

# Welcome

## ABOUT THE ON CENTER

The ON Center is a modern, industrial venue unlike any other in Ozaukee County. Nestled in the heart of Grafton, Wisconsin, with 3,650 square feet, the ON Center is an elegant, yet minimalistic interior space - the perfect canvas for your next event.

Bring your guests together for a memorable family reunion, community fundraiser, corporate holiday party or the wedding of your dreams at the ON Center.



## LOCATION

2360 Dakota Drive  
Grafton, WI 53024

## CAPACITY

Up to 175 Seated  
Up to 250 Standing

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## Included in your ON Center Rental

- 30 Round Banquet Tables
- 200 Wood Banquet Chairs
- 14 Rectangular Tables (6 ft.)
- 1/2 Dance Floor  
(also used as stage)
- Wi-fi
- Projector Available
- Sound System
- Microphone

4 handicap accessible parking stalls. Parking on Dakota Drive as permitted.

## Full Weekend Rental (Friday through Monday)

AN UNFORGETTABLE EVENT

Weddings & Receptions | Banquets  
Speaker Engagements | Corporate Celebrations Fundraisers | Auctions |  
Family Parties

- Friday set-up
- Saturday and Sunday (7am until 11pm daily)
- Monday take-down during ONC business hours if needed

Take your time preparing for your event by renting the ON Center for a full weekend.

### INVESTMENT

RENTAL FEE  
\$1000

## Single Weekend Day Rental (Friday-Sunday)

THE PERFECT INTIMATE  
ATMOSPHERE TO HOST

Reunions | Graduation Parties | Bridal/Baby Showers

- Access on the day of event ONLY
- Includes 10 hours of venue access
- Friday through Sunday  
reserveable access -- 7am until 11pm

### INVESTMENT

RENTAL FEE  
\$500

## Single Weekday Rental (Monday-Thursday)

BRING GREAT MINDS TOGETHER &  
ACCOMPLISH GREAT THINGS

Corporate Dinners | Networking Event  
Conferences | Trainings

- Access on the day of event ONLY
- Includes 10 hours of venue access
- Monday through Thursday reserveable access -- 7am  
until 11pm

### INVESTMENT

RENTAL FEE  
\$275

## Additional Services and Fees

High Top Tables	\$10/Table	Kitchen	\$50
Portable Bar	\$200	Cream or black linens (per cloth charge)	\$5
Ice Table with Skirt	\$50	Day prior to Event access to decorate*	\$100
Logo on Lobby TV	\$25		

\*Subject to availability

## Conference Room Rental Space available with ON Center Rental:

Conference Room	1/2 Day Price (Up to 5 Hours)	Full Day (Up to 10 Hours)
Collaborate Connections	\$150	\$300
Synergy	\$75	\$150
Enriching	\$75	\$150

# Catering & Vendor Policy

## CATERING POLICY

All caterers are required to provide a copy of their license and COI 30 days in advance of the event. Kitchen space and prep area are available for an additional rental fee. Food for consumption at the ONC must be prepared in a commercial kitchen by licensed caterers, restaurants, or kitchens. Homemade food is not permitted, and proof of license will be required.

## CHOICE OF VENDORS

The renter is responsible for arranging vendors and services at their own expense, including catering services, beverage, décor, furniture, dinnerware, tablecloths, utensils, shuttle services, bartending, event planning, entertainment, etc.

# Alcohol Policy

## ALCOHOL POLICY

The ONC does not hold a liquor license. All Local and State laws and regulations must be met when/if hiring a licensed and insured bartending service. \*Alcohol regulations are subject to legal changes, and ONC and Renters will comply accordingly.

Alcohol Service: Renters are permitted to serve all alcohol (beer, wine, and liquor) to guests attending events at the ONC, provided it is done in accordance with state laws.

Sale of Beer & Wine: Qualifying non-profits must apply through the Village of Grafton for permission to sell beer and wine exclusively. Beer & wine that is being sold, must be served by a licensed and insured bartending service.

Sale of Liquor: Liquor sales are prohibited at all times.

# Policies & Procedures

## SECURING YOUR EVENT: CONTRACTS & DEPOSITS

The Ozaukee Nonprofit Center requires a signed agreement and initial event deposit to secure your Event date. Your Event date is not considered secure until Ozaukee Nonprofit Center is in receipt of both a signed agreement and deposit - dates will not be held and prospective Renters are not guaranteed a first right of refusal.

The initial deposit will be applied to the total cost of the rental fee. The initial deposit is 50% of room rental fee, due with signed contract.

Initial Deposits are non-refundable.

Final Deposit is 100% of remaining balance, due 14 days prior to your Event date. Please note that all events require payment in advance. A verified credit card is required and held on file for ancillary charges, including but not limited to excessive cleaning costs, damage, or repairs. This card will be processed within (30) thirty days following your event, unless another form of payment is presented prior to your event conclusion.

Initial deposit and final balance may be made by check or online. All checks should be payable to Ozaukee Nonprofit Center and mailed to the attention of the ONC's Events Manager at 2360 Dakota Drive, Grafton, WI 53024.

