

MILWAUKEE PUBLIC MUSEUM

# SPECIAL EVENTS Guide



The Milwaukee Public Museum welcomes you to host a private event, corporate meeting or wedding reception in one of the most unique venues in the Milwaukee area.



*Guests enjoy old-fashioned hospitality in the Streets of Old Milwaukee.*



Located in the heart of downtown Milwaukee, MPM is just steps away from the Wisconsin Center and accessible from many downtown hotels. Our location is not all that sets us apart: We've got size as well. Our facility has been ranked among the top ten largest event venues in the city by "The Business Journal Book of Lists."

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tel: 414-278-6999

MPM can accommodate 10 to 3,500 guests within 80,000 square feet of available event space. We also offer a six-story Dome Theater and Planetarium that can be utilized for presentations or private viewings of our current shows. MPM boasts more than 150,000 square feet of unique exhibit space, and visitors can travel the globe in a single visit. Enjoy cocktails in the Costa Rican Rain Forest, savor a delectable dinner on the African savanna, or dance by the butterflies during a night to remember. Special traveling exhibits also provide an exclusive backdrop for events, and offer a chance to stage a once-in-a-lifetime experience.

# EXPLORE UNIQUE SPACES

## Event Rentals:

- Pricing is based on a six hour event
- Rental price includes: event staffing, tables and seating, and full access to rented exhibit areas.
- Companies with an MPM Corporate Membership receive a 25% discount on facility rental fees. Please contact Jill Engl at engl@mpm.edu for details.
- Discounts available for the following\*:
  - May 1, 2016 to October 31, 2016 take 10% off rental pricing on full floor rentals
  - Sunday through Thursday events take 30% off rental pricing on full floor rentals
  - Daytime and evening Thursday rentals of Uihlein or Steigleder Galleries take 30% off rental pricing
  - MPM Corporate members may not combine discount offers.

*\*Excluding audio visual rental*

## Rental Options:

- Full floor rental: guests have full access to all exhibits on the floor that is rented.\*
- Partial floor rental: guests have access to a portion of the selected exhibit floor. Please inquire about partial floor pricing.\*

*\*Excluding special exhibit.*



*Our majestic Africa exhibit, located on the third floor, depicts life in our major African ecosystems.*

## Ground Floor

### ENTIRE FLOOR - \$750

The highlight of the ground floor is the Hebior Mammoth, a cast of a nearly complete mammoth skeleton found less than 30 miles from MPM.

### The Hebior Mammoth/Atrium

Reception Capacity · 1000

Dinner Capacity · 328

## First Floor

### ENTIRE FLOOR - \$3,200

The first floor is home to our iconic “Streets of Old Milwaukee” exhibit. Set the scene for your event on cobblestone streets at the turn of the 20th century, or create a whimsical experience for your guests in the Puelicher Butterfly Wing.

### Streets of Old Milwaukee

Reception Capacity · 150

Dinner Capacity · 88

### European Village

Reception Capacity · 100

Dinner Capacity · 48

### Puelicher Butterfly Wing/Exploring Life on Earth

Reception Capacity · 250

Dinner Capacity · 208

### The Third Planet: Earth

Reception Capacity · 100

### Costa Rican Rain Forest

Reception Capacity · 150



MPM's third floor exhibit galleries offer a variety of dramatic backdrops for your guests, including life-sized dioramas and an exquisite decorative arts collection

## Second Floor

### ENTIRE FLOOR - \$2,000

The second floor features the best of our sprawling country, including dramatic portrayals of Native American life and culture.

#### A Tribute to Survival

Dinner Capacity · 32    Reception Capacity · 200

#### Wisconsin Woodlands

Dinner Capacity · 88

#### North America

Dinner Capacity · 186    Reception Capacity · 300

### SPECIAL EXHIBIT GALLERIES

The second floor is also home to MPM's special exhibit halls. These spaces rent separately from the 2nd floor.

#### Bert L. & Patricia S. Steigleder Special Exhibits Gallery - \$1,250

12,084 sq. ft.

Dinner Capacity · 450    Reception Capacity · 500

#### Erwin C. Uihlein Special Exhibits Gallery - \$700

3425 sq. ft.

Dinner Capacity · 150    Reception Capacity · 200

## Daytime Meeting Services:

- AV equipment available via in-house AV department
- Wi-Fi internet service available
- Full catering services available

### Gromme Lecture Hall - \$900 / full day

Seats 216

- Wheelchair accessible
- Available lecture services include basic surround sound, podium and microphone, LCD projector and screen, DVD player, and four hours of professional technician support.

