintenance), and/or damage, as a result of our use, can also affect our charges.

Signature of Applicant _____

Date _____

Neville Public Museum _____

Date _____