



# Rental Amenities

- Choose from one of our Earth Friendly Caterers or use any caterer or bartender of your choice
- Convenient East Side location just five minutes from downtown Milwaukee
- *Free* parking accommodating up to 40 cars in our private lot, as well as plenty of available street parking
- *Free* use of our tower, decks and grounds with whole building or second floor rental
- *Free* use of AV equipment including projectors, laptops, screens, PA system, microphone, plasma screen, DVD and VCR
- *Free* use of presentation equipment including podium, chalk boards, dry erase boards and easels
- Bring in your own DJ or live band, or use our state of the art sound system to play CD's or an I-Pod for *free*
- *Free* use of our full service kitchen including stove, oven, refrigerator, freezer, microwave, industrial dishwasher, sinks, etc.
- *Free* dishware use accommodating up to 200 guests; includes dinner plates, bread plates, pint glasses, tumblers, silverware, bowls, coffee mugs, and utensils
- *Free* use of our tables and chairs including
  - Beautiful hand crafted La Lune furniture- 10 tables and 45 chairs
  - 18 folding 30x72" "money" and white tables
  - 150 stackable "stadium chairs"
- Complimentary fire in our first floor wood stove or Community Room fireplace
- *Free* five minute introduction to the Urban Ecology Center from a staff member; building and grounds tours available upon request- pricing varies
- Rock Climbing Wall available upon request

# Rental Policies & Procedures

The Urban Ecology Center (UEC) is a neighborhood based, non-profit environmental community center located in historic Riverside Park on the Milwaukee River. We appreciate your understanding that the UEC is first and foremost a community education center and that its resources and staff are dedicated primarily to its mission of education, ecology and preservation. In keeping with this mission, all rental proceeds directly support UEC environmental education and awareness programs. Please take the time to read through these policies and procedures, paying special attention to those areas that are unique to our organization as an environmental community center:

## Respecting our Neighbors

Please remember that the UEC is located in a residential district and we ask that you respect our neighbors. Keep music and other noise at a level you would not mind if you lived next to the Center. Late night rentals are required to leave in a timely, quiet and polite manner. On Friday and Saturday nights, parties must end (bar closed, music turned off) by 11:00 PM. On Sundays and weeknights they must end by 10:00 PM. You are allowed to stay in the building for an additional hour to clean-up.

## Catering

We recommend the following *Earth Friendly Caterers* because of their use of local and/or organic foods and sustainable practices. However, you are welcome to bring in your own food or use any caterer of your choice. Please inform us at least two weeks in advance of your rental how you plan to serve food.

Ball 'N Biscuit Catering (414) 962-9779	Localicious (414) 687-1500
Beans and Barley (414) 278-7878	Outpost Natural Foods (414) 961-2597
Blue Moon Catering (414) 333-0113	

In order to help us reduce food waste that ends up in the landfill, please plan in advance for extra food at the end of your event. You can take them with you, send them home with your guests or donate them to the Center. Our staff and volunteers appreciate leftovers!

## Dishes & Garbage

To minimize garbage and continue the UEC's mission, we ***strongly encourage*** ALL renters to use the UEC's dishes and dishwasher instead of disposable tableware. The UEC keeps over 200 place settings worth of dishware on hand, however, you are welcome to rent your own dishware if you so choose. You are allowed to use the UEC kitchen, dishes and dishwasher free of charge. In exchange, we ask that you bus the dishes down to the kitchen at the end of the night and assist the rental attendant with the dishwasher. Disposable napkins are ok because they can be recycled. **Recycling is mandatory!** Since our trash and recycling receptacle space is limited, we politely ask that leave with any garbage or recycling accumulated during your event.

## Security Deposits

The security deposit must be paid at the time of booking and does not apply toward the rental fee. Deposits may be fully or partially withheld for the following reasons, among others:

- Facility is used in excess of the reserved time.
- Facility or equipment is damaged during the event
- Extraneous clean-up required at the end of the event
- Additional amenities are required which were not requested at the time of booking.
- Use of facility causes UEC to be charged with any violation of law or ordinance.

The Security Deposit, less applicable withholdings, will be returned within one month of the rental event. If the Security Deposit does not cover the amount owed by the Renter (or a security deposit was not required), UEC will bill the Renter and the Renter must pay within fourteen (14) days of receipt. Security Deposits will NOT be refunded upon cancellation.

