

Basic Rental

Rental rates are based on four hours. Additional time is charged on an hourly basis.
PRICES ARE SUBJECT TO CHANGE

Space Rental

First Floor

Puelicher Butterfly Wing
Streets of Old Milwaukee
European Village
A Sense of Wonder
Costa Rican Rainforest
Third Planet
Exploring Life on Earth

First Floor Upgrades

Live Butterfly Garden
Gromme Lecture Hall (capacity: 212)
Pastime Theater
Outside Piazza (seasonal)
Entire First Floor (excluding Piazza)
Entire First Floor with Upgrades (excluding Piazza)

Second Floor

A Tribute to Survival
North American Indians
Wisconsin Woodlands

Second Floor Upgrades

Uihlein Gallery
Entire Second Floor
(includes Steigleder Special Exhibit Gallery)

Third Floor

Africa
South & Middle America
Asia
The Living Oceans
Arctic
Pacific Islands
Pre-Columbian America – *located on the Mezzanine Level*

Milton & Lillian Grand Concourse

Humphrey IMAX Dome Theater Seating Capacity: 250

Garden Gallery Conference Center

Day Hours While MPM Is Open

Entire Museum (*Does not include IMAX or Planetarium*)

Special Exhibit

Rental Upgrades

Coat Check

Equipment Rental

Black Wood Chairs, 60" Round Tables (8 top), 48" Round Tables (6 top), 30" Round Table, Standing Cabarets

Audio Visual Equipment

Podium & Microphone, 1/2" Video Player with Monitor, VCR, Additional Microphone & Screen, Laptop Computer, Laser Pointer, DVD Player, Flip Chart & Markers, LCD Projector, Extra Markers, Overhead/Opaque Easels, Projector & Screen, Dry Erase Board, 35mm Slide Projector & Phone Services, Screen, Network Connection, Video Conference, Telephone Conference Phone

Additional Staff

Registration Personnel
Docent Tours
Location Coordinators

Additional Upgrades

Museum Gift Shops
Parking

For rental information call Nancy Dotson at 414-278-6997.

APPLICATION FOR MILWAUKEE PUBLIC MUSEUM RENTALS
800 West Wells St; Milwaukee, WI 53233
(414) 278-6997 Fax (414) 278-6901

Select space(s) you are renting:

First Floor

First Floor Upgrade(s)

- Live Butterfly Garden
- Pastime Theater

Gromme Lecture Hall

Outside Piazza

Entire First Floor

Second Floor

Second Floor Upgrade(s)

Uihlein Gallery

Steigleder Special Exhibit Gallery

Entire Second Floor

Third Floor

- Milton & Lillian Grand Concourse
- Entire Museum
- Humphrey IMAX Dome Theatre
- Special Exhibit
- Daniel M. Soref Planetarium
- Garden Gallery Conference Center

Please print

Date Requested: _____ Time: From _____ To _____

Group Name: _____

Responsible Person: _____ Signature: _____

Address: _____ City / Zip _____

Daytime Phone Number: _____ Evening Phone: _____

Type of Event: _____ Number of Guests: _____

The total rental fee is required to hold the facility for any event.
Checks should be made payable to **Zilli Hospitality Group** and mailed to
Zilli Hospitality Group,
Attention Nancy Dotson,
613 N. Grandview Blvd., Waukesha, Wisconsin 53188.

Contract

The function shall begin promptly at the scheduled time and the function room or area shall be vacated at the indicated closing time. The organization will be responsible for any additional costs resulting from the change in time.

The Milwaukee Public Museum (the "Museum") facilities are not available for political meetings, religious meetings or gambling-related events. In addition, the Museum is unavailable on Thanksgiving day, Christmas and July 4th.

All events are expected to harmonize with the character and mission of the Museum. Events may not create any hazard or impose undue hardship to the Museum or its collections, exhibits, facilities, staff or visitors. Events must be in conformance with established Museum regulations and must not interfere with Museum operations without prior written consent.

Exhibits on display are subject to change without notice.

The Museum is a non-smoking center. Please inform guests of this policy prior to their arrival.

