

**This facility is only available for meetings, seminars and educational events. We do not rent for social events.**

**Available Facilities:**

**Auditorium**

Room size: 68' x 32' Maximum capacity: 100 people

This space can be used as a formal theater, banquet hall or for workshops

**Horicon Classroom**

Room size: 21' x 32' Maximum capacity: 30 people

**Mayville Classroom**

(same as Horicon Room)

*The two classrooms can be combined to accommodate 60 people*

*\*Please communicate your set up needs when you reserve your space.*

**Equipment Availability:**

TV/DVD Player

Flip Chart Stand (paper and markers not included)

Floor Podium, Microphone, Microphone Stand, and Projector/Screen

**Refreshments:**

You may also order coffee your event for an additional cost of \$5/pot.

\*There are vending machines on the premises for soft drinks.

Facility Rental Rates				
Non-Profits & Govt Agencies	½ Day	Full Day	Evening	Weekend Day
Classroom	\$35	\$50	\$35	\$50
2 Classrooms	\$60	\$75	\$60	\$75
Auditorium	\$50	\$100	\$50	\$125
General Public	½ Day	Full Day	Evening	Weekend Day
Classroom	\$50	\$75	\$50	\$75
2 Classrooms	\$75	\$100	\$75	\$100
Auditorium	\$100	\$150	\$100	\$175
Corporate	½ Day	Full Day	Evening	Weekend Day
Classroom	\$60	\$75	\$75	\$75
2 Classrooms	\$80	\$150	\$100	\$150
Auditorium	\$100	\$200	\$125	\$225

**Equipment Rental Fees:**

Projector*:	\$15*
Flipchart Stand	\$5
TV/DVD Player	\$15
Floor podium	no charge
Microphone/stand/sound	no charge
Tripod Easel	no charge

\*Projector included with Auditorium Rental



## BUILDING USE AGREEMENT



This agreement is in accordance with the Facility Use Policy which accompanies this form for the Horicon Marsh Education & Visitor Center.

Organization Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Approximate number of people in attendance: \_\_\_\_\_ Requested room(s): \_\_\_\_\_

Will the event be catered? \_\_\_\_\_ Name of caterer: \_\_\_\_\_

How do you want the room set up? \_\_\_\_\_

Desired Area of Use:	Auditorium	\$ _____
	Horicon Room	\$ _____
	Mayville Room	\$ _____
	Horicon & Mayville Rooms	\$ _____
	Equipment	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	Coffee (\$5/pot)	\$ _____
	Cookies (\$1/person)	\$ _____
	<b>Total Due</b>	\$ _____
	Security Deposit	\$50.00 (will be applied to the final payment)

**Make checks payable to Friends of Horicon Marsh Education & Visitor Center.**

*I have read and agree to the accompanying Building Use Policy.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Payment received amount** \_\_\_\_\_ **Date** \_\_\_\_\_



## FACILITY USE POLICY



*The Horicon Marsh Education & Visitor Center is a state-owned building which may be used by a variety of groups and organizations for a variety of purposes. This policy sets the general conditions by which the building may be used.*

**General Policy in accordance with** Friends of Horicon Marsh Education & Visitor Center (FHMEVC) and the Wisconsin Department of Natural Resources (DNR). After the needs of the FHMEVC and DNR are met, consideration will be given to other groups in the following priority:

1. Non-profit groups having goals and purposes compatible with FHMEVC and the DNR.
2. Other groups and organizations determined acceptable by DNR staff, FHMEVC Board of Directors or designee.

Priority will be given to groups wishing to use the building during normal business hours (9 AM to 5 PM) and during the less busy times of the year (December-February). Groups wishing to use the building after normal business hours or on weekends may be denied based solely on the availability of staff to open, close and monitor use of the building.

The building may be used for meetings, training, education programs and other similar activities deemed appropriate by the DNR facility coordinator or by the FHMEVC Board of Directors. It may not be used for political or religious purposes or for generating income for a private part or business. Use of the building may be denied at the discretion of the DNR facility coordinator or the FHMEVC Board of Directors.

