

CWCM Facility Rental Information



Rental of Entire Facility

1100 Main Street
Stevens Point WI, 54481

Prices:

- 0-50 people 4 hours or less = \$220; (\$30 savings!)
- 51-100 people 4 hours or less = \$300; (\$75-200 savings!)
- 100-300 people 4 hours or less = \$400; (\$600-1100 savings!)

Terms:

- Events are scheduled according to staff and facility availability.
- Events can be scheduled for 1-300 people.
- Events may be booked for up to 4 hours. For events greater than 4 hours, additional fees will apply. Please contact event coordinator for details.
- The rental fee includes use of: Learning Landings, Celebration Room, Museum Exhibits, and staff clean-up. CWCM will not supply table ware/serving ware of any kind.
- The rental fee includes the exhibits As Is. If exhibit or exhibit pieces are to be moved/removed, additional fees will apply.
- 1 adult chaperon is required for every 5 children in attendance.
- Renters are permitted to bring in food and beverages. No alcoholic beverages allowed.
- Renters are welcome to bring in crafts/activities/games, the museum staff will not arrange activities for the guests.
- If any audio/visual equipment is needed, it is to be provided by the renter. CWCM does not have any A/V equipment.
- The renter is not allowed to hang any decorations in any area of the museum except in Learning Landings. This includes tape, staple, string, wire, or attachments of any kind. In Learning Landings, scotch tape, string or wire are permitted.
- No confetti, glitter, or table sprinkles allowed.
- Balloons (latex or mylar; helium or air) are permitted in Learning Landings and Celebration Room only.
- Any decorations/personal items left in museum will be held for 48 hours and if no arrangements are made to pick up, the items will be disposed of.
- A \$75 security deposit is required to reserve CWCM for an event. At event conclusion, if the museum is in an "Acceptable Condition" as defined below, the \$75 security deposit will be applied to the total rental fee. If the museum is not in "Acceptable Condition", the \$75 security deposit will be retained by CWCM.
- "Acceptable Condition" is defined as: spills of food, paint, beverages, etc. wiped up, garbage and trash in receptacles, decorations removed.

For more information on museum rentals please contact Lindsay at 715-344-2003 ext. 4# or Sandy@cwChildrensMuseum.org.