At least five business days prior to the function date, the organization will advise the Event Planner of any increase over the minimum guest guarantee. This count will be the final guest count (minimum billing amount.) ZHG will not be required to serve more than three percent over the final guest count. Should the final guest count be 400 or more, the Museum will not be required to serve more than two percent over the final count.

Prior mutual consent in writing is required in case of: 1) the supply of food, beverage or decoration by anyone other than the caterer; 2) arrangements for music, entertainment and photographers.

Non-Profit

Any Organization seeking to use the Museum facilities for an Event involving an admission charge or involving fundraising must be qualified as a not-for-profit, tax-exempt Organization under section 501 (c) (3) or other sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter must be provided to the Milwaukee Public Museum prior to executing the contract.

Any such admission charge must be received by the Organization prior to the day of the Event. There shall be no admission charged at the door of the Event. Should an Organization wish to have a minority of tickets made available for sale the day of the Event, such sale must be preapproved by the Museum.

Non-profit Organizations must provide a copy of the Wisconsin Department of Revenue Tax Exemption Letter with the identification number.

Insurance

The Organization agrees to carry commercial general liability insurance combined single limit for bodily injury, personal injury and property damage liability of a minimum of \$1 million. The Milwaukee Public Museum shall be included as an additional insured regarding the Organization's use of the premise. In addition, such insurance shall be primary and non-contributory insurance as respects any similar insurance carried by the Museum. Upon request, the Organization agrees to provide the Museum with a certificate of insurance confirming the insurance required at least 10 days prior to the Event. The Museum further reserves the right to request additional coverage depending on the nature and size of the Event.

Alcoholic Service

If alcohol will be served at the Event, the Organization agrees that ZHG may request proper photo identification from any person who appears to be under the legal drinking age. In any event, the Museum or ZHG staff shall refuse alcoholic beverage service to any person, who, in their judgment, appears intoxicated.

Invitations and Printed Materials

The content of all printed materials relating to the Event, including but not limited to, invitation copy, programs, promotional material, press releases and radio advertisements, must be made available if requested to the Milwaukee Public Museum for review and approval prior to printing.

Displays and Decorations

The Organization may provide banners, displays, signs, exhibits and decorations provided they conform to all Museum requirements and fire codes. Placement and attachment of such must be approved by the Milwaukee Public Museum in advance. All signage and displays must be removed immediately following the event.

Fog machines, smoke machines, equipment for laser shows, open flames, biologic materials, helium balloons, glitter, streamers and confetti are prohibited.

Guest Packages

The Milwaukee Public Museum may not accept packages more than five (5) days prior to your event. Written notification must be provided in advance and include number of containers. A \$1.00 per carton handling charge will be incurred for moving and storage of all containers. The Museum will not assume any responsibility for damage or loss of materials shipped and stored prior to the arrival of your group.

Indemnification and Damages

Indemnification and Damages: Organization agrees to indemnify and hold ZHG and the Milwaukee Public Museum harmless from any and all loss, liability or damage incurred as a result of the conduct of Organization's guests. Such damage includes any personal injury or property damage. Such indemnification shall include but not limited to indemnification for all legal fees and costs incurred in connection there with or in connection with the enforcement of this provision.

Waiver & Modification

No waiver, alteration or modification of any of the provisions of this Agreement shall be valid unless in writing and signed by both parties hereto.

Term

The term ("Term") of this Agreement shall commence as of the date first above written (the "Commencement Date") and shall continue through the completion of the event and/or the Organization's responsibilities hereunder. Notwithstanding the foregoing, this Agreement shall terminate (i) immediately, upon notice to the Museum that (a) the Organization materially breaches any of the terms of this Agreement (b) the Organization ceases to have the licenses, approvals or registrations necessary to discharge its obligations or carry out the activities contemplated hereunder; or (ii) immediately upon notice to the Museum that the Organization, its members, agents, vendors and guests have acted in such a manner that will cause materially breach of any of the terms of this Agreement.

Cancellation Policy

Once a deposit is received, the Museum and ZHG will consider the Organization's Event confirmed. Therefore, the Museum will not book any additional events in the space so designated. If the Organization requests the cancellation of this Agreement, 50% of the facility rental fee will be refunded if cancellation occurs more than ninety (90) days prior to the Event. If said cancellation occurs less than ninety (90) days prior to the event facility rental is nonrefundable. A non-refundable food and beverage deposit of 50% of the minimum is due ninety (90) days prior to the event. If cancellation occurs more than thirty (30) days from the event a 50% refund will be made. If the cancellation occurs within thirty (30) days of the Event, ZHG will not refund any money paid and the full balance is due.