## Third Floor

### ENTIRE FLOOR - \$2,500

MPM's third floor is our most geographically diverse. Experience the vibrant cultures of South, Central and Middle America, trek through exotic Africa, or treat your guests to a "cool" event in the Arctic.

#### Middle America & Pacific Islands

Dinner Capacity · 88    Reception Capacity · 75

#### Africa

Dinner Capacity · 128    Reception Capacity · 150

#### Arctic

Dinner Capacity · 32

#### Asia

Dinner Capacity · 32

#### Living Oceans

Dinner Capacity · 48    Reception Capacity · 100

#### Crossroads of Civilization

No food or beverage currently permitted

*\*Recommended capacities based on space limitations.*

### Garden Galleries - \$100 / hour, two hour minimum; \$500 / full day; \$750 / evening

With partition: 1081 sq. ft. and 2819 sq. ft.

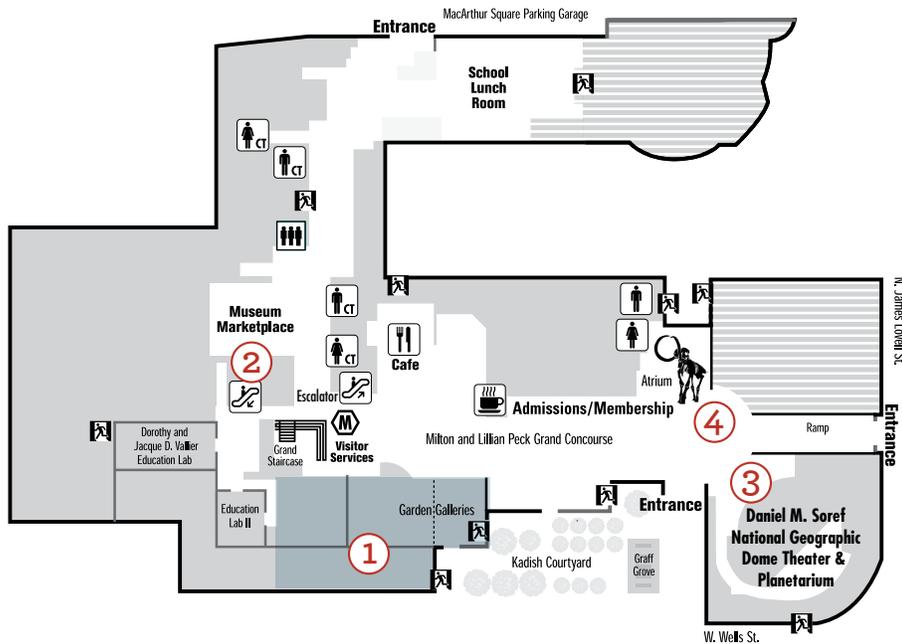
Total sq. ft: 3900

Reception Capacity: 240

Dinner Capacity: 150-200

- Audiovisual pricing available upon request
- The Garden Galleries can be rented as one large space or partitioned into three separate spaces.

# Ground Floor



## MEETING SPACE

### 1. Garden Galleries

Unique event/meeting spaces  
3900 sq. ft.

## EVENT SPACE & AMENITIES

### 2. The Museum Marketplace

Find the perfect keepsake of your Museum experience. Choose from jewelry, rocks, books, educational toys and unique products from around the world. Members and jurors receive a 10% discount.

### 3. Daniel M. Soref National Geographic Dome Theater & Planetarium

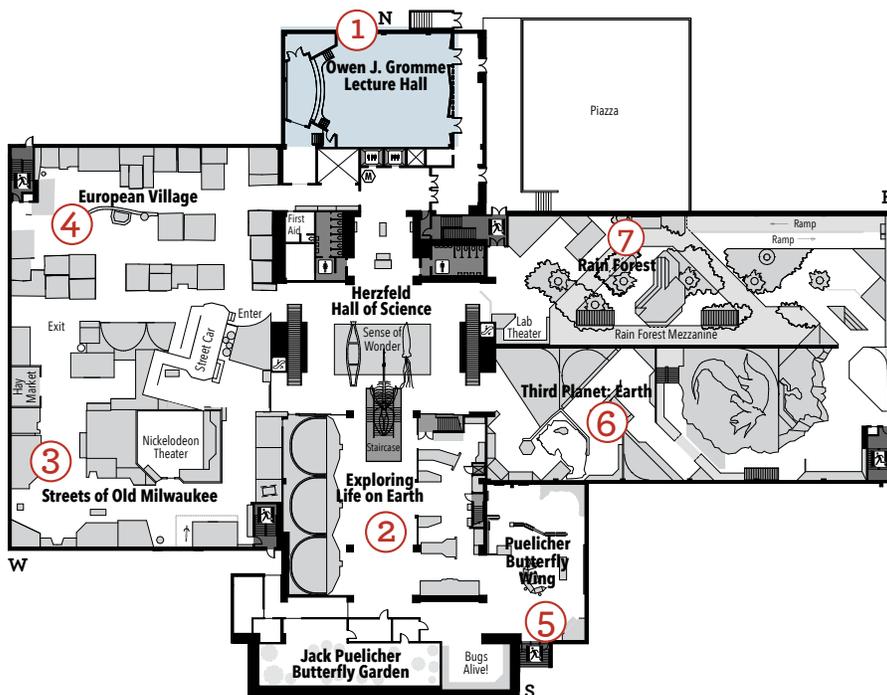
Experience edge-of-your-seat excitement on a six-story-tall screen.

