

Choose a Setting with Distinction...

Schauer Arts & Activities Center • 147 N. Rural Street • Hartford, WI 53027

Ph. 262-670-0560 • Fax 262-670-0937 • www.SchauerCenter.org



Facilities Renter Usage Policies

Hold Policy

Your date will be tentatively held for 30 business days without a deposit or signed contract. During this time, if another client requests the same date, you will be notified and given 72 hours to sign a rental agreement and submit a deposit. If confirmation is not received within 30 days your date will be released.

Confirmation/Reservation

The confirmation of a specific date will be fulfilled upon the Schauer Center receiving a deposit of 50% of the total facility rental charge and a completed signed contract. The remainder of the rental charge is due prior to vacating the building immediately after your event. *Please be aware that the Schauer Center is not able to guarantee exclusive use of the building on a particular date but will exercise reasonable consideration for all simultaneous events.*

Security Deposit

A security deposit of 25% of the total rental facility charge must be submitted with the signed contract. The security deposit is fully refundable 10 business days following the event as long as no damages were incurred to the Schauer Center or its property.

Cancellation

Deposits are non-refundable on events that are cancelled by the Renter.

Additional Billing

If the Renter incurs any additional charges the day of the event, the balance due is payable with a pre-signed credit card guarantee or payment should be submitted prior to the end of the event.

Pre-event Set-up

- Renters may perform pre-event set-up on the same day of the event within the time frame specified in their contract. The Schauer Center staff sets-up/removes all tables, chairs and equipment owned by the Schauer Center to the renter's specifications.

- The Schauer Center is not responsible for set-up, operations or removal of any equipment, furniture, fixtures or decorations brought in by the Renter or Renter's contract service providers. These items must be removed from the facility on the same day of the event within their specific contractual time frame. Failure to remove items immediately after an event may result in disposal of such items and possibly a cost incurred to the Renter for disposal of such items.

Post-event Clean-up

Fee assumes Renter will clean-up its function to the best of its ability. Any janitorial service, above and beyond customary clean-up, required in Renter's usage area following Renter's event is subject to a \$25/hour surcharge.

Personnel & Equipment

- Stock tables and chairs, their set-up and removal are provided as part of the rental fee. Linens are **not** provided by the Schauer Center, however can be obtained by the Schauer Center at market value plus 15% surcharge.
- For weddings, the rental agreement also includes set-up of risers and skirting, microphone and in-house sound system. Items such as a dance floor, video projector, screen, and sound system are available. Additional charges may apply.
- The Schauer Center provides staffing by the Schauer Center Event Coordinator and normal post-event janitorial services.

Decorations

- All facility decorating is subject to approval by Schauer management. **Use of confetti, rice, glitter, and birdseed are strictly prohibited inside and immediately surrounding the Schauer building exterior.** No bunting, tissue paper, crepe paper or any other easily combustible materials may be used without prior written approval from Schauer management. Balloons may be used for decorating as

long as they are tied securely— otherwise retrieval costs will be charged to the Renter.

- All live flower arrangements and greens must be placed in a container with water. No greens or flowers will be allowed without a container placed as a centerpiece on tables. Silk flowers are allowed.
- Candles in containers (hurricane covers etc.) can be used with written approval by Schauer management. Flames are not allowed to exceed the top of the container. Use of wooden trees, branches or any other flammable material is strictly prohibited.
- Decorations are not allowed to be stapled, glued or taped on any surface of the Schauer Center. Floral putty is allowed to adhere decorations to walls within reason.
- The State of Wisconsin Fire Code prohibits the use of any type of decoration on the Grand Staircase leading to the second floor of the Schauer Center.
- Schauer Center management must pre-approve any smoke or fire effects prior to use (including candles). Open flames of any kind shall not be permitted. Failure to comply with this policy could result in fines from the city/state and/or termination of the event.
- All decorations, furniture, or equipment brought in by Renter should be placed in such a way that set-up and/or use will not damage any portion of the facility. **All deliveries of Renter'S items must be arranged in advance with the Schauer Center.**
- Renter shall not injure, mar or in any manner deface the premises or cause or permit the same to be done; and will not drive or permit to be driven nails, hooks, tacks or screws into any part of the building; and will not make nor allow to be made any alterations of any kind therein. Tape or sticky material of any kind is also prohibited from being adhered to any walls/surfaces on the Schauer Center premises without prior approval from Schauer Center management. Schauer Center management reserves the right to take down and/or remove any decorations that have not been subject to prior approval. Any damages to Schauer Center property will be replaced or repaired at the Schauer Center's discretion and the cost will be the responsibility of the Renter.

Beverage Service

All beverage service is provided by the Schauer Center with the exception of coffee, tea, water, and milk. **Carry-ins are strictly prohibited.** We offer a

variety of payment options including a cash bar or host bar. An additional charge of \$20 per event hour is required for host bars as well as 18% gratuity charge. A bar minimum guarantee is part of your rental fee agreement. Payment for beverage service is due at the conclusion of Renter's event.

Catering

All food and select beverages (coffee, milk, water, tea) must be provided by a caterer who is approved by the Schauer Center. A catering commission charge of 10-12% is required on all caterer charges/receipts, excluding tax and gratuity. All baked goods, including wedding cakes, must be provided by a licensed baker unless pre-approved by the Schauer Center and are excluded from the catering commission charge.

Additional Information

- **The Schauer Center reserves the right to control lighting levels for safety reasons.**
- **Renter agrees to follow all city, state, and federal laws.**
- **The Schauer Center reserves the right to remove any persons that are determined by Schauer Center staff to be a threat to any and all persons in the building.**
- Smoking is forbidden anywhere inside the Schauer Center. Designated smoking areas are outside of the building.
- All Schauer Center lobby/public areas, including the Suckow Family Art Gallery, are accessible to the public (i.e. those patronizing the Auto Museum) during these hours: 10 am to 5 pm, Monday-Friday, and 12 noon to 5 pm on Saturday and Sunday. Renter is hereby alerted that privacy and/or security (or property or persons) cannot be guaranteed in these areas during such hours. During such hours, the elevator and the restrooms at both lobby/gallery levels must be open for shared usage by patrons of the Schauer Center and Auto Museum.
- **ART/UPPER GALLERY:** Any and all artwork found in the Suckow Family Art Gallery must not be tampered with in any way or at any time by Renter. Should the Renter wish any modification to the display or positioning of artwork in the Gallery during Renter's occupancy of Schauer Center facilities, this must be approved and modifications made by Schauer Center management. Generally, any artwork displayed/hung/exhibited on the walls of the Gallery will not be moved or removed for any rental event held in or near the Gallery.