

Room Rental Policy

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, email at Day_JL@co.brown.wi.us

<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Requested	Start Time	End Time
<input type="text"/>		<input type="text"/>
Event Name / Purpose of Usage		Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact	Contact Phone	Contact Alternate Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Setup arrival time	Teardown time	Caterer arrival time
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Departure Time	# of attendees (estimate)	Open to Public?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Check if any A/V Needs (see page 3 for details) ☐ Room configuration:

Additional Room Setup Instructions (Orientation of Tables, Special Requests, etc.)

Facilities to be used during your event	Full Day	Half Day	Evening
Meeting Room 121	<input type="checkbox"/> \$100	<input type="checkbox"/> \$60	<input type="checkbox"/> \$100
Meeting Room 122	<input type="checkbox"/> \$100	<input type="checkbox"/> \$60	<input type="checkbox"/> \$100
Meeting Room 123	<input type="checkbox"/> \$100	<input type="checkbox"/> \$60	<input type="checkbox"/> \$100
Two meetings rooms	<input type="checkbox"/> \$175	<input type="checkbox"/> \$100	<input type="checkbox"/> \$175
Three meetings rooms	<input type="checkbox"/> \$250	<input type="checkbox"/> \$150	<input type="checkbox"/> \$250
Neville Theatre	<input type="checkbox"/> \$200	<input type="checkbox"/> \$125	<input type="checkbox"/> \$200
Board Room (third floor)	<input type="checkbox"/> \$160	<input type="checkbox"/> \$100	<input type="checkbox"/> \$160
Lobby (for a registration table)	<input type="checkbox"/> no charge	<input type="checkbox"/> no charge	<input type="checkbox"/> no charge
Frankenthal Gallery (second floor)	<input type="checkbox"/> -----	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300
Visitor Parking Lot	<input type="checkbox"/> \$500	<input type="checkbox"/> \$250	<input type="checkbox"/> \$250
Grounds	<input type="checkbox"/> \$300/space	<input type="checkbox"/> \$300/space	<input type="checkbox"/> \$300/space
Security/Utilities (per hour/per floor)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50
Exhibitions - All Galleries	<input type="checkbox"/> \$500	<input type="checkbox"/> \$350	<input type="checkbox"/> -----

Total cost - 5% Room Deposit Due at Signing

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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.

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 further 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 _____

Hours of Rental

March-December:

Tuesday, Thursday, Friday and Saturday 9 AM to 5 PM

Wednesday 9 AM to 5 PM (9 AM to 8 PM on the first Wednesday of the month)

Sunday 12 to 5 PM

January and February:

Tuesday, Thursday, Friday and Saturday 9 AM to 4 PM

Wednesday 9 AM to 4 PM (9 AM to 8 PM on the first Wednesday of the month)

Sunday 12 PM to 5 PM

Meetings or gatherings may be scheduled from 8:00am (Monday-Saturday) and 11:00am (Sunday) to the normal closing hours. Room availability will be based on hours of operation. Exceptions may be granted by the Museum. Please note that an additional security fee will be applied for events which take place outside of regular business hours: \$45 per hour, per floor (to include one hour prior to event, and/or one hour after event, if applicable). The museum is not available on Christmas Day, Easter Sunday, or New Year's Day.

Uses and Priorities Among Users

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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.

Prohibited Uses

The following events are not permitted at the museum unless prior approval is received by the Director:

Political events

Product sales or trade shows

Alcohol-only events

Displays not approved by the museum

Liability/Indemnification

Applicants for meeting spaces are expected to sign the application form in which the organization represented, or individual 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 resulting from the event. The person who signed the contract will also be held responsible for leaving the spaces clean and orderly. The museum reserves the right to assess a charge against this individual or his/her organization for extra custodial or cleaning services, or damage to equipment. By signing, the applicant agrees to hold Brown County, its agent, officers and employees, and the museum board harmless.

Insurance

The user entering into the rental agreement to host an event at the Neville Public Museum must maintain a general liability policy or obtain a "rider" while present at the museum for the date of the event. This is to protect both the museum and the user in case of damages or injury during the event.

Applicant shall provide and maintain at its own expense during the term of their rental agreement, the following insurance policies. Hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The event reservation shall not be confirmed until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, applicant acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

Comprehensive General Liability (Occurrence Form).