### 4. The Hebior Mammoth/Atrium

See the cast of a complete mammoth skeleton found less than 30 miles from MPM.

\* ATM located near cafe

# First Floor



## MEETING SPACE

### 1. Owen J. Gromme Lecture Hall

Seats 212, 2676 sq. ft.

### 2. Exploring Life on Earth

4846 sq. ft.

## EVENT SPACE

### 3. Streets of Old Milwaukee

Travel back in time to experience Milwaukee at the turn of the 20th century.

### 4. European Village

Celebrate the ethnic heritage of more than 30 European cultures.

### 5. Puelicher Butterfly Wing

Raise your insect IQ through interactive stations, videos and a super-sized butterfly habitat.

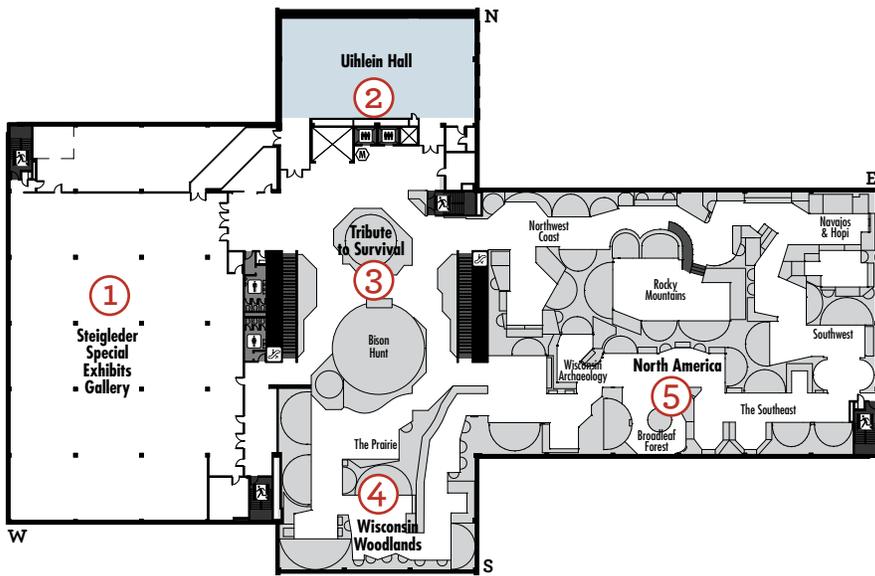
### 6. The Third Planet: Earth

Examine the Earth's interior and step back to a time when dinosaurs ruled.

### 7. Rain Forest

Stroll through a biologically diverse, two-story Costa Rican rain forest.

# Second Floor



## MEETING SPACE

### 1. Bert L. & Patricia S. Steigleder Special Exhibits Gallery

7250 sq. ft.

### 2. Erwin C. Uihlein Special Exhibits Gallery

3425 sq. ft.

## EVENT SPACE

### 3. A Tribute to Survival

Learn about the powerful history of today's American Indians.

