



# 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 updated 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 museum tables, chairs, and available tech. Additional charges may apply for beverages and additional amenities.

Roof Deck (Fri-Sun)	\$700	Board Room	\$200
Roof Deck (Mon-Thu)	\$300	Cobia Theater	\$200
Riverview Room (Full Day)	\$600	Riverside Gallery	\$250
Riverview Room	\$200/4hrs	Rasher or Riverview Concourse	\$300
Gallery Space (After Hours)	\$1,000+	Wedding Packages	\$1,000-\$1,300

*Prices may vary, based on the size and length of the event. Non-profit rates are also available.*

A 50% deposit of the room fee is required to reserve your date. 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 additional spaces, chairs, tables, linens, heaters, etc.



## Wedding Packages

Looking for a unique venue for your wedding? Our roof deck offers spectacular views of Lake Michigan and beautiful Downtown Manitowoc. Our wedding packages are designed to offer an easy opportunity to bundle all our amazing amenities.

### **Ceremony & Reception - \$1,300 Roof Deck | \$2,000 Roof Deck & Riverview Room**

Keep things simple and have your ceremony and reception in one location! This package includes the use of our roof deck, the Riverview Room as a rain backup location, the boardroom for storage or bridal/groom suite, room flip, linens, and bar service. This also includes the option to utilize both spaces as well.

### **Reception Only - \$1,000**

This package includes the use of our roof deck or Riverview Room for your reception. The Riverview Room is included as a rain backup location if you choose the roof deck. All linens and the bar service fee is included in this package.

*\*Setup/decorating time not included.*

# Rental Extras

The Museum has a small selection of chairs and tables that can be used during your event 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 with them, or we can do it for you for a small service and delivery fee.

## Museum Inventory

*Tables & chairs are included*

Blue Chairs	60
Teal Chairs	40
Orange Chair	20

### Tables

5ft rounds (indoor)	12
5ft rounds (outdoor)	14
6ft rectangle	10
8ft rectangle	10
2ft rounds	4
3ft square	4
Cocktail	6

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



## Optional

*(Additional tables & chairs)*

Folding chairs (brown)	\$2.00
Folding chairs (white)	\$2.25
Tables (round or long)	\$12.00

Propane Heater	\$25.00
Linens	\$10.00
Museum admission/Sub Tours	\$5.00
Room Flip	\$50.00

### Roof Deck Amenities

Umbrellas (6)  
Bean Bag Toss  
Giant Battleship

*No tents allowed on the Roof Deck.*

### Riverview Room Amenities

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

### Early Setup/Decorating

If you need extra time to set up for your event, such as the day or evening before, you will be charged an additional full or half-day rate for the space.

# 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 that features local Wisconsin brews, wine, and spirits. Special orders are typically not allowed.

**No carry-ins are allowed and will be immediately confiscated and disposed of with no refunds, exchanges, or returns.** If any evidence is found during clean-up, a fine will be added to the final bill. The renters are responsible for the conduct of their guests.

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.

An 18% gratuity will be added to any bar tab set up for a host bar or group.

## Beverage Service

Soda \$1.50

Boxed Water \$2

Coffee

- K-cups \$2/ea
- \$10 per 12 cups

Tea & hot water \$10

## Bar Service

Bar - \$100 per location

Domestic Beer \$4

Craft Beer \$5

Wine \$6

Rail Liquor \$6

Call Liquor \$7

Premium Liquor \$8

Bars can be cash, host, or a combination. Our Event Coordinator can talk you through the different options to suit your budget and event.



# Food

The renter and/or caterer is responsible for all dining and serving utensils, and wait staff. Below is a list of recommended caterers who are familiar with our venue, but you're welcome to use anyone you choose.

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

## Recommended Caterers

### **Brian's Smokehouse**

1424 Washington St  
Manitowoc, WI 54220  
(920) 374-4185  
[www.brianssmokehouse.com](http://www.brianssmokehouse.com)

### **Courthouse Pub**

1001 South 8th Street  
Manitowoc, WI 54220  
(920) 686-1166  
[info@courthousepub.com](mailto:info@courthousepub.com)

### **Matenaer's Catering**

Manitowoc, WI 54220  
[hello@matenaercatering.com](mailto:hello@matenaercatering.com)  
(920) 645-4946

### **Broken Plate**

1306 Washington St  
Manitowoc, WI 54220  
(920) 634-5913  
[www.brokenplatecatering.com](http://www.brokenplatecatering.com)  
[contact@brokenplatecatering.com](mailto:contact@brokenplatecatering.com)

### **Late's**

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

### **Wrap It Up**

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

# 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 app on the roof deck with endless station possibilities. There is no additional fee to use our sound system.

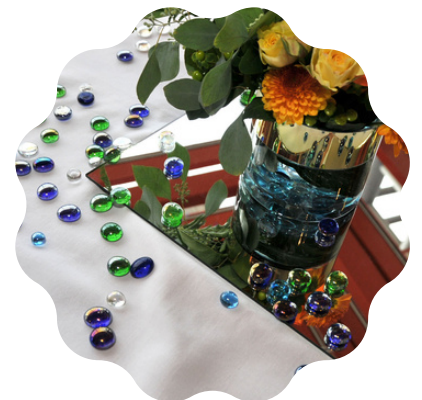
**For Roof Deck events**, please keep in mind there is a live music venue across the river. The music can often be heard from the roof deck and will interfere with any music choices you may want.



# Decorations

With restrictions, light decorations are 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 a caterer.

- No live or cut flowers, trees (any part including sticks, pine cones, leaves, etc.), or plants are allowed for decorations indoors. Handheld bouquets, boutonnieres, and corsages are excluded from this limitation if they are sourced from a florist. Any live plant/flower arrangements on the roof deck, **MUST** be approved by the rental coordinator prior to your event.
- Glitter and small confetti are not allowed, including confetti in balloons.
- 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.
- Please keep in mind, if you are planning any large structures, such as arbors/arches, it must be able to fit on our elevator or carried up steps.
- 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.
- For events on the roof deck, please keep in mind the wind when choosing your decorations. It is often windier on the roof deck than on the ground.





# *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. All roof deck rentals include the Riverview Room as a back up space.

# *Clean up*

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