### **Fundraising Events for Nonprofit Organizations**

Permission for fundraisers on the Horicon Marsh State Wildlife Area or in and around the HMEVC by nonprofit entities must be arranged with the Friends of Horicon Marsh Education & Visitor Center. The FHMEVC has an exclusive concession agreement with the DNR for these grounds and facilities. Fundraising events may only happen under this agreement. A 10% fee on all net profits will be required of all groups, no exceptions. This concession agreement covers all insurance and licenses required by the DNR.

### **General Rules of Use:**

All weekday events must end by 10PM and all weekend evening events must conclude by 11PM.

### *Food & Catering*

Groups having food services will be responsible for cleaning the kitchenette and all areas utilized. The kitchenette may be used by lessee and caterer. The facility is solely a prep and serving area and cannot be used for major meal preparation. Dishes of any kind including serving ware, cups and silverware are not provided.

### *Cleanup*

Removal of personal equipment and assuring that the premises are in the same condition as when the group arrived. This includes but is not limited to the following:

- All tables and chairs must be wiped off and cleaned.
- Tables and chairs should be stored on the carts provided.
- All non-recyclable disposable material must be put in heavy duty garbage bags supplied by the user and set in the trash room.
- Recyclables must be placed in the recycling receptacles only. If the receptacle is full, additional recycling bags must be utilized.

- All cardboard boxes must be broken down, bundled and placed in the recycling dumpster.

The storage of any equipment or other accessory items belonging to the user is not permitted and HMEVC is not responsible for any equipment or other accessory items left at the center.

#### *Prohibited Items*

- The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to or from the ceiling or walls
- Candles
- Glitter, rice, bird seed, confetti and similar material
- Smoking within the building

#### *Alcohol Policy*

The use of alcohol will be approved on a case by case basis following completion of an alcohol use agreement. A beverage permit will be issued through the building contract process. No overnight storage of alcohol is permitted on premises or grounds.

#### *Pets*

Pets are prohibited access to the inside of the center, except service animals compliant with the ADA. All animals must be leashed and under the owner's control inside or outside the center. Owners must clean up after their pets.

#### *Damages & Security Deposit*

Damages to building, grounds or equipment should be reported to the building manager. Your security deposit may be retained in the case of damages or if the facility is not free of litter or left in unsatisfactory condition.

#### **Scheduling Policy:**

Reservations are required by all groups wishing to rent the HMEVC.

All reservations are made by calling the DNR scheduling coordinator, wildlife educator or designee at 920-387-7889.

Reservations are confirmed only when the necessary paperwork is completed and security deposits have been made.

Final payments are due within 30 days after the event.

Reservations within the calendar year are taken any time after January 1 of that year.

Wildlife and conservation based organizations will not be required to pay designated rental fee per WDNR HMEC Building Manager or designee.

Some fees may be waived or modified by the DNR scheduling coordinator, FHMEVC Board of Directors or designee.

#### **General Information:**

Paper work and fees sent to:

*Friends of Horicon Marsh EVC*

*N7725 Hwy 28*

*Horicon, WI 53032*

*For Information please call 920-387-7889.*

*Monday through Friday 9AM to 5PM.*

*Fax: 920-387-7888*



## CONCESSION AGREEMENT



In agreement with the Friends of Horicon Marsh Education & Visitor Center's concession agreement with the Wisconsin Department of Natural Resources, our organization or group agrees to give 10% of the net proceeds of our fundraiser to the FHMEVC as a use fee. My organization understands that this event and/or fundraiser is under the Friends organization and as such is covered by the insurance coverage of the FHMEVC which is with Acuity Insurance. This concession agreement covers all insurance and licenses required by the DNR.

The FHMEVC concession agreement with the DNR is exclusive and covers all events and fundraisers on the Horicon State Wildlife Area grounds or in and around the Horicon Marsh Education & Visitor Center. Fundraising events may only happen under this agreement. A 10% fee on all net profits is required of all groups.

Name of Organization \_\_\_\_\_

Date of Event \_\_\_\_\_

Name of Person Responsible (officer) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_