Products and Completed Operations

Personal Injury and Advertising Liability

Independent Contractors/Protective

Limits of Insurance: \$1,000,000 per occurrence \$1,000,000 aggregate

Business Automobile Liability.

Business Automobile Liability covering all owned, hired, and non-owned vehicles.

Limits of Insurance \$1,000,000 per occurrence for bodily injury and property damage

The applicant agrees that all liability policies shall name Brown County as additional insured with respects to: liability arising out of activities performed by or on behalf of the user, products and completed operations of user; premises owned, occupied or used by user; or automobiles owned, leased, hired or borrowed by user. The coverage shall contain no special limitations on the scope of protection to the County.

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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 (no red wine). 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. 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.

Table cloths and table skirts are not provided by the museum.

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

Smoking is not allowed.

Helium balloons may not be used anywhere in the museum.

Attachable decorations, such as banners and streamers, may not be used anywhere in the museum's property.

Confetti, glitter, rice, birdseed, or loose flower petals, etc. may not be used.

Battery operated candles may be approved for use in lieu of open flame candles.

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. Vendors, during special events, may sell their products on the grounds of the museum by leasing a specified space. Individuals or organizations using space (renting or otherwise) in the museum may not charge admission or require a donation to attend the event. Contact the Director of the museum at 920-448-7848 for further information.

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.

Meeting room equipment available

- ☐ Projector, VGA and HDMI compatible
- ☐ Laptop with Windows 7 / 8 / 10
- ☐ Yamaha Portable PA system
- ☐ Hand-held, wireless microphones (2)
- ☐ Over-ear wireless microphone (1)
- ☐ Corded microphone with stand (1)
- ☐ Floor podium
- ☐ Tabletop podium
- ☐ Mondopad (free-standing, video conferencing unit, 55" screen)
- ☐ Flipchart easel
- ☐ Chalkboard
- ☐ 140 upholstered chairs
- ☐ 30" x 8" tables (16), 36" x 8" tables (5), 30" x 6" tables (5)
- ☐ 5' round (9) 4' round (6) 2' pub table 41" high (12)

Auditorium equipment available

- ☐ Projector, VGA and HDMI compatible
- ☐ Laptop with Windows 7 / 8 / 10
- ☐ Hand-held, wireless microphone
- ☐ Lapel wireless microphone
- ☐ Floor podium with hard wired microphone
- ☐ DVD player
- ☐ Piano

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Room Set-up Options

Banquet Style - 6x 48" Round Tables

5 seats/table 35 guests per room

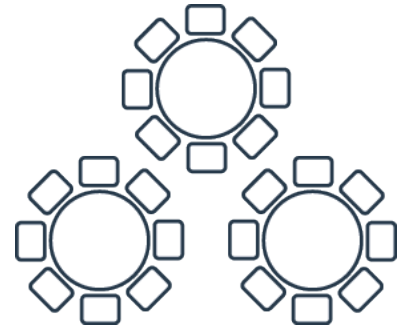
6 seats/table 36 guests per room

Banquet Style 6x 60" Round Tables

6 seats/table 36 guests per room

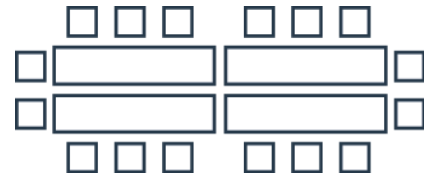
7 seats/table 42 guests per room

8 seats/table 48 guests per room



Conference Style

Max. 22 people per room

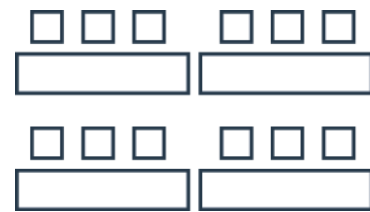


Classroom Style - 8x Rectangular Tables

3 seats/table 24 guests per room

4 seats/table 32 guests per room

5 seats/table 40 guests per room



Auditorium Style

Max. 60-66 people per room



All counts indicate maximum number of guests per room, larger numbers of people in a single room can eliminate food table, registration table and presenter table.

For further details, please contact Jessica Day at 920-448-7872, or at Day_JL@co.brown.wi.us.