If, for any reason beyond its control, including, but not limited to, strikes, labor disputes, accidents, government requisitions, acts of war or acts of God, the Museum is unable to perform its obligations hereunder, such non performance is excused and the Museum may terminate this agreement without further liability of any nature. In the event of such termination, the Museum shall promptly return any deposit or payment made by the Organization. In no event will the Museum be liable for any damages, including, but not limited to speculative, indirect or consequential damages of any nature for any reason whatsoever.

The Museum reserves the right to cancel this Agreement if the Organization fails, or takes actions which would indicate that it will fail, to comply with the terms of this Agreement. In such event, the Museum, its members, agents and vendors are relieved of any and all responsibilities hereunder and are hereby released from any and all claims, liabilities, damage and causes of action which are caused or occur as a result of said cancellation.

Representation and Warranties

The Organization, its members, agents, vendors and guests shall acquire and maintain all appropriate licenses, registrations and approvals necessary to conduct the activities called for by this Agreement and the Event.

The Organization shall conduct its activities in accordance with all applicable laws and regulations, which in any way, relate to the activities, which shall occur at the Event or are contemplated by this Agreement.

The execution of this Agreement and the Organization's carrying out the activities contemplated hereunder shall not conflict with any undertakings or other obligations applicable to either the Museum or the Organization.

The Museum and the Organization represent and warrant that the individuals executing this Agreement on behalf of each entity are duly authorized to execute such Agreement and bind each entity according to the terms of this Agreement.

Release

The Organization, its members, agents, vendors and guest hereby agree to abide by the restrictions set by the Museum. In addition, the Organization will assume full responsibility for any and all damage done to the Museum or its contents during the rental period and/or occurring as a result of the Organization, its member's, agent's, vendor's or guest's use of the Museum's facilities including, but not limited to, damage or misappropriation caused by any attendees.

The Museum shall not be liable for any personal injuries or property damage sustained by any person or entity while on Museum property or occurring as a result of the Event. The Organization further assumes full responsibility for such damage, which is sustained, including that sustained by its members, agents, vendors, guests and/or attendees. In consideration of being granted the right to use the Museum facilities, the Organization, its members, agents, vendors and guests hereby releases the Museum, its trustees, agents, vendors and employees from any and all claims, demands, damages or rights of action arising out of this Agreement or the use of Museum facilities contemplated hereby. However, the Museum will assume responsibility for damages and injuries caused by the negligence of its employees, agents, and vendors, provided such employees, agents and vendors are acting within the scope of their respective engagements with the Museum.

Binding Nature: Assignment

This Agreement shall insure to the benefit of and shall be binding upon the executors, administrators, successors, assigns and/or the personal and legal representative of the Organization. This Agreement and the rights and obligations of the Organization may not be assigned except with the written consent of the Museum.

Force Majeure

The performance of this Agreement by either party is subject to acts of God, government regulations, disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to provide the facilities for your event. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other.

Governing Law and Arbitration

This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Wisconsin.

In the event of any dispute between the parties arising out of this Agreement or the rights and obligations of the parties upon termination or expiration hereof, both parties agree to submit such dispute to the arbitration facilities of the American Arbitration Association for resolution, the results of which shall be final, binding and conclusive on the parties.

Construction

Titles or headings in this Agreement are for convenience only and shall have no substantive effect.

The waiver by a party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach or violation of any provision hereof. Delay in the enforcement of or the insistence on the performance of any right, which arises upon the breach, or violation of this Agreement shall no operate as a waiver of such or any subsequent breach or violation.

In the event any provision of this Agreement is held to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall, in no event, affect, prejudice, or disturb the validity of the remainder of this Agreement, which shall remain in full force and effect, in accordance with its terms.

On behalf of the Organization, I have read, understood and signed the foregoing Special Events Agreement.

Being the representative of the Organization, I accept all listed price quotes for our Event and agree to all items, conditions and restrictions contained herein.

Applicant's Signature: _____ Date _____