



Wedding & Event Guide



A Unique Setting for your Event

The Wisconsin Maritime Museum offers a variety of spaces that can be rented for private and public events, corporate meetings, celebrations and presentations.

Rental Spaces

We offer a variety of spaces that can be rented for small business meetings and presentations, to large parties, weddings, and reunions.

Roof Deck

The Roof Deck offers 3,100 square feet of outdoor space with a panoramic view of Lake Michigan and downtown Manitowoc. The Deck is ideal for ceremonies, parties, and receptions.

Board Room

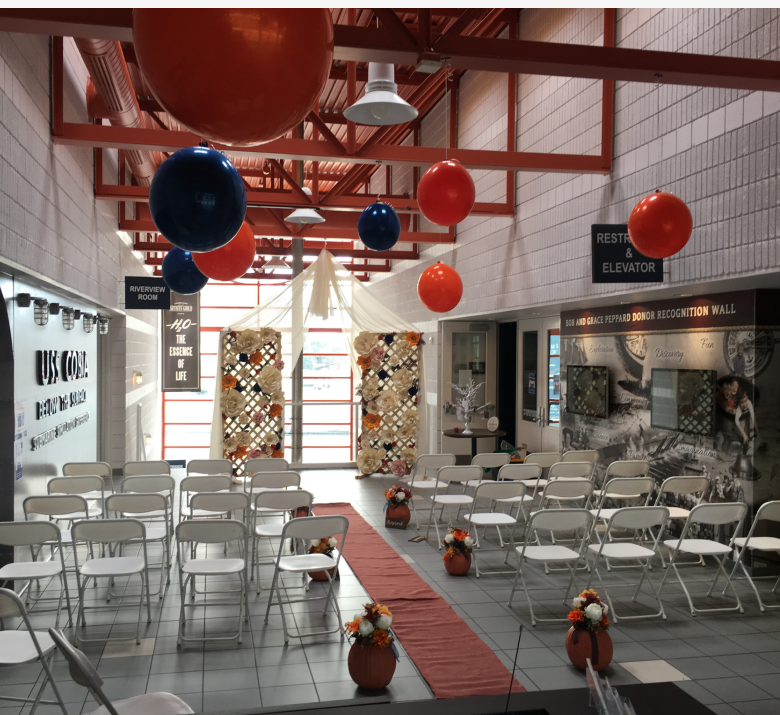
The 400 square-foot board room offers a unique setting for events for up to 16 people, with panoramic lake and river views. Use this space for a business meeting or as a quiet area separate from a larger rental using the Riverview Room or Roof Deck.

Riverview Room

With 1,800 square feet that can be divided into up to three separate rooms, the Riverview Room can accommodate groups as large as 150 for theater-style presentations or up to 100 people for a catered event. With cutting edge technology, this space is ideal for presentations using multimedia. The Riverview Room is conveniently located on our main level and overlooks the Manitowoc River and USS *Cobia*.

USS Cobia Theater

The Theater features an audio-visual presentation system for groups up to 35 people.



Rental Prices

All rentals include the use of the room for the day, tables, chairs, and available tech. Additional charges may apply for bar/beverage service and additional rentals for chairs, tables, and linens.

Prices may vary, based on the size and length of the event.

Room Prices

Riverview Room	\$600
Riverview Room (1/2)	\$300
Riverview Room (1/3)	\$250
Roof Deck	\$700
Riverside Gallery	\$250
Board Room	\$200
Theater	\$100

Room Capacity

Location	Classroom	U-Shape	Rounds	Theater	Crescents
Riverview Room	60	40	96	150	50-60
Riverview Room 1/2	30	20	48	50	20
Riverview Room 1/3	10-15	12	18	20	12
Roof Deck	--	--	120	175	120
Cobia Theater	12	15	--	40	--
Board Room	15 seats available around Boardroom table				

To hold the space, 50% of the room fee is required as a Deposit. This deposit will be put towards the final amount. There are no refunds of this deposit within 30 days of the event. All cancellations must be in writing.

