

Horicon Marsh Education and Visitor Center

Facility Rental Rates 2025



Available Facilities:

Auditorium - room size: 68' x 32' - Maximum capacity: 100 people
 This space can be used as a formal theater, banquet hall or for workshops.
 Horicon Classroom - room size: 21' x 32' - Maximum capacity: 30 people
 Mayville Classroom - (same as Horicon Room)
 (The two classrooms can be combined to accommodate 60 people)

*Please communicate your set up needs when you reserve your space, to allow us to make chairs, tables, etc. available to you. **Room set up and tear down is your responsibility.**

Equipment Availability:

Flip Chart Stand (paper and markers not included),
 Full AV System, Document Cam, Wireless Access, Microphone Lapel, Wireless Microphone, Tripod Easel

Refreshments:

Coffee pots are available for use in kitchenette however coffee must be provided by renter and cleaned appropriately.

Facility Rental Rates	½ Day	Full Day	Weekend
Non-Profits	½ Day	Full Day	Weekend Day
Classroom	\$50	\$75	\$100
2 Classrooms	\$75	\$125	\$150
Auditorium	\$100	\$175	\$225
General Public	½ Day	Full Day	Weekend Day
Classroom	\$75	\$125	\$110
2 Classrooms	\$125	\$225	\$250
Auditorium	\$150	\$275	\$325
Corporate	½ Day	Full Day	Weekend Day
Classroom	\$85	\$135	\$120
2 Classrooms	\$135	\$235	\$260
Auditorium	\$160	\$285	\$335
Other Govt.	½ Day	Full Day	Weekend Day
Classroom	\$50	\$75	\$100
2 Classrooms	\$75	\$125	\$150
Auditorium	\$100	\$175	\$225

This facility is only available for meetings, seminars, and educational events. We do not rent for social events. \$50 deposit is required to reserve space, and this will be deducted from your total rental fees. Payment in full, also reserves room space.

**FRIENDS OF HORICON MARSH EDUCATION AND VISITOR CENTER
WISCONSIN DEPARTMENT OF NATURAL RESOURCES
BUILDING USE AGREEMENT**

This agreement is in accordance with the Facility Use Policy which accompanies this form for the Horicon Marsh Education and Visitor Center.

Organization Name: _____

Contact Person Name: _____ Phone #: _____

E-mail _____

Address: _____

Date of Event: _____ Arrival Time: _____ Departure Time: _____

Approximate number of people in attendance: _____ Requested room: _____

Will event be catered? _____ Name of caterer: _____

Approximate number of tables (round or rectangle) and/or chairs needed _____

Desired Area of Use:	Auditorium	\$ _____
	Horicon Room	\$ _____
	Mayville Room	\$ _____
	Security Deposit	\$ 50.00
	(Deposit is included in total amount)	
	Total Due	\$ _____

Make checks payable to Friends of Horicon Marsh EVC or pay ONLINE at horiconmarsh.org/product/donate and note date of rental and organization.

I have read and agree to the accompanying Building Use Policy.

Signed: _____ Date: _____

Approved by _____ **Date** _____

Payment received amount _____ **Date** _____

Denial by _____ **Date** _____

Reason for denial:

FACILITY USE POLICY
HORICON MARSH EDUCATION AND VISITOR CENTER
2024

The Horicon Marsh Education and Visitor Center (HMEVC) is a state owned building which may be used by a variety of groups and organizations for a variety of purposes. This policy sets the general conditions by which the building may be used.

General Policy in accordance with Friends of Horicon Marsh Education and Visitor Center (FHMEVC) and the Department of Natural Resources (DNR). After the needs of the FHMEVC and DNR are met, consideration will be given to other groups in the following priority:

1. Non-profit groups having goals and purposes compatible with FHMEVC and the DNR.
2. Other groups and organizations determined acceptable by the DNR staff and FHMEVC Board of Directors.

Priority will be given to groups wishing to use the building during normal business hours (9 AM to 4 PM) and during the less busy times of the year. Groups wishing to use the building after normal business hours or on weekends may be denied based solely on the availability of staff to open, close and monitor use of the building.

The building may be used for meetings, training, education programs and other similar activities deemed appropriate by the Department through consultation with the DNR staff facility coordinator or FHMEVC executive director. It may not be used for political or religious purposes, for purpose of generating income for a private party or business. Use of the building may be denied at the discretion of the DNR or the FHMEVC Board of Directors or FHMEVC Executive Director.

