



# 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.

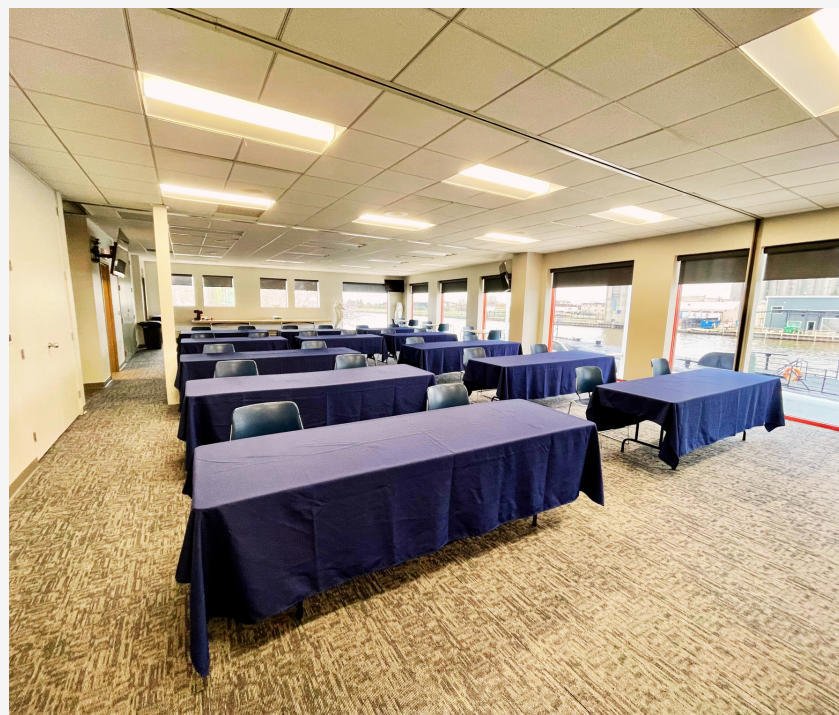
### *Riverview Room*

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. 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 apply for beverages, additional amenities, and longer rental times. Prices start at:

Roof Deck (Fri-Sun)*	\$1,000	Board Room	\$150
Roof Deck (Mon-Wed)	\$500	Cobia Theater	\$200
Riverview Room**	\$50-\$1,000+	Riverside Gallery	\$250
Gallery Space (After Hours)	\$1,000+	Rasher or Riverview Concourse	\$100- \$300

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

\*\*Riverview Room rates depend on the type and length of event. Non-profit rates are available.

A 50% deposit of the room fee is required to reserve your date. There are no refunds of this deposit within 30 days of the event, and 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.

## Riverview Room Amenities

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

## Roof Deck Amenities

Umbrellas (6)  
Bean Bag Toss  
Giant Battleship

## Additional Amenities

Linens	\$10.00/each
White (folding) chair covers	\$1.00/each
Propane Heater	\$25.00/each

**Linens:** White & ivory rounds, navy & white rectangles, white & navy cocktail size

## Museum Galleries w/ sub audio tours

\$150 for 20 guests (9a-5p)  
Additional \$100 to add a guided sub tour

## Museum Galleries w/ sub audio tours

\$250 for 20 guests (5p-7p)  
Additional \$150 to add a guided sub tour

## 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, & Food

We can provide beverage service of soda, water, coffee, and tea for any meeting or event. If you want alcohol served, there is an additional fee of \$150 for a bar service.

The Museum is a fully licensed establishment, therefore all alcohol must be served by, and purchased from, a licensed Museum bartender. The Museum has a full bar that features local Wisconsin brews, wine, and spirits. *An 18% gratuity is added to any bar tab set up for a host bar.*

**No carry-ins are allowed and will be immediately confiscated and disposed of with no refunds, exchanges, or returns. Renters are responsible for the conduct of their guests.**

## Beverage Service

Soda \$1.50  
Water (cans) \$2.50  
Tea & hot water \$1/tea bag  
Coffee

- Pods \$1.50/ea
- Pot (10c) \$10

## Bar Service

*Bar - \$150/per location*  
Domestic Beer \$4 - \$6  
Wine \$6-\$8  
Liquor \$6 - \$9

**All alcohol must be purchased through the museum. No carry-ins allowed.**

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

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.

