



Zilli Lake & Gardens

Miller Room & Coast



VENUE RENTAL APPLICATION FOR ZILLI LAKE & GARDENS

Select space(s) you are renting

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Miller Room | <input type="checkbox"/> Coast |
| <input type="checkbox"/> South Garden | <input type="checkbox"/> North Garden |

APPLICANT/ORGANIZATION INFORMATION

Organization (if applicable): _____

Applicant(s): _____

Phone: _____

Address: _____

City, State: _____ **Zip:** _____

Email: _____

EVENT INFORMATION

Date of Event: _____

Ceremony Location: ☐ Miller Room ☐ South Garden ☐ Coast ☐ North Garden ☐ Off-Site

Cocktail Hour Location: ☐ Miller Room ☐ Coast

Reception Location: ☐ Miller Room ☐ Coast

Guest Arrival: _____ am/pm **End of Event:** _____ am/pm

Type of Event:

<input type="checkbox"/> Wedding	<input type="checkbox"/> Gala/Fundraiser
<input type="checkbox"/> Corporate	<input type="checkbox"/> Other

Number of Guests _____ **Event Designer/Team:** _____

Client Initials: _____

Date: _____

COAST FEES AND MINIMUMS

ZHG food and beverage minimums do not include venue rental, additional equipment, or sales tax

Service charge is additional	VENUE RENTAL 4:00pm-12:00am	FOOD & BEVERAGE MINIMUM
February–April & November		
Monday through Thursday	\$815	\$2,500
Friday	\$1,400	\$6,000
Saturday	\$2,100	\$7,000
Sunday	\$1,100	\$5,000
May-October & December-January		
Monday through Thursday	\$1,250	\$4,000
Friday	\$2,500	\$9,000
Saturday	\$3,300	\$12,000
Sunday	\$1,650	\$8,500

MILLER ROOM FEES AND MINIMUMS

ZHG food and beverage minimums do not include venue rental, additional equipment, or sales tax

Service charge is additional	VENUE RENTAL 4:00pm-12:00am	FOOD & BEVERAGE MINIMUM
February–April & November		
Monday through Thursday	\$815	\$2,500
Friday	\$1,400	\$6,000
Saturday	\$2,100	\$7,000
Sunday	\$1,100	\$5,000
May-October & December-January		
Monday through Thursday	\$1,250	\$4,000
Friday	\$2,500	\$9,000
Saturday	\$3,500	\$12,000
Sunday	\$1,650	\$8,500

MUSEUM CENTER PARK GARDEN FEES

150 white resin bistro chairs are included in Garden rental

Service charge is additional	NORTH GARDEN	SOUTH GARDEN
February–April & November		
Sunday-Saturday	\$610	\$610
May-October & December-January		
Sunday-Saturday	\$815	\$815

Client Initials: _____

Date: _____

ZILLI LAKE & GARDENS PROCEDURES AND GUIDELINES:

1. **Accessibility:** In addition to accessible covered parking. Automated doors at entrances, elevators, as well as accessible restrooms are available.
2. **Additional Fees:** Sales tax, chair set-up fee or room flip fee, ceremony on-site fee, and service charge are additional and collected by Zilli Hospitality Group (ZHG)
3. **Admission:** Client is prohibited from collecting admission at the door of event.
4. **Air-Conditioning & Heating:** Miller Room and Coast are air-conditioned and heated. To maintain proper room temperature, the doors of the venue must remain closed. If the doors of the venue are kept open during an event, ZHG will not be held responsible for the temperature of the room.
5. **Amplified Sound & Audio/Visual Equipment:** You and/or your vendor must bring all their own electrical cords (including but not limited to HDMI) and ladders. A projector (non-Mac system) and portable screen are available for Miller Room or Coast. Coast has two (2) televisions available to display photos or video, no audio, via USB connection. Coast has six (6) 20-amp circuits available for use. Miller Room has seven (7) 20-amp circuits available for use. You and/or your vendor(s) must set-up and breakdown any equipment one (1) hour after your event has ended and no later than 1:00am. iPods and any other audio devices cannot be used in lieu of a band or DJ services. Venue speaker systems are not compatible and do not produce adequate volume levels. In North Gardens and South Gardens a power adapter cord is needed to connect to outside outlets. There are four (4) power adapters available. Let your event designer know if you and/or your vendor(s) need to utilize outside outlets.
6. **Chair/Table Set-Up:** Limited amount of chairs and tables are supplied by Zilli Hospitality Group. If you wish to have other equipment brought in, please work with Zilli Hospitality Group. Plants, market table, and lounge furniture will not be removed from Coast and will not be moved from the designated location. Plants and the bar will not be removed from Miller Room and will not be moved from the designated location. Outdoor patio furniture will be set out for the season and taken down for the season based on weather, tentative dates Memorial Day to Labor Day. Outdoor patio furniture will not be removed from the venue and will not be moved from the designated location. Venue equipment is not allowed outside the venue. This includes but is not limited to tables, chairs, and furniture. Arrange with Zilli Hospitality Group Event Design team for any outside furniture requests.