Fundraising Events for Nonprofit Organizations

Permission for fundraisers on the Horicon Marsh State Wildlife Area or in and around the HMEVC by nonprofit entities must be arranged with the Friends of Horicon Marsh Education and Visitor Center (FHMEVC). The FHMEVC has an exclusive concession agreement with the DNR for these grounds and facilities. Fundraising events may only happen under this agreement. A 10% fee on all net profits will be required of all groups. No exceptions. This concession agreement covers all insurance and licenses required by the DNR.

General Rules of Use:

Smoking is not permitted in the building.

All events must end by 10PM during the week. All weekend evening events must conclude by 11PM.

Groups having food services will be responsible for cleaning the kitchenette and all areas utilized, removal of personal equipment and assuring that the premises are in the same condition as when the group arrived. This includes but is not limited to the following:

- All tables and chairs must be wiped off and cleaned.
- Tables and chairs should be stored on the carts provided.
- All non-recyclable disposable material must be put in heavy duty garbage bags supplied by the user and set in the trash room.
- Recyclables must be placed in the recycling receptacles only. If the receptacle is full, additional recycling bags must be utilized.
- All cardboard boxes must be broken down, bundled, and placed in the trash room.

The storage of any equipment or other accessory items belonging to the user is not permitted and HMEVC is not responsible for any equipment or other accessory items left at the center.

The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to or from the ceiling or walls is strictly prohibited.

Candles are prohibited.

Glitter, rice, bird seed, confetti and similar material cannot be used in the building or on the grounds.

The kitchenette may be used by lessee and caterer. The facility is solely a prep and serving area and cannot be used for major meal preparation. Dishes of any kind including serving ware, cups and silverware are not provided.

The use of alcohol will be approved on a case by case basis following completion of an alcohol use agreement. A beverage permit will be issued through the building contract process. No overnight storage of alcohol is permitted on premises or grounds.

Pets are prohibited access to the inside of the center, except guide animals for visually impaired individuals. All animals must be leashed and under the owner's control inside or outside the center. Owners must clean up after their pets.

Damages to building, grounds or equipment should be reported to the building manager. *Your security deposit may be retained in the case of damages or if the facility is not free of litter or left in unsatisfactory condition.*

Scheduling Policy:

Reservations are required by all groups wishing to rent the HMEVC. All reservations are made by calling the scheduling coordinator at 920-387-7890 or e-mailing info@horiconmarsh.org.

Reservations are confirmed only when the necessary paperwork is completed and final payments and security deposits have been made.

Reservations within the calendar year are taken any time after January 1 of that year.

Cancellation Policy:

The Friends of Horicon Marsh Education and Visitor Center and the Wisconsin Department of Natural Resources reserve the right to terminate reservations at its sole discretion at any time without liability. Terminated reservations will receive full reimbursement of any payment and/or deposit without penalty.

Groups who need to cancel or reschedule room use must do so at least two weeks prior to the rental date. Cancellations must be made in writing via email to info@horiconmarsh.org or by phone to the Executive Director at 920-387-7890.

Cancellations that are made less than two weeks prior to the event in writing or by phone will result in a forfeit of fees paid unless the room rental is transferred to another rental of the same monetary value at time of cancellation. Deposits will be reimbursed in full.

Rental Fees: see Facility Rental Rates. Some fees may be waived or modified by FHMEVC Executive Director or FHMEVC Board of Directors.

General Information:

Paperwork and fees can be e-mailed to info@horiconmarsh.org or mailed to:

*Friends of Horicon Marsh EVC
N7725 Hwy 28
Horicon, WI 53032*

*For Information, please call at 920-387-7890 or email at info@horiconmarsh.org
Monday through Friday 9AM to 4PM.*

**Concession Agreement with
Friends of Horicon Marsh Education and Visitor Center (FHMEVC)**

In agreement with the Friends of Horicon Marsh Education and Visitor Center's concession agreement with the Department of Natural Resources, our organization or group agrees to give 10% of the net proceeds of our fundraiser to the FHMEVC as a use fee. My organization understands that this event and/or fundraiser is under the Friends organization and as such is covered by the insurance coverage of the FHMEVC which is with Acuity Insurance. This concession agreement covers all insurance and licenses required by the DNR.

The FHMEVC concession agreement with the DNR is exclusive and covers all events and fundraisers on the Horicon State Wildlife grounds or in and around the Horicon Marsh Education and Visitor Center. Fundraising events may only happen under this agreement. A 10% fee on all net profits is required of all groups.

Name of Organization _____

Date of Event _____

Name of Person Responsible (officer) _____

Signature _____ Date _____