



WISCONSIN
HISTORICAL
SOCIETY

Private and Corporate Event Pricing Guide

All venues are ADA accessible.

Reservations are held on a first come first serve basis upon receipt of a \$500.00 deposit.

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

AUDITORIUM

Capacity: 299

*Base Price: \$1,500

Additional Hours: \$300 per hour

LOBBY

Capacity: Seated 200 / Standing 275

*Base Price:

(June – October) \$2,500 / (November – May) \$2,000

Additional Hours:

(June – October) \$500 per hour / (November – May) \$400 per hour

EAST TERRACE

Outdoor venue available seasonally

Capacity: Seated 200 / Standing 300

*Base Price: \$3,000

Additional Hours: \$600 per hour

LIBRARY

Limited availability. Ceremonies only. Subject to approval by committee.

Capacity: Seated 200 / Standing 200

Base Price: \$6,000 per ceremony

All prices are subject to change without notice unless previously contracted.

Events are subject to additional security and/or staff charges based on the nature of the event.



Book two or more of our venues for your event and receive a 14% discount on your combined rental fees.

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	\$3.50 per chair, per location
Cocktail tables	\$20.00 per table
Portable PA	\$40.00 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 before the event.

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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: \$60.00 / Catering & Bar Setup: \$75.00

26 – 50 Guests

Catering Setup: \$120.00 / Catering & Bar Setup: \$150.00

51 – 100 Guests

Catering Setup: \$240.00 / Catering & Bar Setup: \$300.00

101 – 200 Guests

Catering Setup: \$480.00 / Catering & Bar Setup: \$600.00

201 – 300 Guests

Catering Setup: \$600.00 / Catering & Bar Setup: \$750.00

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.