## CANCELLATION

To cancel an event, please provide notification in person or in writing at least 30 days before the scheduled date. Failure to do so will result in billing for the remaining balance listed on the contract.

## INCLUSIONS & CAPACITY

ON Center's maximum capacity is 175 seated and 250 standing. Your rental includes: 30 Round Banquet Tables, 14 Rectangular Tables (6 ft.), 200 Wood Banquet Chairs, ½ Dance Floor (Acts as stage), Technology (Wifi, Projector, Sound System and Microphone), and Kitchen.

## SPACE

Only areas designated in the rental agreement may be utilized. The Renter must ensure proper supervision of all areas of the ONC, including hallways, restrooms, entryways, and parking areas.

# Policies & Procedures

## LIABILITY

The Renter must supervise children at all times. The Renter must ensure alcohol remains inside the ONC. They cannot remove any materials from the premises. They are responsible for any damage or theft, including that caused by guests or vendors. The renter indemnifies and releases the ONC from any claims arising from the renter's use of premises, including but not limited to injuries or death related to the contraction of diseases such as COVID, or its variants.

## INSURANCE

The renter must obtain and uphold insurance coverage as specified in the contract. A certificate of general liability insurance, with Ozaukee Nonprofit Center listed as an additional insured, is required. The coverage should be no less than \$2 million in aggregate and \$1 million per incident. This certificate must be submitted at least 30 days before the Event specified in the agreement and approved by ONC staff. Failure to provide this certificate may result in denial of premises access or use without refund.

## BUILDING ACCESS

Prior to the first event specified in the agreement, building access hours and needs will be discussed with the Renter to determine if the ONC front doors can be set to unlock automatically for the event. If it's determined that key fobs are necessary, we will work together to find a suitable solution.

ONC Front Doors: Propping open the ONC front doors is strictly prohibited as it can damage the door motor. Repair costs will be billed to the renter if this occurs.

Unloading & Loading Event Items: The single door directly to the East of the On Center in the rear of the building or the doors in the ON Center may be propped open. The renter must ensure the door is locked when not present, with fees incurred for leaving it unlocked. Detailed instructions and explanations will be provided by ONC staff during the pre-event building orientation. If it is deemed necessary to access the loading dock, a request for access can be made.

Key Fobs: Key fobs can be collected either the day before the rental or on a mutually agreed upon date from the ONC Events Manager. They must be promptly returned after the event to the designated ONC mailbox located in the main entrance vestibule. Failure to return key fobs will result in a \$30 replacement fee per item. Fobs are the renter's responsibility and cannot be shared.

# Policies & Procedures

## CLEANING & WASTE

The ONC provides a general checklist to help renters tidy the building after their event. Routine cleanup, including bathroom, lobby and kitchen servicing is performed after the event, which is included in the initial reservation. Renters are responsible for excessive cleanup and damage. Additional cleaning is \$25 per hour. Renters must remove personal items at the event's end. Any food or beverages left will be discarded unless the renter notifies ONC for donation. Items not communicated to ONC staff will be disposed of immediately.

## KITCHEN/FOOD POLICY

Kitchen space is available when the ON Center is rented. Reservations must be confirmed in advance and scheduled to avoid conflicts with regular partner agency activities. Food for consumption at the ONC must be prepared in a commercial kitchen by licensed caterers, restaurants, or kitchens. Homemade food is not permitted, and proof of license will be required.

## SMOKING, VAPING & OPEN FLAME

The ONC facility is strictly smoke & vaping free. Smoking and vaping are permitted only in designated exterior smoking areas. Open flames, including candles, sparklers, fireworks, bonfires, and torches, are prohibited inside the building. However, contained sterno flames are permitted for food-related purposes only.

## DECORATIONS

The following items are prohibited, as they may deface or harm the building: smoke, smoke machines, bubble machines, glitter, confetti, glue, or paint. The use of nails, screws, and tacks to hang decorations on walls or posts is strictly prohibited. All tables must be covered with linen, paper, or plastic table coverings, and standing on tables or chairs is not permitted. Any damage incurred, will result in additional fees.

# Policies & Procedures

## AUDIO-VISUAL EQUIPMENT

The Renter may utilize audiovisual equipment, bearing full responsibility for any damage incurred, including expenses for hiring specialists to conduct rewiring or reprogramming.

## SET-UP AND TEAR DOWN

The ON Center rental fee includes allotted setup and tear-down time. Renters can extend setup time for an extra fee, subject to venue availability, with coordination required in advance. Events must end and tear-down completed by agreed-upon times. All centerpieces, decorations, and equipment must be removed immediately as storage is not available. Any items left after the rental period become property of the Ozaukee Nonprofit Center unless prior arrangements are made.

Vendors, including florists, entertainers, caterers, and others, are responsible for setting up their items. Renters are responsible for arranging with vendors for tear-down and item removal promptly after the event.

## GOOD NEIGHBOR POLICY

The ONC asks renters and their guests to respect our neighbors, abide by noise regulations and hours, clean-up, and follow all policies. The ONC's Partner agencies and their employees have access rights to the building. The Renter is liable for legal fees, damages, and loss of reputation resulting from their actions or their guests'. They must indemnify the ONC against legal actions.