



WISCONSIN
HISTORICAL
SOCIETY

NON-PROFIT EVENT PRICING GUIDE

All venues are ADA accessible.

**All pricing based on a 5-hour minimum rental.*

AUDITORIUM

Capacity: 299

*Base Price: \$1,000.00

Additional Hours: \$200.00 per hour

LOBBY

Capacity: Seated 200 / Standing 275

*Base Price: \$2,000.00

Additional Hours: \$400.00

EAST TERRACE

Outdoor venue available seasonally

Capacity: Seated 200 / Standing 300

*Base Price: \$2,500.00

Additional Hours: \$500.00 per hour

LIBRARY

Limited availability. Subject to approval by committee. Restrictions apply.

Capacity: Seated 200 / Standing 200

Base Price: \$6,000 per event

All prices subject to change without notice, unless contracted.

Rentals booked prior to 1/31/2020 are grandfathered into the 2018 pricing. Events subject to additional security and/or staff charges based on the nature of the event.



WISCONSIN
HISTORICAL
SOCIETY

Book two or more of our venues for your event and receive a 5% discount on your combined rental fees.

All non-profits 501(c)(3) or a 501(c)(7) must provide a tax-exempt certificate.

ADDITIONAL INFORMATION:

Base Rental of 5 hours includes:

- 1 hour for set-up
- 1 hour for take-down and clean-up

Add-On Options

Chairs	\$3.25 per chair, per location
Cocktail tables	\$15.00 per table
Portable PA	\$35.00 per event
Portable flat screen w/ laptop	\$100 per event
	\$50 for projector use and screen per event (Auditorium only)
	\$50 for projector and screen staffing per event (Auditorium only)
	\$100 dedicated IT staff for the event (Auditorium only)

All options are based on availability at the time of booking. Payment(s) for options due 24 hours prior to the event.

All prices subject to change without notice, unless contracted.

Rentals booked prior to 1/31/2020 are grandfathered into the 2018 pricing. Events subject to additional security and/or staff charges based on the nature of the event.



WISCONSIN
HISTORICAL
SOCIETY

Event Catering and Bar Setup Fees

Catering and bar setup fees include set-up and break-down of your event, vendor load-in & load-out, trash removal, and a dedicated on-site event manager

1 – 25 Guests

Catering Setup: \$55.00 / Catering & Bar Setup: \$70.00

26 – 50 Guests

Catering Setup: \$110.00 / Catering & Bar Setup: \$140.00

51 – 100 Guests

Catering Setup: \$220.00 / Catering & Bar Setup: \$280.00

101 – 200 Guests

Catering Setup: \$460.00 / Catering & Bar Setup: \$560.00

201 – 300 Guests

Catering Setup: \$550.00 / Catering & Bar Setup: \$700.00

A final guest count is required 8 business days in advance of the event. The number of guests guaranteed may not be decreased after this point. The payment of the catering and bar set up fees is due no later than 48 hours in advance of the event.
