

**PieperPower Education Center**  
8200 West County Line Road, Mequon Wisconsin 53097

**RENTAL**

**POLICIES**

**USER**

User's "Authorized Representative" named on the Facility Rental Agreement or another person approved by MNP must be present throughout the contracted time for the Facility. The rental is for the User only; neither the rental nor the Facility Rental Agreement may be assigned or subleased by User.

**PROHIBITED USES**

MNP will not rent the Facility for the following uses:

- a) Parties or dances open to the general public; and
- b) Any use deemed by the MNP to be in conflict with MNP's mission or policies or would impair MNP's reputation.

**RESERVED TIME**

Reserved time must include time needed for **set-up, break down, and clean up**. Please remember that the PieperPower Education Center is situated on the Mequon Nature Preserve and is an education center open to the public. All arrangements for the event, including deliveries, set-up, etc., must be cleared in advance of the event with the Rental Coordinator. There is no space within the Facility to store equipment or other items prior to or after the event. **Users will be charged for the time they occupy the Facility beyond the time reserved at the normal hourly rate.**

**APPROVED CATERERS**

The Facility has limited kitchen facilities so all food must be prepared off-site. Caterers are subject to all terms and conditions applicable to the User engaging them, and must remove all materials and refuse when they leave the Facility. MNP is not responsible for any items left behind by caterers. User shall be responsible for all communications and interaction with its caterer(s). User may not bring in food, other than that provided by a caterer, unless advance permission is given in writing by MNP.

Fiddleheads (262) 707-7733  
Larry's Market (414) 355-9650  
Outpost Natural Foods (414) 755-3202  
Panera Bread (262) 834-9999

Shully's Cuisine (262) 242-6633  
Armon's Catering (262) 238-0878  
From Scratch Catering (262) 618-4661  
Savory Catering (414) 342-9909

**Service Providers**

User must arrange and pay for all Service Providers. User must provide MNP with the name of all Service Providers at least two weeks prior to the event. MNP shall not be responsible for any lost, damaged or stolen supplies, equipment or other property of the Service Providers. The User is responsible for all actions of the Service Providers, and must ensure that the Service Providers know and follow all MNP rental policies. All caterers and bartenders must have current applicable licenses, permits, and sufficient insurance coverage, and provide proof of the same to MNP at least fourteen (14) calendar days prior to the date of the event.

**DECORATIONS**

MNP must approve decorations in advance and in writing. Glitter, helium balloons, confetti, rice and similar materials are prohibited outside of the Facility building on the Mequon Nature Preserve grounds.

**SMOKING AND OTHER BANNED SUBSTANCES**

The Mequon Nature Preserve is a smoke-free environment. The use of tobacco products of any kind is prohibited in all areas, including the Facility and Mequon Nature Preserve grounds. User is responsible for ensuring that all guests know that MNP is smoke free and enforces that condition. User also agrees that no one shall bring drugs or illegal substances of any kind into the Facility under any circumstances or use any illegal substances at the Facility. User will not let any person, if intoxicated, use the Facility, and shall take every lawful action necessary to prevent such behavior.

#### **CURFEW**

User will vacate the Facility by 11:00 PM on weekend nights (Friday and Saturday) and 10:00 PM on all other nights.

#### **CLEANING**

User must ensure that all rented areas, including areas inside and outside of the Facility, are clear of all trash, food and beverage spills and personal belongings by the end of the rental period. Garbage must be collected and placed in the trash receptacles outside. The Rental Coordinator will provide instructions regarding trash and recycling areas.

#### **MUSIC**

Amplified music or entertainment is subject to the prior approval by the Rental Coordinator, and must comply with all city ordinances. **Music or any other amplified sound must end no later than 10:00 P.M. on weeknights and 11:00 P.M. on Fridays and Saturdays.** Amplified music is not permitted outside of the Facility building. The Facility does have a permanent stage and has limited sound equipment for use by User.

#### **ALCOHOL**

Serving alcoholic beverages within the Facility or on the grounds of the Mequon Nature Preserve is strictly prohibited, except as described below. User must obtain MNP's written permission to serve alcohol at least fourteen (14) calendar days prior to the date of the event.

1. **Private Parties/Events.** Users hosting private parties or events may serve, but shall not sell directly or indirectly, 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 must be placed on the front door stating the following: "Private Party - only guests of (name of User) will be admitted."
  - b) For parties with 50 or more guests, licensed bartenders (known as licensed operators), or bartenders under the immediate supervision of a licensed bartender, must serve all alcoholic beverages. A copy of the bartender's license shall be provided to MNP not less than fourteen (14) calendar days prior to the date of the event.
  - c) User shall purchase all alcoholic beverages served at the event. All legal beverages including beer, wine, and other liquors may be served.
2. **Parties hosted by bona fide clubs, churches or lodges.** This group of Users must possess a Temporary Class B license, also known as a picnic license, to sell alcohol. This license permits the **sale of wine and beer only**. No other liquor may be served. To obtain a license, User must apply to the City of Mequon. To learn how to obtain a Temporary Class B license, please call the City of Mequon Clerk's office at 262-236-2914.
3. **If MNP approves in writing the serving of alcohol for User's event, all of the following conditions shall apply:**
  - a) No alcohol shall be served or consumed outside of the Facility building (*i.e.*, on the Mequon Nature Preserve grounds).
  - b) No alcohol may be served during normal business hours: 8:00 AM to 4:30 PM.