### **Staff Welcome & Membership Presentation**

We encourage all renters to take advantage of a short presentation by UEC staff, welcoming their guests to the Urban Ecology Center & learning our mission. The presentation will include a welcome to the Center, membership information and opportunities for Q & A. During meeting breaks, rental participants are encouraged to look around the facility and take a self-guided tour. If you are interested please indicate the best time for this short presentation on your rental contract.

### **Non-Profit Organizations**

To be eligible for a 25% fee discount for non-profits, an organization must be formally recognized as a Non-Profit through the Accumulative List of Organizations Publication 78, Department of Treasury, or provide written disclosure of the reason for exclusion. All funds raised by discounted non-profit events must be used for non-profit purposes and UEC reserves the right to request supporting documentation. See alcohol policies for special information related to non-profits requesting to sell alcohol.

## **BOOKING PROCESS**

1. **Inquiries and Booking:** Please contact the Urban Ecology Center to speak with the rental coordinator, Mike Larson at 964-8505 x126, or [mlarson@urbanecologycenter.org](mailto:mlarson@urbanecologycenter.org) to inquire about availability of a date, to tour the UEC building or to request a rental contract. Reservations can be made up to a year in advance of the event. They are based on space and staff availability. The reserved rental hours must be consecutive and include all set-up and clean-up time. Payment for any unused portion of time will not be refunded.
2. **Reservations and Payment of Fees:** A reservation is calendared with a signed contract and payment of security deposit or rental payment if security deposit is not required. The total payment for the rental, which is separate from the security deposit, is due no later than two weeks prior to the date of the event (four weeks for whole building rentals).
3. **Cancellation:** Security Deposits will not be refunded upon cancellation. Additionally, 50% of the full rental fee will be withheld for cancellation notices received by UEC less than two weeks before a 2<sup>nd</sup> floor, community room, library or classroom event and four weeks prior to a whole building event.
4. **Renters:** Renters must be 18 years of age or older (21 if alcohol is being served). The person named on the rental contract is liable for the event and must be present throughout the contracted use of the facility. The rental may not be assigned or subleased.
5. **Prohibited Uses:** The UEC will not rent for the following uses:
  - a) Parties or dances that are open to the general public
  - b) Commercial use by private groups for the purpose of sales or promotions
  - c) Any use deemed by the UEC to be in conflict with UEC's mission, policies, 501(c)3 status or reputation

## **ROOM USE POLICIES**

1. **Rental Attendants.** The UEC will provide a staff rental attendant for the duration of your event (two attendants for whole building rentals). Staff rental attendants will be there to assist the renters with set up before the event, needs as they arise during the event and break down at the end of the event.
  - **Set up:** The staff rental attendant(s) will assist the renters in setting up for the party including moving furniture, setting up AV equipment, building a fire, setting up music, opening the kitchen and helping the renters/service providers locate items or take care of last minute details. A floor plan of furniture arrangement shall be provided to the Rental Coordinator no less than two weeks prior to the event. Please note that for rentals with less than 100 guests, the Urban Ecology Center will provide only one rental attendant and it is difficult for a single rental attendant to move tables and set up chairs. In this case renters may be asked to provide volunteer help with set up and break down. An additional attendant may be requested by the renter for an additional fee. The UEC reserves the right to recruit help from the renters or their appointed volunteers with furniture for rentals of ANY SIZE that have especially complicated arrangements or limited set up/break down time.

