

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 150 Seated
Up to 250 Standing

AMENITIES AVAILABLE TO YOU:

- 20 Round banquet tables
- 150 White banquet chairs
- 7 Rectangular tables (6 ft.)
- 5 High-top tables
- Dance floor (also used as stage)
- Catering kitchen
- Ice machine use
- Portable bar
- Ice bin table with skirt
- Greenery wall
- Rustic wooden door backdrop
- Wi-fi
- Projector available
- Sound system
- Microphone
- Popcorn machine
- Fresh brewed coffee

Weekend

Banquets | Speaker Engagements | Corporate Celebrations
Fundraisers | Auctions | Weddings & Receptions | Quinceaneras

AN UNFORGETTABLE EVENT

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

Access to the Event Space:

- Friday set-up during business hours - 9:00am - 12:00pm
- Saturday and Sunday - 9:00am until 11:00pm daily
- Monday take-down during ONC business hours if needed

INVESTMENT

RENTAL FEE

\$800

SECURITY DEPOSIT

\$400

*NONPROFIT
DISCOUNTS AVAILABLE

INCLUDED IN YOUR RENTAL

- 20 Round Banquet Tables
- 150 White Banquet Chairs
- 7 Rectangular Tables (6 ft.)
- 1/2 Dance Floor (also used as stage)
- Wi-fi
- Projector Available
- Sound System
- Microphone



Single Weekend Day

Reunions | Graduation Parties | Bridal or Baby Showers

THE PERFECT INTIMATE ATMOSPHERE TO HOST

Bring your friends and family together for a few hours or a full day of celebrating. The On Center's flexible space accommodates your needs.

Access to the Event Space:

- Access on the day of your event only
- Includes a 4 hour event and up to 6 hours of set-up and take down time, for a total of 10 hours of venue access
- Friday through Sunday available access - 9:00am until 11:00pm

INVESTMENT

RENTAL FEE

\$430

SECURITY DEPOSIT

\$215

*NONPROFIT
DISCOUNTS AVAILABLE

INCLUDED IN YOUR RENTAL

- 20 Round Banquet Tables
- 150 White Banquet Chairs
- 7 Rectangular Tables (6 ft.)
- 1/2 Dance Floor (also used as stage)
- Wi-fi
- Projector Available
- Sound System
- Microphone



Single Week Day

Corporate Dinners | Networking Events | Conferences | Trainings

BRING GREAT MINDS TOGETHER & ACCOMPLISH GREAT THINGS

Whether you're convening to work or gathering to connect, the ON Center is an ideal space to achieve!

Access to the Event Space:

- Access on the day of your event only
- Includes a 4 hour event and up to 6 hours of set-up and take down time, for a total of 10 hours of venue access
- Monday through Thursday available access - 9:00am until 10:00pm

INVESTMENT

RENTAL FEE

\$250

SECURITY DEPOSIT

\$125

*NONPROFIT
DISCOUNTS AVAILABLE

INCLUDED IN YOUR RENTAL

- 20 Round Banquet Tables
- 150 White Banquet Chairs
- 7 Rectangular Tables (6 ft.)
- 1/2 Dance Floor (also used as stage)
- Wi-fi
- Projector Available
- Sound System
- Microphone



Additional Space



KITCHEN

\$50 HALF DAY/\$100 FULL DAY

Food prepared for consumptions at the ONC must be prepared in a commercial kitchen by licensed caterers, restaurants, or food processors. Renters may not bring in food prepared at home.



COLLABORATE CONNECTIONS CONFERENCE ROOMS

\$100 HALF DAY/\$200 FULL DAY

Located conveniently by our front door, with 375 square feet, Collaborate & Connections can hold up to 60 people.



SYNERGY CONFERENCE ROOM

\$50 HALF DAY/\$100 FULL DAY

The Synergy Room holds up to 20 people and is great for a small gathering or pre-event festivities.



ENRICHING CONFERENCE ROOM

\$50 HALF DAY/\$100 FULL DAY

Our smallest space, Enriching has a 10-person capacity in its 200 square feet.