If services beyond the standard offerings are requested, extra charges may apply, such as having an extra bartender beyond the normal ratio, additional chairs or tables, linens, heaters, etc.

Events are expected to be wrapped up by the pre-agreed upon end time, or midnight.

No smoking or humidity releasing devices (outside of food service, beverages) are allowed in the museum, or any of the rental spaces. This is to protect the archives and collections of the Museum as smoke and excess humidity changes can damage many items in the Museum's care. Failure to comply will result in a \$250 fine charged to the primary renter.

Rental Extras

The museum has a small selection of chairs and tables that can be used during your rental at no additional charge. If we don't have something you want, you can supply your own or rent it. We use TA Grand Rental for all our supplies. You can place your own order, or we can do it for you for a small fee.

Museum Inventory

Blue Chairs	60
Green Chairs	40
Orange Chair	20

Tables

5ft rounds (indoor)	12
5ft rounds (outdoor)	15
6ft rectangle	6
2ft rounds	4
3ft square	4
Cocktail	6

Linens: off-white rounds, 6ft & 8ft rectangle in navy & white, white squares

Optional

Folding chairs (brown)	\$1.50
Folding chairs (white)	\$2.00
Tables (round or long)	\$12.00

Propane Heater	\$25.00
Additional Bartender	\$60.00
Linens	\$10.00
Museum admission/Sub Tours	\$5.00
Room Flip	\$25.00
Bridal Suite Space	\$50.00

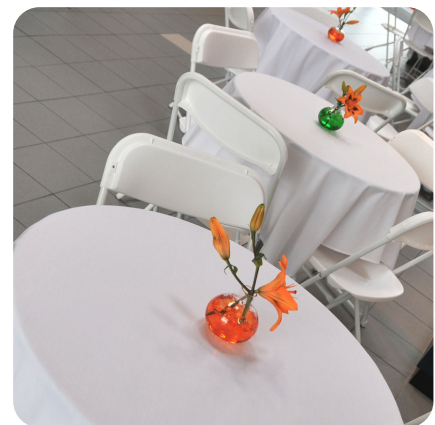
Roof Deck Amenities

Umbrellas for roof deck (6)
Bean Bag Toss

No tents allowed on the Roof Deck.

Riverview Room Amenities

Easels & whiteboards (2) w/ markers
85" TV & (2) 55" TVs = HDMI to laptops



Beverage & Bar Service

The Wisconsin Maritime Museum is a fully licensed tavern. That means all alcohol must be served by, and purchased from a licensed Wisconsin Maritime Museum bartender. The Museum has a fully stocked bar. Special orders are typically not allowed, and there is no keg service.

NO CARRY-INS allowed. Any carry-ins will be immediately confiscated and disposed of with no refunds, exchanges, or returns. All regionally applicable laws applicable to Manitowoc will be adhered to for serving purposes.

SAFE RIDE-The Wisconsin Maritime Museum is a member of the Manitowoc County Tavern League. As a member, we participate in the Safe Ride program. If at the end of the night, someone needs a cab ride to their residence or hotel, talk to the bartender about a free Safe Ride within the Manitowoc County limits.

If any tabs are run to be invoiced after the event for a host bar, an 18% gratuity will be added to the bar tab.

Beverage Service

Soda/Juice	\$1
Boxed Water	\$2
Coffee	
K-cups	\$2
12 cup pot	\$10
42 cup pot	\$25
55 cup pot	\$30
Tea & hot water	\$15

Bar Service

Bar - \$100 per location

Domestic Beer	\$3
Craft Beer	\$4
Wine	\$5
Rail Liquor	\$5
Call Liquor	\$6
Premium Liquor	\$7

Unlimited Soda Package \$2 per person

Bars can be cash, host, or a combination.

Our Event Coordinator can talk you through the different options to suite your budget and event.



Food

The renter and/or caterer is responsible for all dining and serving utensils, and wait staff.

All food must be prepared in a licensed facility. This means either that it is a catered event, or all food must be purchased from a store and arrive in their original containers from that facility.

Below are a list of our preferred caterers, but if you already have one in mind, let the Rental Coordinator know who it will be.