- **Clean up:** The staff rental attendant(s) will assist the renters in cleaning up after the party. The staff rental attendant's responsibilities include moving furniture, breaking down UEC AV equipment and music, teaching renters to use the dishwasher (if necessary), guiding renters and their appointed volunteers on break down procedures, and assisting with general clean up of the building.
  - **Renter responsibilities:** It is the responsibility of the renter and their service providers, and NOT UEC staff, to perform the following duties: prepare and set up food, beverages or table settings; bus and wash dishes; clean up spills or extraordinary messes; take out trash and recycling; set up and break down decorations; set up and break down live music, DJs or any other non-UEC service providers; and making sure that all clean up responsibilities are completed and guests have gone home by the end of the contracted time. In addition, if the renters or their caterers use the UEC kitchen, they are expected to clean the kitchen and return it to the state it was in when they found it. Any deviation from these responsibilities may result in an amount of money withheld from the security deposit as deemed appropriate by the UEC.
2. **Reserved Time.** Reserved time must include **preparation, set-up, breakdown and clean up time.** Please remember that the UEC is an education and nature center, open to the public during business hours, and that the UEC is situated in Riverside Park, which is open to the public at all times. In consideration of its obligation to its members and the general public, all arrangements for the event, including deliveries, setup, etc. must be cleared in advance of the event with the Rental Coordinator. *Renters will be charged the hourly rate for any additional time over the initial rental agreement.*
  3. **Caterers and Other Service Providers.** All Service Providers (caterers, florists, musicians, bartenders, photographers, valet, etc) must be arranged and paid for by the Renter. The Renter must provide the Rental Coordinator with the name of all Service Providers at least two weeks prior to the event. UEC shall not be responsible for any lost, damaged or stolen supplies, equipment or other property of the Service Providers. The Renter is responsible for all actions of the Service Providers and must ensure that the Service Providers know and follow all UEC Rental Policies. All caterers and bartenders must have current appropriate business licenses, health permits and sufficient insurance coverage and provide proof of the same to the Rental Coordinator at least two weeks prior to the event. The Center has a Loading Zone and carts available for loading and unloading. Vehicles may not block or park in our driveway and must be moved after unloading.
  4. **Kitchen License.** Renters who use the Kitchen for food preparation and who do not otherwise hold a license (i.e. the food is not prepared by a licensed caterer or brought in from a licensed restaurant) may be required to obtain a temporary Food License from the City of Milwaukee Health Department (CMHD) at 414-286-3674. If the license is required by CMHD, the Renter must obtain and pay for the License and provide a copy of it to the Rental Coordinator at least two weeks prior to the event (please note that the License takes up to two weeks to process with CMHD). A Renter who fails to obtain a License (if required) and provide a copy to UEC will not be allowed to prepare food in the Kitchen.
  5. **Decorations.** Please consider the environment when choosing decorations for your event. Decorations must be approved in advance by the Rental Coordinator. Nothing may be attached to any surface with tape, nails or any other material that may cause damage to the walls. Decorations must be fireproof or flame retardant. Candles are permitted only if in an enclosed container such as a hurricane lamp or votive. Glitter, helium balloons, confetti, rice and similar materials are prohibited due to their negative environmental impact.
  6. **Smoking.** Smoking is prohibited in all areas of the building, tower and decks. Smoking is permissible only outside near the garage. The Renter is responsible for ensuring that all guests know the smoking restrictions and proper clean up of all smoking refuse.
  7. **Cleaning.** The Renter must ensure that the inside and outside of the rented areas are clear of all trash, food and beverage spills and personal belongings by the end of the rental period. Tables, chairs and other equipment must be cleaned and all decorative materials removed. If used, the kitchen must be cleaned and sanitized (including all sinks, counters, dishes, utensils, appliances and floors).

8. **Tables and Chairs.** The UEC has a limited number of chairs and tables which are available to Renter free of charge with prior request indicated on contract. All wooden La Lune tables and chairs must remain on the 1<sup>st</sup> or 2<sup>nd</sup> floor areas. The recycled tables and chairs located in the community room but can be transported throughout the facility. If using non-UEC tables and chairs, the Renter is responsible for making all arrangements including ordering, payment, set-up and break down. The Renter also assumes responsibility that UEC walls and floors are not damaged by tables and chairs during the event.
9. **Parking.** Your guests may use our parking lot, accommodating up to 40 vehicles. In order to be considerate of our neighbors, we ask that you encourage your guests to fill the lot before parking on the street. Street parking is also available, but you may want to inform your guests ahead of time that they may have to walk 2 or 3 blocks to reach the Center. As an environmental community center we strongly encourage carpooling!
10. **Cancellations by UEC.** UEC reserves the right to cancel a reservation if the facilities are, in the judgment of UEC, rendered unsuitable for the presentation of the event due to fire, calamity, natural disaster, notice of violation by any government agency, or any occurrence beyond the control of UEC. The Renter will not be liable for payment of fees for canceled events, nor will UEC have any further liability with regard to said canceled event. UEC reserves the right to cancel an event at any point if the Renter fails to comply with UEC's policies. Such cancellation will result in forfeiture of the Security Deposit and forfeiture of all rental fees paid to date and the event will not be rescheduled.
11. **Fireplace.** Renters of the Community Room and Whole Building Rentals may use the wood-burning fireplace and stove upon prior arrangement with the Rental Coordinator. The UEC on-site attendant will assist with the fire. The Renter is responsible for fully extinguishing the fire at the end of the event.
12. **AV Equipment.** The UEC may have AV equipment for use by the Renter. Prior arrangements must be made through the Rental Coordinator. We have A/V systems throughout the building and you may bring music on CDs or I-pods and power point presentations on discs or memory sticks.
13. **Liability.** The Renter is solely responsible for any incident, accident, injury or loss to persons or property (including the UEC facility and its contents) arising from or during the use of the UEC facility. The Renter shall indemnify, defend, and hold harmless UEC from all loss, expense and damages (including reasonable attorney fees) arising from or during the use of the facility. Without limiting any of the above, UEC shall not be responsible for lost, damaged or stolen items. UEC may require, and Renter must then provide, at least two weeks prior to the rental date, a certificate of liability insurance coverage, naming UEC as an additional insured, in the amount of \$500,000.
14. **Music.** Amplified music or entertainment is subject to prior approval by the Rental Coordinator, and must comply with all city ordinances. **Music must end no later than 10:00 PM on weeknights and 11:00 PM on Fridays and Saturdays.** The UEC is located in a residential district and respectable volumes are strictly enforced; **rental attendants have the authority to turn down the music if it is too loud.**
15. **B'earthday Parties.** The UEC hosts children's birthday parties (called B'earthday Parties) run by UEC staff for children 5 and up. Alternatively, you can rent a room and run your own birthday party through the normal rental procedures. Please contact Jamie Ferschinger at [jferschinger@urbanecologycenter.org](mailto:jferschinger@urbanecologycenter.org) or call her at (414) 964-8505 x114 for more information on staff led B'earthday Parties!