Caterer	Phone #	Email/ Website	Type
<b>Brian's Smokehouse</b>	(920)374-4185	<a href="http://www.brianssmokehouse.com">www.brianssmokehouse.com</a> <a href="mailto:smokehouse.office@yahoo.com">smokehouse.office@yahoo.com</a>	Appetizers Lunch/Dinner
<b>Courthouse Pub</b>	(920)686-1166	<a href="mailto:info@courthousepub.com">info@courthousepub.com</a> <a href="https://www.courthousepub.com/">https://www.courthousepub.com/</a>	Appetizers Lunch/Dinner
<b>Holla</b>	(920)717-0482	<a href="mailto:Hollarestaurant@gmail.com">Hollarestaurant@gmail.com</a>	Appetizers Lunch/Dinner
<b>Jenn's Java</b>	(920)682-8804	<a href="mailto:jenn@jennsjava.com">jenn@jennsjava.com</a>	Breakfast Pastries/Cakes
<b>Late's</b>	(920)682-1539	<a href="mailto:karlbirkenstock@gmail.com">karlbirkenstock@gmail.com</a>	Appetizers Lunch/Dinner
<b>Maretti's</b>	(920)684-9151	<a href="https://www.marettis.com/">https://www.marettis.com/</a>	Lunch
<b>Wrap It Up</b>	(920)2426445	<a href="http://www.wrapitupmanitowoc.com">www.wrapitupmanitowoc.com</a> <a href="mailto:wrapitupman@gmail.com">wrapitupman@gmail.com</a>	Breakfast/ Lunch

# Decorations

The Museum provides tables and chairs; everything else is the responsibility of the renter, whether they are purchased by the renter or provided by a caterer or decorator.

- No live or cut flowers, trees (any part including sticks, pine cones, leaves, etc.), or plants are allowed for decorations indoors. Handheld bouquets, boutonnieres, corsages, and floral arrangements (ex. centerpieces) are excluded from this limitation, as long as they are sourced from a florist. Any live plant/flower arrangements, **MUST** be approved by the rental coordinator prior to your event.
- Glitter and small confetti are not allowed, including confetti 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.
- 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) 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.

**Check out some of our preferred partners to help you plan for your special event.**

## Florist

### **The Flower Gallery**

The Flower Gallery has been our trusted florist for many years. Not only do they make beautiful arrangements, but they are also familiar with our restrictions! If you choose them for your event, they will waive the delivery fee.

[theflowergallery.org](http://theflowergallery.org) \* (920) 684-3351



## Event Decorator

### **Ceiled Deals**

Ceiled Deals has everything you need to create a beautiful space for your event. They have everything from tables settings and centerpieces to hanging drapery, special lighting, and a dance floor! They will also take care of all the decorating for you! Big or small, Ceiled Deals is happy to create the perfect setting for you.

[ceileddeals.com](http://ceileddeals.com) \* (920) 251-0521





# 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 sound system. We 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.

# Weather

All roof deck rentals include the Riverview Room as a back-up space. Events on the Roof Deck are subject to moving to the Riverview Room due to inclement weather. If the renter does not suggest moving the event inside at least 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

Events are expected to be wrapped up by midnight or a pre-agreed upon end time. 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 & recycling receptacles. All food must be cleaned up or disposed of by the caterer or renter. *(We do not provide bags/containers for leftovers)* Plants can not be left out overnight. They must be disposed of or taken with you.

A museum staff member present will make the final decision whether the space has been sufficiently cleaned. If museum staff is required to do additional cleaning at the end of the event, a minimum fee of \$250 will be added to your final invoice. 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.

We are making every effort we can to be a sustainable business. Please use the proper receptacles for trash and recycling, and encourage your guests to do the same.



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](mailto:events@wisconsinmaritime.org)  
[www.wisconsinmaritime.org](http://www.wisconsinmaritime.org)  
(920) 684-0218