Half Day Rental: Up to 6 hours of use
Full Day Rental: Up to 12 hours of use

Additional Equipment and Rentals

EVENT EQUIPMENT

HIGH TOP TABLES (5
AVAILABLE)
\$5/TABLE



8 ft. PORTABLE BAR
(INCLUDES ICE MACHINE USE)
\$100



4 ft. ICE BIN TABLE
WITH SKIRT
\$20



RUSTIC WOODEN
DOOR BACKDROP
\$50



POPCORN MACHINE
\$20



GREENERY WALL
\$20



FULL DANCE
FLOOR
\$150

FRESHLY BREWED
COFFEE
\$10/GALLON

ICE MACHINE
USE
\$10/DAY

Additional Equipment & Rentals

DECOR RENTALS

CLEAR GLASS CUBES



Small hole on top corner, one corner “cut off” or slanted as another option to stand on (see photo)

- 2 ½" (3 Available) - \$2/Unit
- 3" (3 Available) - \$2/Unit
- 4" (3 Available) - \$4/Unit

CRYSTAL BEAD CANDLE HOLDER

- 12"H x 5"W (4 Available) - \$4/Unit
- 7 1/2"H x 5"W (7 Avail) - \$3/Unit



SQUARE CLEAR GLASS VASES



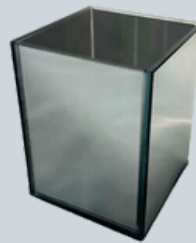
- 24"H x 4"W (7 Available) \$5/Unit
- 24"H x 5"W (1 Available) \$6/Unit)
- 20"H x 5"W (1 Available) \$4/Unit

GOBLET STYLE, CRYSTAL BEAD CANDLEHOLDERS

- 20"H (2 Available) - \$6/Unit



MIRROR/BLOCK VASE



- 5"H x 3.5"W (4 Available) - \$3/Unit

CYLINDER CLEAR GLASS VASES: 4" OPENING

- 24"H x 4"W (2 Available) \$4/Unit
- 20"H x 4"W (1 Available) \$3/Unit



CRYSTAL RIM VASE

- 10.5"H x 3.5"W (5 Available) - \$4/Unit
- 7.5"H x 3.5"W (1 Available) - \$3/Unit



Additional Equipment & Rentals

DECOR RENTALS



GLASS CANDLE VOTIVES

- 2.5"H (67 Available)
\$1/Unit



GLASS FISH BOWLS

- 4"H x 3.5"W (37 Available)
\$3/Unit



CLEAR VASE

- 7.5"H x 2"W
(7 Available)
\$2/Unit

Equipment & Rental Policies

Placement

The Ozaukee Nonprofit Center will place the reserved and paid for rental equipment items in the ON Center prior to renter's arrival. The Renter is responsible for the desired placement of the items. The Renter is responsible for gathering and returning all rented items to the front of the ON Center at the end of the event.

Cleaning

The Renter is responsible for cleaning all rental items and returning them to their original state. Water or ice in the Bar, Ice Table and Vases must be disposed of.

Missing or Damaged Items

The Renter will be invoiced for any damaged or missing rental equipment. Furniture and large equipment replacement or repair fees are determined by the ONC. The Renter will be invoiced a fee equal to the cost of rent for any damaged or missing glassware.

Features & Services:

EVENT SERVICES

\$50	ONE-TIME CLEAN-UP FEE
\$25/HR	EACH ADDITIONAL CLEAN-UP HOUR
\$30/HR	STAFF IF NEEDED FOR EVENT
\$50	NONPROFIT EVENT INFO LINK ADDED TO ONC WEBSITE
\$150	FOR PROFIT EVENT INFO LINK ADDED TO ONC WEBSITE

PARKING

40 parking stalls on site, including 4 handicap accessible parking stalls. Parking on Dakota Drive as permitted.

CHOICE OF VENDORS & SERVICES

Renters are responsible for arranging any additional vendors and services at their own expense, such as food, beverages and catering services; accessory décor, furniture or structures (e.g. additional seating, arbors); tents, outdoor furniture, and outdoor structures, dinnerware, utensils, glassware, linens and napkins; shuttle services; bartending services; event planning services such as decorator, wedding planner, florist; etc. The ONC maintains an Approved Caterers list. Renters who use caterers not on the Approved Caterers list are subject to an additional charge based on attendee counts as follows: 1-49 guests: \$50; 50-99 guests: \$100; 100-150 guests: \$150.

FURNITURE & STRUCTURES

72" round banquet tables to seat up to 160. Folding chairs for up to 150. Folding conference tables for half or full day events. Outdoor access as weather permits.

KITCHEN

Kitchen space and prep area available for additional fee. Must be confirmed and reserved in advance and not conflict with regular scheduled business hour partner agency activities. Food prepared for consumption at the ONC must be prepared in a commercial kitchen by licensed caterers, restaurants, or food processors. Renters may not bring in food prepared at home.

