



**CEDARBURG
ART MUSEUM**

EVENT RENTAL AGREEMENT

CONTACT INFORMATION

Client Name(s): _____

Email Address: _____

Phone Number: _____

Home Address: _____

EVENT INFORMATION

Date of Event: _____

Type of Event: _____

Venue Selection: Museum (Indoor) Courtyard (Outdoor) Museum + Courtyard (Full Access)
(please circle)

If Wedding: Ceremony Only Reception Only Ceremony + Reception
(please circle)

Estimated Guest Count: _____

Indoor Capacity: 80 Guests Reception Style, Outdoor Capacity: 200 Guests Reception Style, Seated meals are more limited

Set Up Start Time: _____

Event Hours: _____ to _____

Break Down & Clean Up Completed By: _____

Will food be served?	Yes	No	Will food be sold?	Yes	No
Will alcohol be served?	Yes	No	Will alcohol be sold?	Yes	No
Will minors be present?	Yes	No			
Will there be music?	Yes	No			

(if yes, please circle)

Indoors Outdoors (amplified permit fee required) Live Music Recorded Music

RENTAL FEE INCLUSIONS

- (64) Folding Chairs
- (8) Large Round Banquet Tables: *Seats 8 Guests Each*
- (2) Large Rectangle Banquet Tables: *Seats 6 Guests Each*
- (4) Large Folding Rectangle Tables: *Seats 6 Guests Each*
- (2) Small Rectangle Tables
- (20) Picnic Tables: *Seats 6 Guests Each, Outdoor Use Only*

RENTAL FEES

YOUR EVENT:

- Museum & Outdoor Courtyard: \$2,500.00
- Outdoor Courtyard Only: \$1,500.00
 - *Includes Stage and Limited Indoor Access (Restroom & Kitchen)*
- Museum Only: \$750.00

ADDITIONAL FEES

- Bartenders: \$25.00 per Hour per Bartender when Alcohol is Served
- 15 x 15 White Tent Rental: \$300.00
- One Hour Photo Session (Indoors or Outdoors): \$150.00

ESTIMATED EVENT TOTAL _____

PAYMENT SCHEDULE

- **Reservations** - Reservations must be made at least two months in advance.
- **Initial Deposit** - A \$200.00 non-refundable deposit is required at the time of signing rental agreement.
- **Security Deposit** - A \$500.00 Security Deposit is required when turning in initial rental deposit and a signed rental agreement. The Security Deposit payment will be returned following the event should no damages be made.
- **Remaining Balance** - The remaining balance, also non-refundable, is due fourteen days prior to the scheduled event and cannot be changed.
- **Add-Ons** - Other payments must be paid on the scheduled event date. Lessee will be invoiced for any items such as extended time or day-of add ons. Payment for these items is due within seven days following the event.
 - i.e. Tent Rental, etc.

TERMS & CONDITIONS

1. Event Hours: The Cedarburg Art Museum and the Outdoor Courtyard are available for 8-hour rentals on Monday through Saturday from 10 AM - 10 PM and Sunday from 10 AM - 8 PM. These time frames include both set-up, break down, and clean up.

2. Alcohol – All alcohol on-site must be purchased through the Cedarburg Art Museum. The Lessee is able to have a hosted or cash bar of the product the Cedarburg Art Museum carries. Other bottled/canned beer, wine, or spirits can be purchased wholesale with an added 10% stocking fee. All beverage orders must be presented to CAM at least 14 days prior to the event. Once ordered, the lessee will be invoiced and payment must be received before event date. Payment for any additional bar purchases must be provided on the event date. Cedarburg Art Museum Staff will determine the amount of bartenders needed at Lessee's event.

3. Vendors – All food served during the event must be prepared by a licensed caterer and/or company. Caterers must be approved by the museum. All subcontractors must provide a certificate of insurance prior to the event.

4. Equipment – A limited number of serving tables are included in the rental fee for the event. All additional items required for the event are the responsibility of the Lessee, including tables, chairs, linens, glassware, china, flatware, sound equipment, etc. Tents are available for rent.

5. Kitchen Facilities – The kitchen, located on the second floor, is included in the rental. Its use is limited to heating, cooling, and staging of the food and beverages.

6. Clean-up – Clean-up is the responsibility of the Lessee. The facilities must be returned to the same condition as when the lessee arrived or the security deposit will not be refunded. Removal of all garbage and recycled items are the responsibility of the Lessee the day of the event. Should the Lessee need assistance with cleaning and trash removal, a \$150.00 fee will be applied.

8. Weather - Once a remaining balance is paid fourteen days prior, the venue rental fee cannot be changed or decreased. A 15x15 white, tent is available for rent and permitted outside with prior approval. In the event of inclement weather, alternative accommodations are available and must be requested at least two days prior to the Lessee's event. Tents must be removed within 48 hours of the event. Tents may not be staked, and cement or sand bags are required.

8. Personal Items - Lessee must remove all their personal property at the end of the event. The museum is not responsible for any lost items or items left behind.

9. Address Use - The Lessee may use the name of the Cedarburg Art Museum and address for the sole purpose of identifying the location of the event.

10. Decor Rules - The Lessee may not attach anything to the walls or ceiling of the museum. Only flameless candles are permitted on the property. Smoking, smoke machines, pyrotechnic devices, sparklers, candles, glitter, and confetti are not allowed in the museum or on the museum grounds. No flash photography or tripods permitted.

11. Museum Staff - The museum will have a staff person on site during set-up, the event and cleanup. The staff person's responsibility is to answer questions, adjust lights, ensure comfortable room temperatures and provide other assistance as needed. Lessee may not make any changes to the lighting or thermostats. Museum staff will not assist with loading or unloading vehicles nor will they change the room set-up during the event.

12. Sound - No amplified music, including portable music players are permitted outside without express permission from CAM. All amplified sound must conclude, both indoors and outdoors, by 10 PM on Monday - Saturday and 8 PM on Sunday.

13. Deposits & Payments - All deposits and monies collected, excluding the Security Deposit, are non-refundable. Should the Lessee need to reschedule or postpone, they are able to do so. CAM must have 14 days notice and can offer available, alternative dates to Lessee to choose from.

14. Liability - The Lessee shall be liable for any damages done to the facilities, property, artwork, rental items, and for any extraordinary cleaning costs incurred by the Cedarburg Art Museum following the event. The museum reserves the right to charge the Lessee additional fees for repairs if damage occurs to at or premises during the rental.

I [Lessee] understand, acknowledge and agree to all information listed on this document and I agree to pay for all fees and damages on this and all aforementioned documents. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.

Lessee Name (printed)

Lessee Signature

Date

CAM Authorized Signature

Date