

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, full access to museum, and staff clean-up. (CWCM has 12 tables and 80 folding chairs available) 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 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. 1# or Lindsay@cwChildrensMuseum.org.

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Additional Rental Opportunities



Learning Landings

The Learning Landings are available for rent exclusive of renting museum.

1100 Main Street
Stevens Point WI, 54481

Prices:

- \$25 per hour M-F 8am-5pm
- \$180 for up to 2 hours Sat & Sun 10-4pm
- \$30 per hour during hours outside of hours listed.

Terms:

- Events are scheduled according to staff and facility availability.
- Events can be scheduled for 1-50 people.
- (CWCM has 12 tables and 80 folding chairs available) CWCM will not supply table ware/serving ware of any kind.
- 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.
- In Learning Landings, scotch tape, string or wire are permitted for decorations/displays.
- No confetti, glitter, or table sprinkles allowed.
- Balloons (latex or mylar; helium or air) are permitted in Learning Landings.
- 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.

Board Room

The Board room is available for rent exclusive of renting museum.

Prices:

- \$5 per hour M-F 8am-5pm
- \$5 per hour Sat & Sun 10-4pm
- For events outside of hours listed above, events will take place in Learning Landings and Learning Landing rental fees will apply.

Terms:

- Events are scheduled according to staff and facility availability.
- Events can be scheduled for 1-20 people.
- The rental fee includes use of: Board Room, tables, chairs, and staff clean-up. CWCM will not supply table ware/serving ware of any kind.
- 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 the Board Room. This includes balloons, streamers, tape, staple, string, wire, or attachments of any kind.
- Any 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.