Approved Caterers

ARMON'S CATERING

9823 North Granville Road
Mequon, WI 53097
(262) 238-0878
<https://armons.com/>

FERRANTE'S

10404 North Port Washington Road
Mequon, WI 53092
(262) 241-5420
<https://ferrantes.com/>

FROM SCRATCH CATERING

N56w6827 Center Street
Cedarburg, WI 53012
(262) 618-4661
<https://fromscratchcatering.com/>

SENDIK'S CATERING

2195 1st Avenue
Grafton, WI 53024
(262) 376-9525
<https://www.sendikscatering.com/>

SHULLY'S

146 Green Bay Road
Thiensville, WI 53092
(262) 242-6633
<https://www.shullyscuisine.com/>

THAT TACO GUY (FOOD TRUCK)

<https://thattacoguy.com/>
(414) 255-6645

THREE GUYS & A GRILL

<https://www.threeguysandagrill.com/>
(920) 876-2535

Vendors, food & drink

Catering Policy

Renter is responsible for arranging any additional vendors and services at their own expense, such as food, beverage, and catering services; accessory décor furniture or structures (e.g. couches, arbors); tents, outdoor furniture, and outdoor structures, dinnerware, utensils, glassware, shuttle services; bartending services; event planning services such as decorator, wedding planner, florist; etc. The ONC provides an Approved Caterers list. Renters who use caterers not on the Approved Caterers list are subject to an additional charge based on attendee counts as follows: 1-49 guests: \$50; 50-99 guests: \$100; 100-150 guests: \$150.

Alcohol Policy

As the managing organization, the ONC does not hold a liquor license. You may serve, but not sell, alcohol during your event in accordance with state laws. We strongly recommend that alcohol is served by a licensed and insured bartending service contacted by you, the Renter. Qualifying non-profits may apply through the Village of Grafton for the sale of beer and wine only. Liquor may not be sold at any time. Alcohol that is being sold, must be served by a licensed and insured bartending service. Alcohol regulations are subject to change at any time by law and will be abided by the ONC and all Renters.

General Policies & Procedures

SECURING YOUR EVENT: CONTRACTS & DEPOSITS

The Ozaukee Nonprofit Center requires that a signed agreement accompany your initial event deposit. 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 security deposit will be applied to the total cost of the rental fee.

PAYMENT SCHEDULE

Initial Deposit - 50% of room rental fee, due with signed contract.

Final Deposit - 100% of remaining balance, due 30 working 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. Payment may be made by check, cash or online. All checks should be payable to Ozaukee Nonprofit Center and mailed to the attention of the ONC's Special Events Coordinator at 2360 Dakota Drive, Grafton, WI 53024.

CANCELLATION

Notification of a cancellation of an event must be given in person or in writing, at least (30) thirty days prior to the scheduled date of the event. Renters will be billed the remaining amount of anticipated fees if a cancellation is not received prior to that date.

INCLUSIONS

Your event package will include the following from Ozaukee Nonprofit Center
20 Round Banquet Tables, Rectangular Tables (6 ft.) and 150 White Banquet Chairs
½ Dance Floor

Technology: Wifi, Projector, Sound System and Microphone

CAPACITY

Maximum capacity of ON Center is 150 sitting and 250 standing.

General Policies & Procedures

INSURANCE

The renter shall acquire and maintain insurance as outlined in the contract for the use and occupancy of the venue for their event. A certificate of general liability insurance naming Ozaukee Nonprofit Center, Inc. as an additional insured in an amount not less than \$2 million dollars in aggregate and not less than \$1 million dollars per incident is required. This must be submitted at least one week prior to the first event of the signed agreement and approved by facility staff. If a certificate of insurance is not provided to the ONC, ONC may deny access or use of the premises with no refund.

LIABILITY

Renter is responsible for supervising children. Guests may not carry alcohol outside of the ONC. Renter may not remove any materials from walls, countertops or other surfaces. Renter is responsible for any and all damage to or theft of property from the ONC including that by Renter's guests and the caterer. This includes any property owned by or in the care of the ONC. Renter indemnifies and releases the ONC for any claim as a result of the Renters use of the premises, including by not limited to, injuries or death related to the contraction of diseases, including but not limited to, COVID-19, or its variants.

BUILDING ACCESS

Keys may be picked up the day before the rental, or on an agreed upon date, from the ONC Administrative Office. Keys must be returned immediately after the event to the designated ONC mailbox located in the main entrance vestibule. Instructions on how to open, close, and keep doors open during your event will be provided. It is your responsibility to confirm all doors are locked and keys are returned at the end of your event.

Keys or key FOBS not returned at the close of your event are subject to a \$30 replacement fee. A FOB is the responsibility of the Renter and cannot be transferred or shared to outside vendors, caterers, etc.

