



# *One Venue* **UNLIMITED POSSIBILITIES**

SCHAUER ARTS CENTER WEDDING PLANNING GUIDE



# WELCOME

*to the Schauer Arts Center*

Congratulations on your engagement and thank you for considering the Schauer Arts Center for your special day! Our space provides a unique and distinct setting for a variety of special occasions.

After reviewing the enclosed information, feel free to contact us with any questions you may have. We look forward to working with you to make your event unforgettable.

## Our Facility

Nestled in picturesque downtown Hartford, the Schauer Arts Center is a nonprofit regional center for the arts, making us Washington County's most unique special event venue.

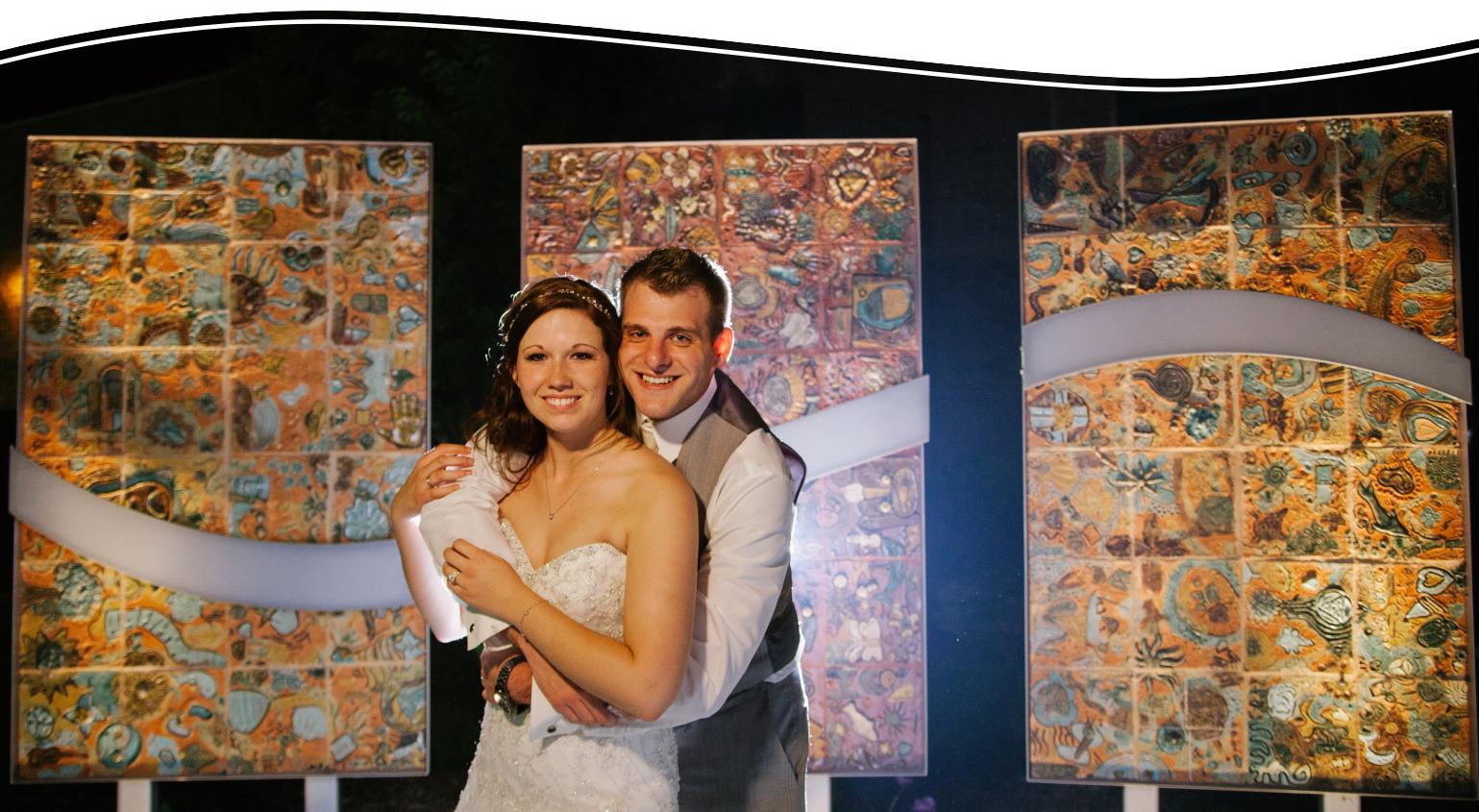
Filled with culture and history, the Schauer Center was transformed from a 1919 canning factory into an architectural award-winning, state-of-the-art performing and visual arts center. With much of the building's industrial ambiance still intact, our facility showcases a distinct blend of old-world rustic charm and contemporary elegance.



