

RETZER NATURE CENTER

The Waukesha County Park System welcomes you and thanks you for reserving the Retzer Nature Center. In order to keep this building in excellent condition, the Waukesha County Park System asks that all groups follow the guidelines that follow:

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| Decorations | Decorating is allowed however, the use of staples, nails, thumbtacks and screws in any of the wood is prohibited. Nothing can be hung from the ceiling. <u>No confetti will be allowed.</u> All tape and decorations are to be removed at the end of your event. |
| Candles | Candles must be in a holder and all wax must be cleaned off surfaces. |
| Table & Chairs | Please wipe up spills on tables and chairs. |
| Floors | Please wipe up spills and pick up debris that is on the floor and in the area you use. |
| Garbage | Garbage will be emptied at the end of your event by the park staff. If the garbage containers do become full during the event, please replace with new bags. |
| Kitchen Area | When cutting, please use cutting board that is provided. Do not cut on any other surface.

You are responsible for cleaning counter tops, and sinks. Upon use, please clean cutting board. |
| Alcohol | Alcohol is to remain in the building at all times. |
| Smoking | Smoking not allowed in building. |

You **must** remove all items, including food, at the conclusion of your event. Anything that is left overnight will be disposed of immediately.

*****THERE WILL BE AN EXTRA FEE FOR EXCESSIVE CLEAN-UP.*****

Thank You

Retzer Environmental Learning Center

Imagine holding a meeting at a location that people will talk about for years. With a kitchen, audio and data systems, Retzer is the ideal setting for corporate meetings, showers, small weddings, and much more. And we haven't even mentioned the view! For room rental information, please call 262-548-7801 or e-mail us for a Reservation Request.

Community Room (3 rooms together)

Includes: Kitchen, sound system (microphone \$20), 3 phone lines, and 3 data lines.

Regular Fee: \$400 /6 hours and \$45 each additional hour

Tax Exempt: \$380.59 /6 hours and \$42.82 each additional hour

Capacity:

200 Theatre style

115 Banquet style

20 tables (10 8-foot, 10 6-foot)

Reservation Request

Prairie Room (east room)

Includes: Kitchen, independent sound system (microphone \$20), 1 phone line, and 1 data line.

Regular Fee: \$185 /6 hours and \$30 each additional hour

Tax Exempt: \$176.02 /6 hours and \$28.54 each additional hour

Capacity:

45 Theatre style

34 Banquet style

6 tables (3 8-foot, 3 6-foot)

Reservation Request

Savanna Room (center room)

Includes: Independent sound system (microphone \$20), 1 phone line, and 1 data line.

Regular Fee: \$130 /6 hours and \$20 each additional hour

Tax Exempt: \$123.69 /6 hours and \$19.02 each additional hour

Capacity:

50 Theatre style

42 Banquet style

6 tables (3 8-foot, 3 6-foot)

Reservation Request

Forest Room (west room)

Includes: Independent sound system (microphone \$20), 1 phone line, and 1 data line.

Regular Fee: \$130 /6 hours and \$20 each additional hour.

Tax Exempt: \$123.69 /6 hours and \$19.02 each additional hour

Capacity:

50 Theatre style

42 Banquet style

6 tables (3 8-foot, 3 6-foot)

Reservation Request

Payment in full is due at time of booking. We accept Visa, MasterCard and American Express.

Inconvenience Fees: You can change the length of stay up to the start of the reservation; changes requested day of will be assessed an inconvenience fee of \$35.00 + the normal hourly rate. Events not finished at midnight will be assessed additional hour(s) + inconvenience fee of \$52.00/hour.

Alcohol Policy - No cash bar is allowed; any bar must be an open bar. No indirect compensation for alcohol is allowed (no tip cup or raffle with free drink prize). No alcohol of any kind will be allowed outside the building.