All food must stay within the rental space. No food or beverages are allowed in the galleries, or display areas of the Museum.

Preferred Caterers

Brian's Smokehouse

1424 Washington St
Manitowoc, WI 54220
(920) 374-4185
www.brianssmokehouse.com
brain.kooker@yahoo.com

Broken Plate

1306 Washington St
Manitowoc, WI 54220
(920) 634-5913
www.brokenplatecatering.com
contact@brokenplatecatering.com

Festival Foods

2151 42nd St
Manitowoc, WI 54220
(920) 645-6880
www.festfoods.com

Late's

1924 S 9th St
Manitowoc, WI 54220
(920) 682-1539
karlbirkenstock@gmail.com

Moose On The Loose

17031 Hwy 42
Osman, WI 53063
(920) 726-4311
www.smilingmoosesaloonandgrill.com/

Wrap It Up

830 S 8th St
Manitowoc, WI 54220
(920) 242-6445
<http://www.wrapitupmanitowoc.com/>
wrapitupman@gmail.com

Decorations

With restrictions, light decorations can be allowed. The Museum only provides the tables and chairs; everything else is the responsibility of the renter, whether they are purchased by the renter, or provided by the caterer.

No live or cut flowers, trees (any part including sticks, pine cones, leaves, etc.), or plants are allowed for decorations. Handheld bouquets, boutonnieres, and corsages are excluded from this limitation if they are sourced from a florist.

Glitter and small confetti are not allowed.

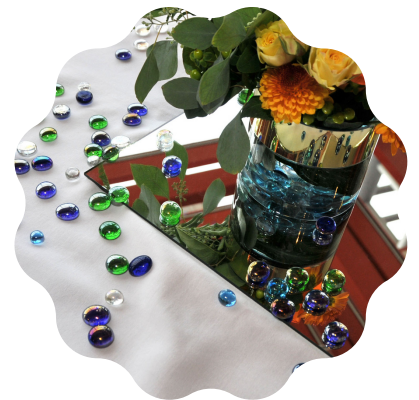
Burning candles, including tea lights, are prohibited. The only flames allowed are sternos used for catering purposes.

Glass containers are not permitted on the Roof Deck. This includes, but is not limited to, dishes, food serving containers, and vases. Beverages in glass containers must be kept in the concession area and poured into a plastic cup for consumption on the Roof Deck.

Music

The museum can accommodate bands or DJs for larger events, or provide background music through our sound systems. A laptop or tablet can be connected to the TVs in the Riverview Room or Roof Deck sounds system. We can also have a music system on the roof deck with endless station possibilities. There is no additional fee to use our sound system.

For Roof Deck events, please keep in mind there is a live music venue across the river. The music can often be heard from the roof deck and will interfere with any music choices you may want.



Weather

The events on the Roof Deck are subject to moving into the Riverview Room due to inclement weather. If the renter does not suggest moving the event inside 4 hours prior to the event, the senior facilities staff is responsible for deciding if the event will be set up inside or outside. The Museum assumes no responsibility for damages, including damage to rental or personal equipment, arising from inclement weather.

Clean up

The renter is responsible for cleaning up their materials. If you brought it in, you will bring it out with you, aside from anything properly disposed of in the provided waste receptacles.

The senior museum staff member present will make the final decision whether the space has been sufficiently cleaned. If museum staff is required to clean at the end of the event, an additional minimum fee of \$150 will be assessed. Cleaning beyond emptying waste receptacles, table wipe-down, or other normal requirements will result in extra charges, e.g., cleaning of stained, soiled carpet. If such charges are assessed, the museum shall present the rental party with an itemized invoice of such charges.



Thank you for your interest in renting a space at the Wisconsin Maritime Museum. From weddings and birthdays to board meetings and corporate events, we look forward to customizing an event that fits your needs and budget.

When you're ready to book, please fill out the Room Rental Request Form on our website or email the Events Coordinator for more information.

events@wisconsinmaritime.org * www.wisconsinmaritime.org
(920) 684-0218