ONC front doors must never be propped open. If propped or held open with an object, doors motor will burn out and the repair cost will be billed to the Renter. For unloading and loading event items, the single door directly to the West of the ONC front doors may be used and propped open but is the responsibility of the Renter to confirm door is locked when Renter is not present. If door is left unlocked, a fee will be incurred to the Renter. ON Center staff will provide instructions and further explanation at the time of the pre-event building tour.

General Policies & Procedures

SET-UP AND TEAR DOWN

Allotted set-up and tear down time are included in your ON Center rental fee. Renters may elect to extend setup time for an additional fee, pending venue availability.

Advance coordination of desired access time with the event coordinator is required. Any vendors bringing in items for your event are responsible for handling the setup of their items. This includes, but is not limited to; florists, entertainers, caterers, and friends of the family. You must conclude your event by the scheduled time and conclude your tear down time by the agreed upon time. You are responsible for making arrangements with your vendors for tear down and item removal at the end of your event. Any centerpieces, decorations, or equipment must be removed upon the conclusion of the event as items may not be stored in the ON Center. Items remaining in the event space following the close of your event rental period become the express property of Ozaukee Nonprofit Center unless prior arrangements have been made.

DAY-OF EVENT STAFF

ONC staff is not present for events.

Although ONC staff may be in the building during events that are held Monday through Thursday 9:00AM - 4:00PM or Friday 9:00AM - 12:00PM, the ability to answer questions and assist is dependent on staff availability and schedule.

ONC staff is not present during weekend events.

Renters will be charged additional fees of \$30.00 per hour for staff if needed for your event. Additional staff must be requested at the time of the event reservation.

CLEANING AND WASTE

The ONC provides a general checklist to help the Renter leave the building tidy. The ONC will perform routine cleanup, which includes but is not limited to bathroom and kitchen servicing, after the event for a fee of \$50 which is charged in in your initial reservation fee. Any additional cleaning service is \$25/hour. Any excessive clean-up or damage repair will be charged to the Renter. Trash and recycling must be removed from the building after rental and placed in the outdoor containers provided. Any excess waste may incur an additional fee. Trash and recycling receptacles are provided and are each lined with one bag. Additional bags are in the AV Sound System shelf. Renters must remove all of their personal property from the ONC at the conclusion of the event.

Any food, water or other beverages left in rented spaces will be discarded unless renter notifies ONC office administration of desired donation. Renter must provide details of exact items and donate them directly to an ONC staff member. Any items left in any ONC space including the kitchen, conference rooms, lobby, ON Center or other community areas, that have not been communicated to ONC Staff will be disposed of immediately.

General Policies & Procedures

SMOKING, VAPING & OPEN FLAME

The ONC facility is smoke-free and vaping free. Smoking and vaping shall be confined to designated exterior smoking areas. No candles or open flames are allowed in the building including, but not limited to, sparklers, fireworks, bonfires, and torches. Contained sterno flames are allowed for food purposes only.

DECORATIONS

The following are not permitted inside the ONC nor are any other items that deface, destroy, or harm the building. If evidence of these items exist, additional cleaning or fees will apply: Smoke, Smoke Machine, Bubble Machine, Glitter, Confetti, Glue or Paint. Nails, screws, and tacks must NOT be used on any walls or posts to hang decorations. All tables being used must be covered with linen, paper or plastic table coverings, No standing on tables or chairs. Damage is \$75/chair and \$200/table.

AUDIO-VISUAL EQUIPMENT

Audio visual equipment may be used by Renter. Renter is liable for any damage caused to the equipment, including costs to hire specialists to complete rewiring or reprogramming.

RENTAL SIGNATURE

The individual signing the contract agreement must be at least 25 years of age. An authorized representative may sign the agreement for interested Renters under the age of 25 and assume liability for the event. Special event circumstances may be discussed on an individual basis and may incur an additional fee.

GOOD NEIGHBOR POLICY

The ONC asks all of our Renters and their guests to be respectful and considerate of our neighbors. This includes following all noise regulations and hours of operation as outlined in the contract, cleaning up after oneself and guests, and following all policies and procedures. The ONC supports several nonprofit agencies within our building. Please note that partner agencies and their employees have the right to enter and exit the building at any time during your event.

The Renter shall also be liable to owner for legal fees, court costs, and other expenses associated with collection.

The Renter will be liable for any physical damages, legal actions, and/or loss of reputation of business opportunities that ONC may incur as a consequence of the actions of the Renter or any of the Renter's guests while the Renter is in control of the venue and shall indemnify and hold harmless the ONC against any and all legal actions which may arise from the Renter's local jurisdiction.