- c) Alcohol shall not be served to anyone under the age of twenty-one (21) or at any youth-oriented event.
- d) All bars must be closed one-half hour prior to the scheduled end of the event.
- e) The User will take all necessary and lawful action to prevent any intoxicated person from using the Facility.

# MEQUON *Nature Preserve*

## RENTAL PROCEDURES

### BOOKING A RESERVATION

1. **Inquiries and Booking.** Please contact the Mequon Nature Preserve rental information line, at 262-242-8055, ext. 104, or e-mail Amy Wagnitz, Rental Coordinator, at amyw@mequonnaturepreserve.org to inquire about availability of a date, to explain the nature of the event, and to request rental information.
2. **Reservations.** A reservation is confirmed and placed on the calendar upon receipt of: (i) a signed Facility Rental Agreement, (ii) payment of the Scheduling Deposit (equal to 50 percent of the Total Rental Fee), and (iii) payment of the Security Deposit (discussed below). The reserved rental hours must be consecutive and include the time necessary to complete set-up, brake down, and clean up. The reservation hours will be strictly enforced. Payment for any unused portion of time will not be refunded, and User will be charged for hours User occupies the Facility beyond those reserved.

### RENTAL FEES

1. **Room Fees.** Please contact the rental coordinator for rental rates.
2. **Attendant Fee.** User will be charged a **\$25 per hour attendant fee** for any rental in which 30 or more people attend and for any event that is scheduled for two hours or more in duration. An attendant will also be required for any event that occurs after 4:30 PM.
3. **Cleaning Fee.** User will be charged a **\$100 flat rate cleaning fee**. Should the cleaning fee paid at the time the reservation is made not be sufficient to return the Facility to a clean condition as reasonably determined by the Rental Coordinator, User's Security Deposit will be assessed the additional amount needed to complete the cleaning.
4. **Set-Up/Break Down Fee.** User may request that MNP staff set-up and break down the rented space. Any time exceeding 30 minutes will be charged at \$25 per hour per staff person needed to complete the set-up and brake down activities.
5. **Security Deposit.** A Security Deposit must be paid at the time of booking and does not apply towards the Rental Fee. Deposits may be fully or partially withheld for the following reasons, among others:
  - a) The Facility is used in excess of the reserved time;
  - b) Rooms or areas other than those rented are used without permission;
  - c) The Facility or equipment is damaged or additional clean up is needed; and
  - d) Use of the Facility results in MNP to be charged with any violation of law or ordinance or fees for a false fire or police alarm.

The Security Deposit, less applicable withholdings, will be returned within two (2) weeks of the rental event. If the Security Deposit does not cover the amount owed by User (or a Security Deposit was not required), MNP will bill User, and User shall pay said amount within fourteen (14) calendar days of receipt.

### CANCELLATION

1. **By User.** MNP will accept a cancellation only if the original applicant makes it in writing or in person at least two (2) weeks before the event. The Security Deposit will not be refunded upon cancellation.

2. **By MNP.** MNP reserves the right to cancel a reservation if the Facility, or any portion thereof, is, in the judgment of MNP, rendered unsuitable for the event due to fire, calamity, natural disaster, notice of violation by any government agency, or any occurrence beyond the control of MNP. In the event of cancellation by MNP, User will not be liable for payment of any rental fees and all amounts previously paid by User will be refunded by MNP to User (including the Security Deposit). In such event, MNP shall not have any further liability with regard to the canceled event. MNP reserves the right to cancel an event at any time in the event User fails to comply with MNP's policies. Such cancellation will result in forfeiture of all rental fees paid to date (including the Security Deposit), and the event will not be rescheduled.

# MEQUON *Nature Preserve*

**ROOM CONFIGURATIONS AND Capacities.** The table below provides the capacity of each room in its various furniture configurations. A floor plan of the Facility with furniture layouts is available upon request. The capacity of the Facility building is 300 people.

Room	Area in Square Feet	U-Shaped	Classroom with Tables	Theater	Board Room
Wilmeth Auditorium	4,500			250 (advised) With tables: 160 to 208	
Hayman Classroom	700	18	32	40	
Dohmen Classroom	700	16	24	40	
McCollow Meeting Room	330			24	14
Wisconsin Energy Area & Kitchen	750			Chairs only: 56 With tables: 24	12

## **TABLES AND CHAIRS**

MNP has 250 banquet chairs and a limited number of banquet tables that are available to User free of charge with prior request indicated on the Facility Rental Agreement. User must move all of MNP's tables and chairs back to their original place or storage area after the rental event. MNP will set up and break down the rented space for a fee (\$25 per hour per staff person). If using non-MNP tables and chairs, User is responsible for making all arrangements including ordering, payment, set-up, break down, and pick up. User also assumes responsibility that the Facility walls, floors, fixtures, furniture, equipment or other property are not damaged during the event, the event set-up and the event brake down.

## **AUDIO VISUAL EQUIPMENT**

MNP has some audio-visual equipment that may be used by User. Arrangements must be made through MNP's designee not less than two (2) weeks prior to the event date.

## **PARKING**

MNP has 135 paved parking spaces and 30 spaces in an auxiliary gravel parking lot accessed from the paved lot. Parking on the street (County Line Road) is prohibited. The Mequon Police Department will ticket cars parked on the street.

## **SUGGESTED RENTAL COMPANIES**

Companies familiar with the Facility are listed below. Plan with them for set-up, break down, and pick up.

Canopies-Events with Distinction (414)-760-0770  
Suburban Rental (262) 238-0787