

OZAUKEE NONPROFIT CENTER, INC.

Large Event Space Facility Rental

The Ozaukee Nonprofit Center is a nonprofit (501c3) organization and serves as a gathering place and civic hub for our community. The ONC is located in Grafton, WI and includes both meeting and a large event space available for rent by both organizations and individuals. Our unique collaborative space allows for special events, fundraisers, corporate events and outings, etc. Rental revenue from this space supports the ONC to build strong families and improve quality of life throughout Ozaukee County.

****Nonprofit Discounts Available****

RENTAL SPACE OPTIONS:

WEEKEND RENTAL. Our weekend rental is perfect for Corporate Celebrations, Fundraisers, Auctions, and more!

Access to the Event Space:

- Friday set-up during ONC business hours
- Your choice of either Saturday or Sunday for your event, with access from 11:00am until 11:00pm
- Monday take-down during ONC business hours if needed.

Event Capacity: 175 seated; 250 standing

Weekend Pricing: Nonrefundable Security Deposit: \$375; Rental fee: \$750

**** Nonprofit discounts available ****

LARGE SINGLE DAY RENTAL. Our large single day events include but are not limited to: Corporate Dinners or Picnics, Family Reunions, Class Reunions, and more!

Access to the Event Space:

- Access on the day of your event only
- Available for weekday evening events, Saturday, or Sunday
- Rental includes a 4 hour event and up to 6 hours of setup and take-down time, for a total of 10 hours of venue access
- Monday through Thursday access may begin at 9:00am and end no later than 10:00pm.
- Friday, Saturday, and Sunday access may begin no earlier than 11:00am and end no later than 11:00pm

Event Capacity: 51-150 seated; 76-250 standing

Large Single Day Pricing: Nonrefundable Security Deposit: \$200; Rental fee: \$400

Early Access Fee – Renters may request early access the day of or the day before their event for setup, granted when available. One-time early access fee of \$50.

**** Nonprofit discounts available ****

SMALL SINGLE DAY RENTAL. For smaller affairs. Smaller events such as conferences and corporate meetings, trainings, graduation celebrations, birthday parties, and group dinners.

Access to the Event Space:

- Access on the day of your event only
- Available for weekday evening events, Saturday, or Sunday
- Events up to 50 persons available during the day on weekdays
- Rental includes a 4 hours for the event and up to 4 hours of setup and take-down time, for a total of 8 hours of venue access
- Monday through Thursday access may begin at 9:00am and end no later than 10:00pm. Friday,

Saturday, and Sunday access may begin no earlier than 11:00am and end no later than 11:00pm

Event Capacity: up to 50 seated; up to 75 standing

Small Single Day Pricing: Nonrefundable Security Deposit: \$150; Rental fee: \$300

Early Access Fee – Renters may request early access the day of or the day before their event for setup, granted when available. One-time early access fee of \$50.

**** Nonprofit discounts available ****

4-HOUR RENTAL. Perfect for events such as conferences and meetings, trainings, baby showers, bridal showers, and smaller dinners.

Access to the Event Space:

- Access on the day of your event only for 4 total hours
- Available any day between the hours of 9:00am and 10:00pm

Event Capacity: up to 35 seated or standing

4-Hour Flat Pricing: Nonrefundable Security Deposit: \$75; Rental fee: \$150

Early Access Fee – Renters may request early access the day of or the day before their event for setup, granted when available. One-time early access fee of \$50.

**** Nonprofit discounts available ****

ADDITIONAL RENTAL FEES/OPTIONS:

Additional Space:

Kitchen Rental: \$50 Conference Room A: \$50 Conference Room B: \$50 Conference Room C: \$50
Conference Room D: \$50

All Conference Rooms: \$150

All Conference Rooms & Kitchen: \$200

Optional Equipment/Services:

High Top Tables (5 Available): \$5 single day rental/ \$10 weekend rental

6 Ft. Rectangular Tables (7 Available): \$5 single day rental/\$10 weekend rental

8 Ft. Portable Bar: \$100 single day rental

Freshly Brewed Coffee (*Regular or Decaf*): \$10 per gallon

Ice Machine Use: \$10/day (100 lb. bin capacity)

Service Fees:

One-time Clean-up fee: \$50

each additional hour \$25/hour

Staff if needed for event: \$30/hour per

FEATURES AND AMENITIES:

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

CHOICE OF VENDORS AND SERVICES. Renters are 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. 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. 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 AND STRUCTURES. 72" Round Banquet tables to seat up to 150. Folding Chairs for up to 150. Folding conference tables for half or full day events. Outdoor access as weather permits.

AUDIO-VISUAL EQUIPMENT. ONC Commercial Projector. Microphone. House speakers. Podium

KITCHEN. Kitchen space and prep area available for additional fee. Must be confirmed and reserved in advance and to 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.

SPACE. Only areas specified in the rental agreement may be used. All areas of the ONC, including but not limited to hallways, restrooms, entryways and parking areas, must be properly supervised by the renter.

POLICIES AND PROCEDURES

DEPOSIT AND FEES. Security deposit is due upon the execution of the contract and is non-refundable. The security deposit shall be applied to the total cost of the Rental Fee. The remaining rental fee payment is due at least 90 days prior to the event date. Renters are responsible for the additional payment for any excessive cleaning costs or damage repairs caused by the event. Notification of a cancellation of an event must be given, in person or in writing, at least thirty (30) 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.

INSURANCE POLICY. Renters shall acquire and maintain general liability insurance as outlined in the contract for the use and occupancy of the venue for their event. If a certificate of insurance is not provided to the ONC prior to the event date, ONC may deny access or use of the premises with no refund.

LIABILITY. Renters are responsible for supervising children. Guests may not carry alcohol outside of the ONC. Renters 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 vendors. This includes any property owned by or in the care of the ONC.

BUILDING ACCESS. Keys maybe picked up the day before the rental, or on an agreed upon date from the ONC Administrative Office. Keys must be returned immediately after event to the designated ONC mailbox located at the main lobby front desk. 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.

ALCOHOL POLICY. As the managing organization, the ONC does not hold a liquor license. Renters may serve, but not sell, alcohol during their event. Alcohol must be served by a licensed and insured bartending service contacted by 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 any time. Alcohol regulations are subject to change at any time by law and will be abided by the ONC and all Renters.

SMOKING AND OPEN FLAME. The ONC facility is smoke-free. Smoking 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.

CLEANING AND WASTE. The ONC will perform routine cleanup after the event for a fee of \$50, and any additional service at \$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, one additional bag is available inside receptacle. Bring additional bag liners with you if needed. Renters must remove all of their personal property from the ONC at the conclusion of the event.

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.

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. Additional policy information can be found in the official contract documents.

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 outlines 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.