Client Initials: _____
Date: _____

7. **Cleanup/Damage:** You and or your vendor(s) are responsible for removing any items/equipment brought into the venue no later than one (1) hour after your event has ended and no later than 1:00am. Client will be billed additional if guests/vendors/client are not out of the space one (1) hour after your event has ended and no later than 1:00am. (\$175.00 minimum) This includes the removal of all decorations, structures, sound equipment, etc. If excessive cleanup or damage occurs, you will be invoiced for the work required to bring the venue to its original condition. (\$175.00 minimum)
8. **Decorations:** No items may be attached or hung from the walls, beams, and or ceiling of the Coast and/or Miller Room without prior consent. Use of smoke/fog/mist/bubble machines is prohibited. The use of glitter, any confetti type material is prohibited inside or outside the rental space. Throwing rice, confetti/confetti-like material, flower petals, or birdseed are prohibited. Helium balloons anchored with weights are allowed only in the Coast and Miller Room, but are prohibited in the Atrium. Regular air-filled balloons are acceptable in all locations. Enclosed candles are allowed. All setup and cleanup must be completed within the designated time provided by Zilli Hospitality Group. Client will be invoiced for excessive cleanup (\$175.00 minimum)
9. **Drones:** The indoor use of drones are prohibited in all indoor spaces.
10. **Food & Beverage:** Zilli Hospitality Group (ZHG) is the exclusive food and beverage service provider at The Miller Room and Coast. Information on menu selection, price, room set-up and all other facility requests can be obtained by calling Zilli Hospitality Group at 262.547.9447.
11. **Lost & Found:** Milwaukee Art Museum and ZHG are not responsible for any lost, stolen, or damaged property prior to, during, or following the approved rental period. Any item which is found – will not be kept beyond two weeks.
12. **Oversight:** Milwaukee Art Museum reserves the right to inspect and control all private parties, meetings, receptions, etc., being held on the premises and has the right to remove all food and liquor not purchased through ZHG.
13. **Parking:** Parking is available on the street. Street parking is free beginning at 6:00pm during the week, and free on the weekends. Client is able to purchase parking for guests at Museum Center Park through Interstate Parking at info@interstateparking.com. While the Milwaukee Art Museum does patrol the grounds, including the parking lot, Milwaukee Art Museum and ZHG are not responsible for theft or damage to vehicles or contents. Please advise your driver and guests to park in the parking lot, not the circle drive in front of the facility.

Client Initials: _____
Date: _____

- 14. Rehearsal/Site Visit:** A one (1) hour rehearsal during normal business hours is included in the rental. To set up an appointment for a rehearsal, please contact your ZHG event design team to ensure availability during your desired timeslot. ZHG will be onsite for rehearsal, however should be conducted by officiant/event planner.
- 15. Sales/Donations/Raffles/Admission:** Milwaukee Art Museum and ZHG do not allow money to be collected at the door for any rental, nor does it allow its indoor facilities to be rented for functions open to the "public at large." Please refer to the Conservatory Director for other options.
- 16. Security:** Security personnel are not included with your rental. Please contact Zilli Hospitality Group to secure security services for your event.
- 17. Set-Up:** Miller Room and Coast have a strict arrival and set-up policy. It is the client's responsibility to hire vendors that will adhere to the venue's set up restrictions. Client is to make this policy known to all applicable vendors and inform vendors they must handle their own equipment. If vendor(s), event coordinators, and/or guests arrive prior to the stated arrival time, they will not be allowed access to the building. Vendors and clients may arrive no earlier than two (2) hours prior to the event start time, as long as, ZHG staff is on-site. If the client and/or vendor would like earlier access to Miller Room and/or Coast a per hour fee will be charged by Zilli Hospitality Group.
- 18. Smoking/Vaping:** Smoking or vaping is prohibited inside, per Milwaukee County Ordinance 47.16(3)(a)(b)
- 19. Start Time:** Start times vary. Please check with your Zilli Hospitality Group Event Design team to confirm start time of your event.
- 20. Storage:** Client to contact Zilli Hospitality Group Event Design team to discuss any items client wishes to have shipped to the venue. All equipment or materials shipped prior to the function are not the responsibility of Milwaukee Art Museum or ZHG regarding loss or theft.
- 21. Tour:** One tour (prior to booking) and one walk through (post booking) are included in the rental price. Additional tours and site visits are subject to an additional charge.
- 22. Vendor/Service Provider:** Zilli Hospitality Group (ZHG) and Milwaukee Art Museum work with a preferred vendor list. Preferred vendor list can be obtained by calling Zilli Hospitality Group at 262.547.9447. Vendors are allowed in the loading docks. ZHG will not provide carts for vendors; they must bring their own cart and load and unload in a timely fashion.

Client Initials: _____
Date: _____

I HAVE READ AND FULLY UNDERSTAND THE ABOVE APPLICATION:

The permit holder named below will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all municipal codes and Milwaukee County Ordinances (S. 47.04, 47.16, 47.28, 63.01, 63.02) in addition to all rules and regulations governing parks and parkways. The applicant agrees that, while using the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, or handicap.

I hereby acknowledge that I have read, understand, and agree to the following terms and conditions, rules, and regulations, and considerations contained herein. In addition, I acknowledge and understand that I am responsible for any damage, and/or excessive clean-up costs that may result from my actions or those of my guests or invitees.

Customer Name: _____

Signature of Customer: _____

Date: _____

Please return the Venue Rental Application Form to Zilli Hospitality Group c/o:

613 Grandview Blvd, Waukesha, WI 53188
Direct: (262) 547-9447

Client Initials: _____

Date: _____