

Children's Museum of Fond du Lac Facility Rental and Event Hosting Agreement & Policies

The primary use of the Children's Museum of Fond du Lac (CMFDL) is to provide the community with interactive exhibits and educational programs. CMFDL is also a perfect site for birthday parties, company gatherings, reunions, team building activities and more. Located at 75 W. Scott Street in the Waterfront District, the facility offers 15,000 sq. ft. of indoor space and 10,000 sq. ft. of outdoor space.

CMFDL rents its remarkable gathering space to "Facility Partners" for their independent use (facility rental) or for the purposes of supporting a collaborative event for children and families (event hosting). The goals of such rentals are:

1. Revenue Generating (using board approved rates)
2. Partner Opportunity – CMFDL facility provides a means for in-kind payment; likewise volunteer hours may be applied to rentals
3. Outreach Vehicle
 - Positive Exposure – This means CMFDL staff will need to take an active presence (give tours to guests, explain memberships / admissions / programs, etc)
 - Every Child, Every Family, when applicable

Museum Use

The Museum is ideal for gatherings where adults and children are able to freely move about and enjoy both indoor and outdoor areas. The CMFDL's Executive Director retains the right to decide whether or not any particular event is an appropriate use of the facility.

Capacity

The Museum's indoor space has a capacity of 350 people. The facility also offers variety with flexible spaces including a large multipurpose room that can be divided into two classrooms (Celebration Central and STEAM Lab). The classrooms can accommodate 49 people each, or 98 people together.

Amenities

The lobby is immense and welcoming with tables, lockers and a lounge area. CMFDL's outdoor space offers ample green space and picnic tables. A full-kitchen or a small portable welcome cart may be made available upon request (additional fees apply).



CMFDL has tables and chairs that may be reserved for your event upon request.

- 9 rectangle tables (adult size)
- 40 wooden chairs (adult size)
- 40 metal folding chairs (adult size)
- 2 rectangular tables (child size)
- 30 chairs (child size)
- 10 round tables (adult/child height, for use in classrooms)

Fees and Cancellation Policy

All rentals require a non-refundable reservation deposit due upon booking; all other rental fees due on the day of the reservation. CMFDL reserves the right to cancel reservations with a 60 day notice or non-receipt of rental fees. Volunteer and corporate partner discounts may be applied. Please call for details.

Facility and Booking Options

CMFDL offers 5 different booking options for Facility Partners. It is strongly recommended a tour is arranged prior to booking.

1. ***Flex Auditorium*** – During Public Hours ONLY. Approximately 5,000 square feet of open cavernous space, accessed through the museum lobby. Contains audio system. Other amenities available upon request.
 - Rental Fee: \$50 per hour (special rates apply for multiple-day rentals) (includes 30 minutes set-up prior to the event and 30 minutes clean-up allowed after the event.)
 - A fee of \$25 will be charged for any portion of each 30 minute increment beyond contracted end time (invoiced after the event.)
2. ***Private Museum “After Hours” Event*** - Available 30 minutes after regular Museum closing time.
 - Rental Fee: \$150 per hour for private event, includes classrooms, does not include Opportunity Space. (includes 30 minutes set-up prior to the event and 30 minutes clean-up allowed after the event.)
 - A fee of \$75 will be charged for any portion of each 30 minute increment beyond contracted end time (invoiced after the event.)
 - The fee to close the Museum early for a private event is \$100 per hour. (Must be approved by the Executive Director/CEO.)



3. **Classrooms: “Celebration Central or STEAM Lab - During Public Hours ONLY**
 - Room Charge: \$50 per hour per room or \$75 for both rooms
 - A fee of \$25 will be charged for any portion of each 30 minute increment beyond contracted end time (invoiced after the event.)
 - Museum Use: \$8 per person
(Rental of the classroom space does NOT cover Museum admission)

4. **Museum Sleepover:**
 - Rental Fee: \$600
 - Time frame: 7:00 pm-8:00 am
 - 2 staff members required
 - Maximum # of children is 30, with 6-8 adults sleeping over
 - Adults not sleeping over required to leave by 12:00 midnight

Kitchen Use & Fees:

CMFDL has a full kitchen that can be shared with facility partners. No grease cooking can be conducted. Utensils, bowls, plates, glasses, etc. are not available and should be brought in by renter. Kitchen fee: \$30 per hour.