© Cilento Photography

## Our Staff

Together with you, our professional event staff will create a memorable event, complete with your personal touches. We will work with you to ensure that your special event receives a standing ovation!



A photograph of a bride and groom dancing. The bride is wearing a white lace wedding dress and a veil, while the groom is in a grey suit. They are positioned in front of a wooden wall with horizontal slats, with sunlight streaming through the slats creating a warm, glowing effect.

# *Included in Your* **PACKAGE**

The rental of Pikes Peak banquet room includes:

- Custom event planning and coordinating for your reception
- 2 hours of complimentary decorating/rehearsal time
- If room is available the day before, renter may decorate the day before OR no earlier than 9:00 am the day of the event
- Up to 35, 60" round tables (seating for 280 people—8 per table)
- 280 upholstered blue chairs
- Beverage service and bartender labor (3 bartenders)
- Cake table, card table, gift table, head tables
- Risers (skirting for risers) for your head table
- 24' x 27' dance floor
- Sound system with wireless microphone, screen and projector for video/slideshow
- Schauer Event Manager on premises during your event

The rental agreement includes set-up of tables, chairs, risers, and riser skirting to client specifications. Standard utilities and normal post-event janitorial services are also included. Other equipment, services, and decor are available for additional fees.

Rental rates do NOT include:

- Schauer Center catering commission
- Catering, taxes, and their gratuity
- Cost of liquor, additional portable bars and gratuity on host bar charges
- Set-up/clean-up of decorations by staff
- Technical equipment charges
- Excessive clean-up charges
- Liability insurance
- Security guard(s)

# *Our* UNIQUE SPACES



## Pikes Peak

Imagine making your grand entrance into our Pikes Peak banquet room which boasts 14-foot loft ceilings and stunning natural light from the floor-to-ceiling windows. Adjustable lighting, in-room sound system, and a 24' x 27' portable parquet dance floor creates the perfect atmosphere for your ceremony or reception.

Capacity: 280 (banquet style) 4,000 square feet



## Suckow Family Art Gallery

The charm of hardwood floors and exposed beams makes our Art Gallery a bright and casual space with vivid artwork and rustic benches. A full bar made from reclaimed wood and cabaret-style tables and seating complete the space for cocktail receptions or intimate dining.

Capacity: 75 (banquet style) 3,300 square feet



## Ruth A. Knoll Theater

Your once-in-a-lifetime walk down the aisle will be like no other when you choose our 571-seat theater for your wedding ceremony. Set the stage to make memories you and your guests will always remember and cherish.

Capacity: 571 seats 7,700 square feet

## Amenities

- A 400-square foot prep kitchen located on the second floor offers an ample staging area for the caterer of your choice
- Fixed and portable bars on both levels are available for your entertaining needs. All bars are staffed by our in-house concession service
- Elevator and Grand Staircase to upper level provide easy access for your guests and vendors. Full array of technical and audio/visual equipment, including wireless internet access.
- Free onsite parking available

## Cocktail Hour

Between your ceremony and reception, consider renting the neighboring Wisconsin Automotive Museum. Your guests will enjoy a one-of-a-kind collection of automobiles, including several Kissel cars that were manufactured in Hartford. Additional hourly charges apply.



© Distinctive Memories Photography



# CATERING & BEVERAGES

Catering in our distinguished venue requires special menu planning, as the food must be prepared off-site and transported to the facility.