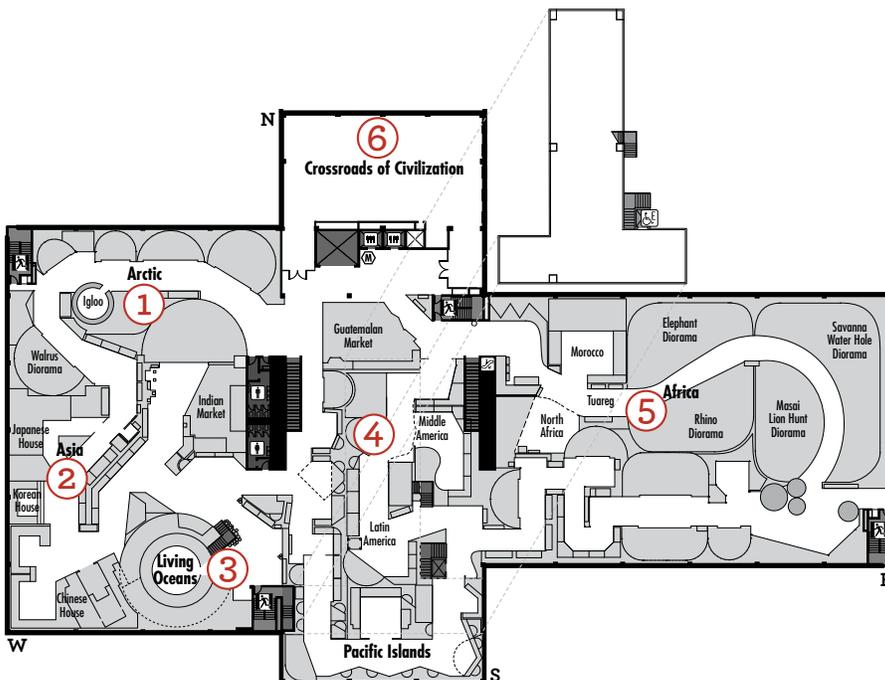
### 4. Wisconsin Woodlands

See highlights of Wisconsin's diverse animal and plant life.

### 5. North America

Walk through the United States to witness changing landscapes and native cultures.

# Third Floor



## EVENT SPACE

### 1. Arctic

Feel the chill, hear the cruel winds and learn about the constant struggle of life in this Arctic.

### 2. Asia

See the mesmerizing color and beauty of rich cultural traditions.

### 3. Living Oceans

Visit the blue planet and explore the dynamics of marine life.

### 4. Middle America and Pacific Islands

Experience the colorful cultures of South, Central and Middle America. Let rhythmic drumming guide you through captivating landscapes and culture.

### 5. Africa

Trek through Africa's lush rain forests, searing deserts and vast savannas.

### 6. Crossroads of Civilization

See where the ideas and technologies of Asia, Africa and Europe began to collide 5,000 years ago.



Tour Meeting Spot



Rest rooms



Changing Tables



Elevator



Escalator Down



Escalator Up



Emergency Exits

# EVENT EXTRAS

Enhance your event with a show in our six-story Dome Theater, or open the Museum Marketplace or Haymarket Candy Store as a special treat for your guests.

## Dome Theater

Entertain your guests with a Giant Screen film, Planetarium show or 3D film, or take advantage of this unique setting for your next meeting, presentation or live auction. Seats 250, 6380 sq. ft.

	Rental Fee
Theater Rental (facility only)	\$500/hour
Theater show	\$1000/show

## Haymarket Candy Store

Guests of events on the first floor can indulge in the unique experience of shopping at our candy store in the “Streets of Old Milwaukee.”

	Rental fee with purchase of non-refundable vouchers
2-4 hour event	\$250 in non-refundable vouchers
4-8 hour event	\$450 in non-refundable vouchers

*\*The Haymarket cannot stay open past 11 p.m.*

## Butterfly Vivarium

*The Butterfly Vivarium is not available for facility rentals.*



## Museum Marketplace (Gift Shop)

Your guests will find the perfect keepsake to remember their event. Featuring jewelry, rocks, books, educational toys and unique products from around the world.

	Rental fee with purchase of non-refundable vouchers	Rental fee without purchase of non-refundable vouchers
2-4 hour event	\$250	\$300
4-8 hour event	\$350	\$400

*\*The Marketplace cannot stay open past 11 p.m.*

## Pastime Theater

Located in the “Streets of Old Milwaukee,” the turn-of-the-century Nickelodeon theater is a novel addition to any event.

Theater Capacity • 50

Theater Rental	\$250/event
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## Coat Check

200 & Under	\$ 150
200-400	\$ 250
400+	(please inquire)

## Discounted Parking

Minimum of 35 vehicles	\$ 9.00/vehicle
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# IMPORTANT POLICIES

## » Non-Profit Rentals

Any Organization seeking to use the Museum facilities for an Event involving an admission charge or involving fundraising must be qualified as a not-for-profit, tax-exempt Organization under section 501(c) (3) or other sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter must be provided to the Milwaukee Public Museum prior to executing the contract. Any such admission charge must be received by the Organization prior to the day of the Event. There shall be no admission charged at the door of the Event. Should an Organization wish to have a minority of tickets made available for sale the day of the Event, such sale must be pre-approved by the Museum. Non-profit Organizations must provide a valid Wisconsin Department of Revenue Tax Exemption Letter with the identification number.