Museum Staffing and Additional Use Fees

CMFDL will provide one staff person, available 30 minutes prior to the event, during the event and up to 30 minutes after the event while guests are leaving. If you wish to have additional staff, they can be made available for a rate of \$30 per hour.

Food Service

Facility partners are responsible for all food served and for procuring glassware, dishes, silverware, linens and caterers. Food and beverages are to be served in the classroom spaces or other designated museum spaces. The facility partner and the caterer are responsible for leaving the space in the condition it was found. Caterers may set up 30 minutes before the event. There is a “no cupcakes left behind policy” stating that all food brought in must be taken at the event conclusion.

Alcohol Consumption Policy

The Children’s Museum of Fond du Lac does not hold a liquor license. You must provide your own licensed caterer and/or bartender if you choose to have alcohol served at your party. In addition, alcoholic beverages can only be consumed on CMFDL property during after hour events, regardless of the party hosting (including CMFDL or external private entity/individual). Alcoholic beverages can be consumed but not sold at a private event with adults and children present; and all consumers must be of the legal age of 21.

Room Setup and Clean Up

- **SETUP:**
 - Tables and chairs are available upon request, see above.
 - You may put up special decorations 30 minutes prior to the start of your event (unless approved by staff and pre-arranged.) Decorations must be approved by management before the day of the event. Restrictions for decorations includes, but is not limited to: Woodwork, CMFDL exhibits, confetti, piñatas, command strips, and any items attached to the wall are not permitted.
 - Caterers may set up 30 minutes prior to the event.
- **CLEAN UP:** The museum and/or classroom space will be made available for your event in a neat and tidy condition at the conclusion of the event. Those utilizing the museum agree to leave the facility in a clean and tidy condition after the event is over. All supplies and equipment brought in and used at the event must be removed at the close of the event. CMFDL is not responsible for items left behind.

Raffles and Silent Auctions

Organizations renting space within the boundaries of the Museum may not conduct independent raffles or silent auctions during hours that the Museum is open to the general public.

Publicity (Advertising / Marketing) of Event Location and Facility Rentals

All publicity materials (press releases, posters, postcards, etc) must be reviewed by CMFDL prior to distribution (print, electronic or otherwise). CMFDL's marketing standards must be upheld by those renting the facility, including but not limited to the nomenclature of "Children's Museum of Fond du Lac" (vs Fond du Lac Children's Museum) and proper logo use.

Liability

Any vandalism or destruction of property by the facility partner, their guests, or vendors will be the responsibility of the facility partner. Damages assessed will be the cost of repair or replacement.

Smoking & Weapons

The Children's Museum of Fond du Lac is a smoke/vape/drug-free and weapons-free facility. Toys that can be used as weapons or replicas of weapons are also prohibited.



Children's Museum
OF FOND DU LAC

Passport to the World

75 W. Scott Street
Fond du Lac, WI 54935
www.cmfdl.org

Phone / Fax: 920-929-0707

Animals Prohibited

The facility partner shall not allow any animals (with the exception of certified service animals for disabled guests) without prior approval from the Children's Museum of Fond du Lac.

Acceptance

Signing and dating this document signifies that you have read, understand and accept the policies and guidelines for use of the Museum. You will be responsible for payment of all fees indicated. Please complete the attached "Event Planning" worksheet and return with a copy of this document.

Guest Responsible for Party and Payment:

Guest Name _____

Guest Signature _____

Date _____

Museum Staff Responsible for Arrangements:

CMFDL Staff Name _____

CMFDL Staff Signature _____

Date _____