



Event name					Event Date	
Set Up Time		Start Time		End Time		All Clear Time
Contact Name				Estimated attendance		
Phone				Company		
Email				Position		
Address					Date Booked	

Membership level (Discounts starting at Family or Mackinaw and above)		
All fees are per room/setup needed. Example: a reunion that has a dinner with bar in the Riverview Room and then a social on the Roof Deck with bar to follow will be charged for 2 rooms and 2 bar locations. A wedding that the ceremony and reception are held in the same space, would be charged for the 2 events, one as a Ceremony, and another as a Reception, and bar if applicable.		
Event Type	Rate	Room Preference
Business Meeting (Tables, chairs, simple AV, Coffee, Soda, Water, Presenters space)		
	\$200	Small (Kahlenberg Room) Up To 12 people
	\$300	Medium (Riverview Half) Up To 20 people
	\$450	Large (Riverview Full) Up To 60 people
Ceremony or Presentation (Chairs, simple AV, Coffee, Soda, Water, Presenters space)		
	\$300	Medium (Roof Deck or Riverview Room) Up To 80 people
	\$450	Large (Roof Deck or Riverview Room) Up To 175 people
Reception or Dinner (Tables, Chairs, simple AV, drinks not included)		
	\$300	Small (Roof Deck, Riverview Room) Up To 50 People
	\$500	Medium (Roof Deck, Riverview Room) Up To 100 People
	\$700	Large (Roof Deck, Riverview Room) Up To 200 People
	\$100	Additional bar set up fee Per location: Host, Cash, or combination
Bridal or Baby Shower (Tables, Chairs, Soda, Water)		
	\$250	Up To 50 people (Riverview Room)
Youth Birthday (Tables, Chairs, soda, water, access to Waterways Room and/or Little Lakefarer's Room, 1-30 minute submarine walkthrough)(youth=12 and under)		
	\$150	Up To 25 people (Riverview half) (Rental rate beyond 25 people)

Miscellaneous Charge

	Museum and Submarine access (Flat rate of \$5 per all guests if after hours, or if during hours but the renter would like to cover all admission regardless of age. If the guests pay by themselves, this is only allowed during normal operation hours the day of the event, and sub tours would be pending availability, it will be at the full Group Tour rate of \$10 for 13 and older, \$6 for 4-12 years old, and Free for 3 and under).	
\$0	Gallery and Sub access for all guests, per guest	
\$0	Beverage Tab for Receptions (See next page for details)	
\$0.00	15% Beverage Gratuity on tab drinks	
	(other item)	
	(other item)	

	Total Costs
\$0.00	Member Discount
\$0.00	Deposits
	Dates Paid:
\$0.00	Remaining Balance

50% of the room fee must be paid to hold the room as a non-refundable deposit. The remainder is to be paid 30 in advance of the rental.