## Catering

We offer an open catering policy that allows you to select the Wisconsin-licensed caterer of your choice. All food and select beverages (coffee, milk, water, tea) must be provided by a caterer who has their catering agreement, license, and insurance rider on file with us. A catering commision charge is required on all catering charges/receipts, excluding tax and gratuity.

## Beverage Service

All beverage services are provided by the Schauer Arts Center with the exception of coffee, tea, water and milk. We offer a variety of options including a cash bar or host bar. Host bar gratuity charge is added to your beverage bill.



## Beverage Package Options

All fully hosted beverage packages have a 3 hour maximum—renter may pick their 3 hour block

**Fully Hosted Premium Package.....\$22.00 per guest**

*This package includes all mixers (specialties included) any bottled beer, any glass of wine and unlimited soda*

**Fully Hosted Call Package.....\$20.00 per guest**

*This package includes all call mixers (specialties included) any bottled beer, any glass of wine and unlimited soda*

**Fully Hosted Rail Package.....\$18.00 per guest**

*This package includes all rail mixers (specialties included) any bottled beer, any glass of wine and unlimited soda*

**Hosted Beer/Wine/Soda.....\$16.00 per guest**

*Good for the full 7 hour block—package does not include draft beer*

*Cash bar available*

**Hosted Bottled Beer.....\$14.00 per guest**

*Good for the full 7 hour block—package does not include draft beer*

*Cash Bar available*

**Hosted Wine (by the glass).....\$14.00 per guest**

*Good for the full 7 hour block—package does not include bottles of wine*

*Cash Bar available*

**Hosted Soda.....\$2.00 per guest**

*Good for the full 7 hour block*

*This package price is for any guests under the age of 21*

# Securing YOUR DATE



## Confirmation/Reservation

The confirmation of a specific date will be fulfilled upon the Schauer Center receiving a completed signed contract, as well as the items listed to the right. Please be aware that the **Schauer Center is not able to guarantee exclusive use of the building on a particular date, but will exercise reasonable consideration for all simultaneous events.**

