

## Rock County Historical Society

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# 2016 – Facility Rental Fact Sheet

<b>Capacity:</b>	<b>Lincoln-Tallman House (LTH)</b>	<b>Helen Jeffris Wood Museum Center (HJWMC)</b>
	Seated Ceremony: 55	Seated Meeting/Reception: 75
	Standing Ceremony: 65	
	Outdoor Ceremony/Reception: 300	

### Rental Packages/Fees:

Prices only guaranteed if booked in 2016

#### Wedding Ceremonies & Receptions:

1. "Make History" Platinum Package: \$1,400 for first 8 hours, \$200 for each additional hour.
2. LTH Wedding Ceremony Package: \$600 for 3-hour period. \$200 for each additional hour.
3. LTH Wedding Reception Package: \$1,200 for 5-hour period, \$200 for each additional hour.  
(LTH outdoors only or HJWMC)

#### Parties, Meetings, and other Special Occasions:

5. RCHS Campus Special Events: \$1,000 for first 5 hours, \$200 for each additional hour.
6. LTH Special Events: \$300 for first hour, \$100 for each additional hour.
7. LTH Business Meetings: \$50/hour (2 hour minimum. This includes set-up time.)
8. HJWMC \$40/hour (2 hour minimum. This includes set-up time.)
9. Photography Package \$200 for 90 minute session. \$100 for each additional hour.

15% non-profit discount – proof of status required

#### **"Make History" Platinum Package includes:**

- 60 minute rehearsal the night before the ceremony, beginning after 4:30 pm.
- Use of HJWMC and LTH
- 10 6ft. Banquet Tables
- 55 metal folding chairs
- Lectern
- A/V System (HJWMC only)

#### **"LTH Wedding Ceremony Package" includes**

- 60 minute rehearsal the night before the ceremony, beginning after 4:30 pm.
- 55 metal folding chairs
- Lectern

#### **"LTH Reception Package" and Special Events Package includes**

- 10 6ft. Banquet Tables
- 55 metal folding chairs
- Lectern
- A/V System (HJWMC only)

Additional Add-ons

**Decor**

- Off-white cloth chair covers (up to 50) \$1.50 each

**Tents (no sides)**

- 10x10 (6 total tents. 2 blue and 4 white) \$60.00 each
- 10x20 (6 total tents. 2 grey and 4 white) \$100.00 each

**Tours of the Lincoln-Tallman House (first and second floors)**

- Self-guided tours of the Lincoln-Tallman House \$80.00 per hour
- Interpreter-guided tours of the Lincoln-Tallman House \$100.00 per hour

**Total rental time includes load-in, set up and load-out for your event.**

**Availability:** Tour Season Evenings from 5 p.m. to 12 a.m.  
Daytime hours by special arrangement.  
Off-Tour Season Evenings by special arrangement.

**Parking:** Two lots on the RCHS campus, one off of Franklin Street & one off of N. Jackson Street. Overflow parking is recommended in the lower lot of Mercy Health System’s parking structure with prior permission.

**RCHS Approval:**

The Rock County Historical Society reserves the right to review and approve or disapprove, at least one month in advance of the event, all activities to ensure that they are in agreement with the goals and objectives of the organization and its standards.

The Rock County Historical Society also reserves the right to make final decisions about the set-up of any event. The final layout of the event should take place at least one month in advance during a scheduled walk-through with the Renter’s contracted vendors and a member of the RCHS staff.

**Catering & Liquor Service Terms:**

The Rock County Historical Society must approve all caterers and can provide a list of local caterers. All caterers are subject to the same terms and conditions as the renters who hire them, and they are required to remove all materials and refuse when they leave the RCHS campus. Caterers must show proof of insurance and a catering license.

The Rock County Historical Society is the licensed Agent for all alcohol services at the RCHS Campus. **ALL bar and alcohol arrangements must go through RCHS and a licensed bartender under the RCHS must be on the premises when alcohol is being served.** It is recommended that the catering company provide bartenders. Full bar and champagne service available. **NO CARRY INS of any kind of alcoholic or traditional bar item, including soft drinks, is allowed.** No alcohol will be sold or served to minors. During the event, no alcoholic beverages are allowed outside the building. Any alcohol consumed or brought into the Rock County Historical Society outside of these premises is unlawful and will be just cause to immediately halt or end your event, even if in progress.

A “cash bar” allows your guests to purchase their drinks individually. An “open bar” is where guests have drinks and the bill is paid by the host/hostess. Both are allowed on campus for your event. There is no bar service after 12:00 a.m. All guest must be off the premises by 12:30 a.m., including all parking facilities. Hired vendors may remain to remove equipment.

#### **Reservation Requirements:**

**A non-refundable deposit of 20%** must be submitted with the signed rental contract which will be applied against the final balance. **The remaining balance of the rental fee is due 30 days prior to the event.** Any additional charges will be billed following the event, and payment is required within 30 days of invoice. A late fee of 1.5% per month will be assessed for accounts 30 days past due.

Failure to make timely required payments may result in cancellation of the event and forfeiture of all monies deposited.