## ALCOHOL POLICY

The UEC does not hold a Tavern License. Serving alcoholic beverages on UEC's premises is strictly prohibited, with the exception of the following **(1) Private Parties** and **(2) Nonprofit Events with a Special B License**. Renters must meet all of conditions set forth below and must obtain UEC's express permission before serving alcohol.

### **1) Private Parties:**

Renters of the UEC building hosting private parties may serve alcoholic beverages if all of the following conditions are met:

- a) The party shall be by invitation only, and no member of the general public shall be allowed. A sign will be placed on the doors stating the following: "Private Party – only guests of (name of host) will be admitted"
- b) All alcoholic beverages shall be offered free of charge to guests. Sale of alcoholic beverages is strictly prohibited, either by advance payment, donation, tickets or any other means.
- c) For parties with over 50 guests, licensed bartenders must be used to serve all alcoholic beverages. A copy of the bartender license shall be provided to the UEC prior to the event.
- d) Except at UEC-hosted parties, UEC staff shall not serve alcoholic beverages.
- e) The host of the party shall purchase all alcoholic beverages served at the party (no third party vendor or caterer is allowed for beverages). There is no limitation on the type of legal beverage that may be served (beer, wine, and other liquors are all acceptable).
- f) The Urban Ecology Center reserves the right to deny the use of alcohol for parties especially for teenagers or children, including, but not limited to, birthday parties, graduation parties, coming of age parties or other related events.

### **2) Parties Hosted by Nonprofit Renters Holding Special B Permit:**

Nonprofit organizations renting space from and hosting an event at the UEC may sell and serve limited alcoholic beverages to the public if all of the following conditions are met:

- a) The organization hosting the event shall be a legally incorporated nonprofit organization which has been in existence for at least 6 months.
- b) The nonprofit organization shall obtain a Special B (short term) license from the City of Milwaukee (City Clerk License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202, 286-2238). The nonprofit organization shall provide a copy of the Special B license to the UEC prior to the event.
- c) The alcoholic beverages shall be limited to beer and wine. The beverages may be sold or given away.
- d) The alcoholic beverages shall be served by a licensed bartender, or served under the immediate supervision of a licensed bartender.
- e) Please note that a nonprofit organization is allowed two Special B licenses in any 12 month period. It is the hosting organization's responsibility, not the UEC's, to obtain the Special B license.

### **If the UEC approves alcohol for your rental, the following conditions apply:**

- a) Parties with 50 or more people must have a licensed bartender serving alcohol at their event.
- b) No alcohol consumption is to be taken place on the tower or in Riverside Park.
- c) All serving will occur on one floor only (if full building rental). All other requests must be approved by UEC Executive Director.
- d) No alcohol may be served during normal business hours of the UEC since minors may be present in the facility.
- e) Alcohol may not be served to anyone under the age of 21 or at any youth-oriented events.
- f) All bars must be closed one-half hour prior to the scheduled end of the event.