## » Insurance

The Organizations or individual agrees to carry commercial general liability insurance combined single limit for bodily injury, personal injury and property damage liability with limits of \$1,000,000 each occurrence and \$2,000,000 aggregate. The Milwaukee Public Museum shall be included as an additional insured regarding the Organization's use of the premise. In addition, such insurance shall be primary and non-contributory insurance as respects any similar insurance carried by the Museum. Upon request, the Organization agrees to provide the Museum with a certificate of insurance confirming the insurance required at least 10 days prior to the Event. The Museum further reserves the right to request additional coverage depending on the nature and size of the Event.

## » Catering/Alcoholic Service

Zilli Hospitality Group (ZHG) is the Museum's in-house caterer. All food and alcohol services must be supplied by ZHG. If alcohol will be served at the Event, the Organization agrees that ZHG may request proper photo identification from any person who appears to be under the legal drinking age. The Museum or ZHG staff shall refuse alcoholic beverage service to any person, who, in their judgment, appears intoxicated.



*Zilli Hospitality Group will attend to all of your catering needs.*

## » Invitations and Printed Materials

The content of all printed materials relating to the Event, including but not limited to, invitation copy, programs, promotional material, press releases and radio advertisements, must be made available to the Milwaukee Public Museum for review and approval prior to printing.

## » Guest Packages

The Milwaukee Public Museum may not accept packages more than three (3) days prior to your event. Written notification must be provided in advance and include number of containers. A \$1.00 per carton handling charge will be incurred for moving and storage of all containers. The Museum will not assume any responsibility for damage or loss of materials shipped and stored prior to the arrival of your group.

## » Displays and Decorations

The Organization may provide banners, displays, signs, exhibits and decorations provided they conform to all Museum requirements and fire codes. Placement and attachment of such must be approved by the Milwaukee Public Museum in advance. All signage and displays must be removed immediately following the event. **Fog machines, smoke machines, equipment for laser shows, open flames, biologic (live) materials, helium balloons, glitter, streamers, confetti or any other potentially damaging activities or materials are prohibited.**

# Frequently Asked Questions

## » What do I need to get started?

To start your planning process, all you need is a date, time, budget and vision. Planning is simple – just visit [www.mpm.edu/hosting/contact](http://www.mpm.edu/hosting/contact)

## » Can I place a hold on a date/space?

We are happy to place a complimentary hold on an event or meeting space for up to two (2) weeks without a deposit.

## » How far in advance should I book an event at MPM?

Due to popularity of event spaces at MPM, we encourage you to book your event at least six (6) months in advance. However, the minimum notice is three (3) weeks to ensure proper execution of all event details.

## » What time can my event start?

Events cannot start until one full hour after the Museum closes to the public; typically MPM closes at 5 p.m.

## » Is a deposit required? When is full payment due?

To confirm your date and space, a deposit consisting of the full facility rental amount plus 25% of estimated catering cost is required. The final payment is due no later than five days before the event.

## » Can I use the food vendor of my choice?

MPM's exclusive in-house caterer is Zilli Hospitality Group (ZHG). ZHG will work with you to create the ideal menu for any type of event.

## » Am I allowed to bring my own decorations?

To protect and preserve our collections and exhibits, open flames, glitter, helium balloons, and potted plants are strictly prohibited. For a full list of restricted items, please reference our Museum policies on the preceding page.

## » Is parking available?

Paid parking is available at Mac Arthur Square, an independently owned and operated parking garage that parks 1,445 cars. In addition, there are eight (8) parking lots within a two-block radius as well as street parking. Prepaid and valet parking options are available upon request.

## » Where is the Milwaukee Public Museum located?

MPM is located at 800 W. Wells St. between James Lovell and 9th Streets in downtown Milwaukee, WI, just 20 minutes from General Mitchell International Airport. We are 90 miles north of Chicago, IL and 80 miles east of Madison, WI on the western shore of Lake Michigan.

## Contact Us

### Corporate Catering

contact: Todd Garvens  
email: [garvens@mpm.edu](mailto:garvens@mpm.edu)  
tel: 414-278-6997

### Weddings

contact: Jamie Barikmo  
email: [barikmo@mpm.edu](mailto:barikmo@mpm.edu)  
tel: 414-278-6999