## Hold Policy

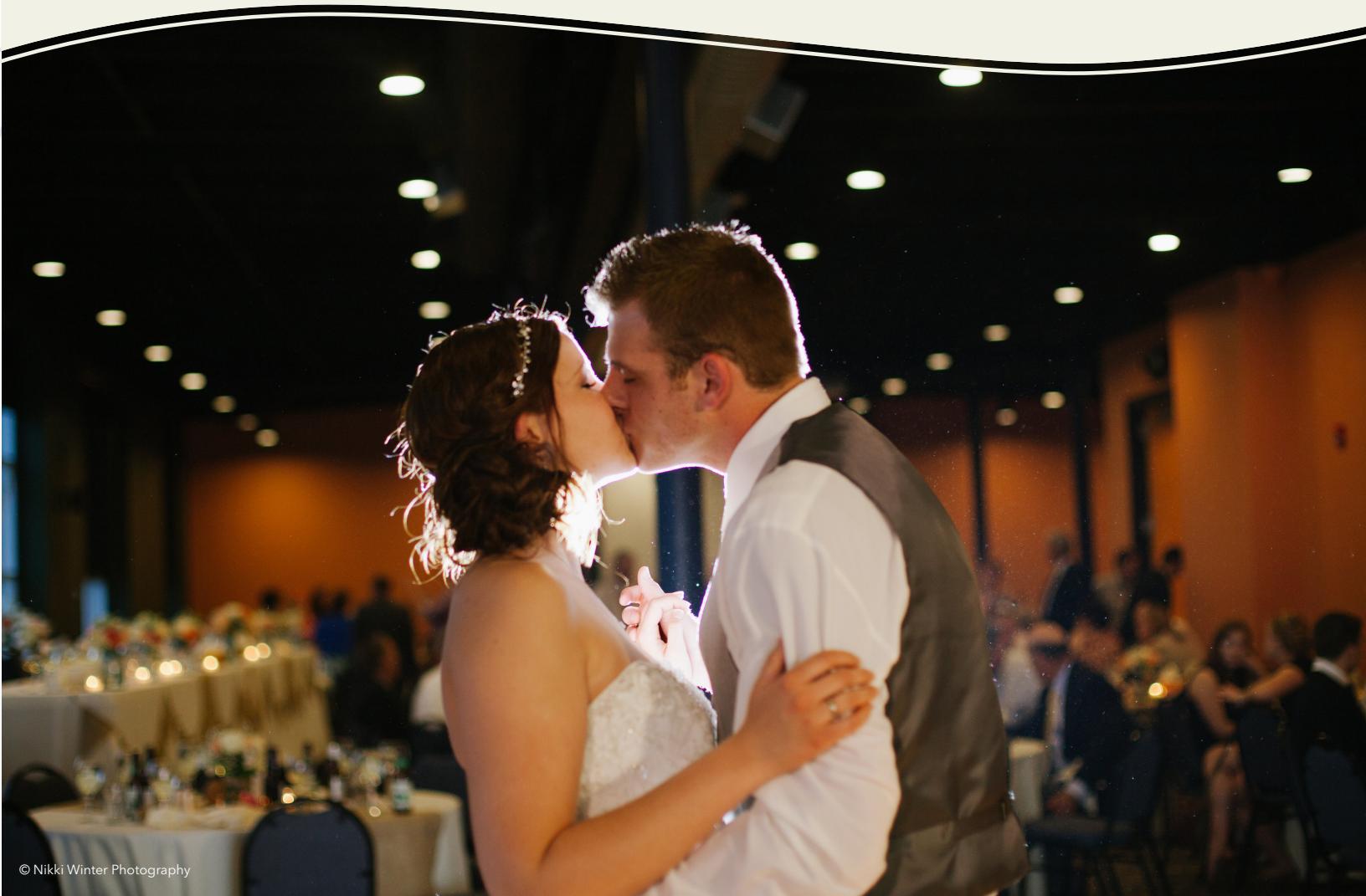
Your date will be tentatively held for 15 business days without a deposit or signed contract. During this time, if another party requests the same date, you will be notified and given 72 hours to sign a rental agreement and submit a deposit. Tentative reservations will be automatically released if the reservation is not confirmed within 15 days.

Upon receipt of your contract, please provide the following:

- Signed contract(s) (returned to Schauer Center by the date listed)
- 50% of the total facility rental charge. The remainder of the rental charge is due 10 days prior to your event.
- A security deposit of 25% of the total rental facility charge. The security deposit is refundable 10 business days following the event as long as no damages were incurred to the Schauer Center or its property.

## Cancellations

Deposits are non-refundable on events that are cancelled by the renter.



# *A Few of Our* **TESTIMONIALS**

“ This venue was so beautiful. It was so unique to have our wedding ceremony in the theatre. It was also nice to rent out the Wisconsin Auto Museum for our guests to explore during the cocktail hour. Jessica, the event coordinator, was super helpful throughout the entire process. It is nice that you are able to find your own caterer and the bar prices are decent. You can't go wrong with this venue!! ”

- Nicki Struck

“ From the bottom of our hearts we are sending you our greatest THANK-YOU to you and your staff for arguably the BEST experience of our lives! Everything was beyond perfect and our guests were catered to and pampered beyond our expectations! We both wish that day could have lasted forever! ”

- Vince Hausmann

“ The Schauer Arts Center is a fantastic space for a wedding, and their event planning staff, especially Jessica Helmer, were absolutely amazing with keeping track of all of the parts of my event and really making me feel at ease going into my wedding day. Jessica was always available for any questions, no matter how small or how many times I had asked it. The movement from ceremony to cocktail hour to reception was absolutely flawless, and the venue's bar staff were attentive and really helped make all of our guests feel at ease and enjoy themselves. Jessica's hard work really made my wedding day the best day of my life. I would absolutely recommend this venue and their wonderful event team to any bride looking for a very memorable wedding. ”

- Leigh Hennessy



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