



EVENT RENTAL AGREEMENT

CONTACT INFORMATION

Client Name(s): _____

Email Address: _____

Phone Number: _____

Address: _____

VENUE RENTAL OPTIONS

The Cedarburg Art Museum offers a distinctive historic setting for private events, with flexible rental options to suit gatherings of all sizes. Rental time includes set-up, event time, and clean-up. *All rentals are exclusive to your event during the reserved time.*

Museum & Outdoor Courtyard (Full Access)

Enjoy exclusive use of both the historic Museum and outdoor courtyard for a seamless indoor-outdoor experience.

- **\$3,600** — up to 9 hours
- **\$2,400** — up to 6 hours

Outdoor Courtyard Only

Includes use of the stage and limited indoor access (restrooms and kitchen).

- **\$1,800** — up to 9 hours
- **\$1,200** — up to 6 hours

Museum Only (Indoor)

Host your event inside the stately 1898 Wittenberg-Jochem Mansion, surrounded by art and historic charm.

- **\$1,200** — up to 9 hours
- **\$800** — up to 6 hours

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 Time: _____

Please circle

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			

Indoors Outdoors Live Music Recorded Music

Caterer Name, Address, Phone & Email

Selected Rental Package & Fees

RENTAL FEE INCLUSIONS

- (64) Folding Chairs
- (8) Large Round Banquet Tables 5ft: *Seats 6-8 Guests Each*
- (6) Large Rectangle Banquet Tables 3ft x 6ft: *Seats 6 Guests Each*
- (4) Small Rectangle Tables Adjustable Height 2ft x 4ft
- (20) Picnic Tables 3ft x 6ft: *Seats 6 Guests Each, Outdoor Use Only*

RENTAL FEES

Your Event:

- **Museum & Outdoor Courtyard:**
\$3,600 (9 hours); \$2,400 (up to 6 hours) _____
- **Outdoor Courtyard Only:**
Includes access to the stage and limited indoor amenities (restrooms and kitchen)
\$1,800 (9 hours); \$1,200 (up to 6 hours) _____
- **Museum Only:** \$1,200 (9 hours); \$800 (up to 6 hours) _____
- Each Additional Hour after 9 hours: \$150 _____
- **One Hour Photo Session** (Indoors or Outdoors): \$150 _____

ADDITIONAL FEES

- Bartenders: \$35 per Hour per Bartender when Alcohol is Served _____
- Staff Support (required outside business hours 8am-4pm): \$35/hour _____

ESTIMATED EVENT TOTAL _____

PAYMENT SCHEDULE

Booking & Payment

To reserve your event date, the following is required at the time of booking:

- A **\$200 non-refundable deposit** to secure the reservation
- A **\$500 refundable security deposit**
- A signed rental agreement

The **remaining balance** is due **on or before the day of the event**. Bar and beverage charges are calculated separately and are due at the conclusion of the event.

Security Deposit

The **\$500 security deposit** will be returned within **7–10 business days following the event**, provided that:

- The facility is left in the same condition as it was found
- All rental terms have been met
- No damages, excessive cleaning, or additional time charges have been incurred

Any necessary deductions will be communicated and itemized.

Cancellation Policy

- The \$200 deposit is **non-refundable**.
- Cancellations made **14 days or more prior** to the event will not be responsible for the remaining balance.
- Cancellations made **within 14 days** of the event are responsible for **50% of the remaining rental balance**.
- The security deposit will be refunded for cancellations, provided no additional costs have been incurred.
- We understand that plans can change and will always do our best to work with you when possible.

Rescheduling

If you need to reschedule your event:

- Requests must be made at least **14 days prior** to the original event date
- The Museum will make reasonable efforts to accommodate a new date based on availability
- Payments made may be applied to the rescheduled date

TERMS & CONDITIONS

1. Event Hours: The venue is available Monday through Saturday from 10 AM - 10 PM and Sunday from 10 AM - 8 PM for up to 6-hour or up to 9-hour rental blocks. Rental time includes set-up, event time, and clean-up.

2. Alcohol – All alcohol served on-site must be provided by the Cedarburg Art Museum.

The Lessee may choose to host a bar or offer a cash bar using the Museum's available beverage selections. Specific product requests may be accommodated based on availability. Additional beverage requests outside of standard offerings will be sourced by the Museum and billed accordingly. All beverage selections must be finalized at least **14 days prior to the event**. (*cont.*)

Bar and beverage charges are based on actual consumption and will be invoiced and paid at the conclusion of the event. The Museum reserves the right to require a prepayment or minimum spend for bar service depending on event size. The Museum will determine appropriate staffing for bar service. Bartenders are billed at **\$35 per hour per bartender**.

3. Vendors – All food **provided by a hired vendor or prepared for service** 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.

For private events, guests may bring or share **homemade or self-provided food**, provided it is not sold, no outside food vendor is present, and no on-site food preparation occurs beyond light staging or serving.

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 - In the event of inclement weather, alternative accommodations are available and must be requested prior to the Lessee's event. Rental tents must be removed within 48 hours of the event. Rented 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. Staff presence is required when the event is held, all or in part, outside normal business hours. A fee of \$35/hour will be assessed.

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. The Museum 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 the 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 as described in this agreement. 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