



Frederick J. Lenfestey Center Lease Agreement

Lessee			Lessee's Authorized Representative		
Mailing Address			City	State	ZIP Code
Telephone Number	Fax Number	Cellular Number	E-Mail Address		

Event Day	Event Date	Event Begin Time	Event End Time	Number of Guests or Invitees
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Will Food Be Served? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Catering Vendor	Does Catering Vendor Have a Valid Liquor License? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will Alcoholic Beverages Be Served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Bartending Vendor	Does Bartending Vendor Have a Valid Liquor License? <input type="checkbox"/> Yes <input type="checkbox"/> No

Terms & Conditions

1. Subject to the terms and conditions hereinafter set forth, I, , as an authorized representative of my group, business or organization (hereinafter referred to as Lessee), hereby acknowledge that I have read and understand the terms and conditions of this Lease Agreement as listed below and in Appendix A: Lenfestey Center Policies, Rules, and Regulations and agree to abide by them.
2. Lessee agrees to indemnify and hold harmless National Railroad Museum, Inc., its directors, officers, employees, agents, and volunteers against any damage, loss, claim, or liability whether for personal injury or property damage caused by, or arising from, the actions of the Lessee's guests or invitees. Furthermore, Lessee is responsible for any damage caused by its guests or invitees to any buildings, property, equipment, or artifacts of National Railroad Museum, Inc.
3. Lessee has enclosed a check in the amount of \$ which represents fifty percent (50%) of the total lease amount of \$. Lessee agrees to remit the balance within seven (7) days of the date of scheduled event.
4. Lessee understands National Railroad Museum, Inc. will issue a duplicate copy of this Lease Agreement as confirmation of Lessee's reservation upon receipt of Lessee's deposit as specified in Section 3 of this Lease Agreement; furthermore, the Lease Agreement must arrive no later than thirty (30) days prior to the date of scheduled event.
5. Should it become necessary for Lessee to cancel the scheduled event, Lessee must notify the National Railroad Museum immediately of said cancellation. Lessee understands and agrees to forfeit its entire deposit if the scheduled event is cancelled.
6. Lessee understands this Lease Agreement shall be governed by the laws of the State of Wisconsin.

 Lessee or Lessee's Authorized Representative _____
 Date

 Deanna Novak, Director of Sales and Marketing _____
 Date



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Appendix A: Lenfestey Center Policies, Rules, and Regulations

Authorized Representative

1. Lessee must designate one (1) individual as its authorized representative. Lessee's Authorized Representative shall be empowered to act on behalf of the Lessee including, but not limited to, entering into agreements, issuing cancellations, and deciding upon the configuration of the Lenfestey Center, providing the configuration is not in conflict with other sections of this Lease Agreement and its Appendix A: Lenfestey Center Policies, Rules, and Regulations.

I have read and understand Section 1 of Authorized Representative. Initials _____

2. Telephone numbers and other pertinent contact information shall be included in this Lease Agreement. Furthermore, Authorized Representative agrees to the use of Lessee's name for use in publicity and news announcements pertaining to the scheduled event.

I have read and understand Section 2 of Authorized Representative. Initials _____

Food & Beverage Policy

1. National Railroad Museum, Inc. requires Lessee to contract with an authorized catering firm for scheduled events at which food and/or beverages will be served. Lessee may select an authorized catering firm from the list provided in Appendix B: Preferred Catering & Bartending Vendors

I have read and understand Section 1 of Food & Beverage Policy. Initials _____

2. Food and/or beverages prepared by sources other than authorized catering firms are not allowed in the Lenfestey Center or grounds of the National Railroad Museum. This provision exists solely for the protection and benefit of the Lessee and National Railroad Museum, Inc., and will not be altered.

I have read and understand Section 2 of Food & Beverage Policy. Initials _____

3. If alcoholic beverages will be served during the scheduled event, it is the responsibility of the Lessee to ensure the authorized catering firm is in possession of a valid state liquor license and employs licensed bartenders. If the authorized catering firm does not meet said requirements, it is the responsibility of the Lessee to ensure the authorized catering firm contracts with a liquor provider that meets said requirements. National Railroad Museum, Inc. reserves the right to request written proof and/or copies of any licenses upon request.

I have read and understand Section 3 of Food & Beverage Policy. Initials _____

Configuration of Lenfestey Center

1. National Railroad Museum, Inc. will attempt to configure the Lenfestey Center as prescribed by the Lessee's Authorized Representative, providing the configuration is not in conflict with other sections of this Lease Agreement and its Appendices, the morning of the scheduled event.

EXAMPLE: If a scheduled event will occur on Saturday evening, the staff will configure the Lenfestey Center on Saturday morning.

I have read and understand Section 1 of Configuration of Lenfestey Center. Initials _____

2. Should another scheduled event prevent National Railroad Museum, Inc. from configuring the Lenfestey Center as prescribed, National Railroad Museum, Inc. will make all reasonable efforts to configure the Lenfestey Center promptly thereafter. Configuration of the Lenfestey Center remains solely the prerogative of National Railroad Museum, Inc.



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Appendix A: Lenfestey Center Policies, Rules, and Regulations

I have read and understand Section 2 of Configuration of Lenfestey Center. Initials _____

3. Lessee may decorate the Lenfestey Center or other leased space no earlier than two (2) hours prior to the start of the scheduled event. Lessee is responsible for removing all decorations and linens at the conclusion of the scheduled event. If Lessee opts not to do this, Lessee must make arrangements with its authorized catering firm to complete this requirement. The Lenfestey Center must be presentable, clean, and ready for viewing by the general public on the next day.

I have read and understand Section 3 of Configuration of Lenfestey Center. Initials _____

4. Lessee will be assessed additional charges for damage or cleaning beyond normal housekeeping duties or cleaning labor exceeding two hours.

I have read and understand Section 4 of Configuration of Lenfestey Center. Initials _____

5. National Railroad Museum, Inc. does not permit smoking within any of its buildings. Lessee must inform its guests and invitees of this policy, and ensure compliance. Smoking is permitted outside of the front, northeast, southeast entrances of the Lenfestey Center.

I have read and understand Section 5 of Configuration of Lenfestey Center. Initials _____

6. National Railroad Museum, Inc. is an educational organization dedicated to preserving historic railroad equipment. Normally, the National Railroad Museum displays railroad equipment on Track No. 4 and Track No. 5 for the education and enjoyment of its patrons; however, National Railroad Museum, Inc. reserves the right to configure Track No. 4 and Track No. 5 in the Lenfestey Center as it deems appropriate.

I have read and understand Section 6 of Configuration of Lenfestey Center. Initials _____

Safety & Security

1. National Railroad Museum, Inc. does not permit attaching wires, ropes, strings, or cords to or from any locomotive or other railroad equipment on display in the Lenfestey Center or elsewhere at the National Railroad Museum.

I have read and understand Section 1 of Safety & Security. Initials _____

2. National Railroad Museum, Inc. does not permit helium balloons in the Lenfestey Center or elsewhere at the National Railroad Museum.

I have read and understand Section 2 of Safety & Security. Initials _____

3. National Railroad Museum, Inc. does not permit sources of open flames in the Lenfestey Center or elsewhere at the National Railroad Museum. Candles are permitted providing they are surrounded by glass globes whose height exceeds that of the candles.

I have read and understand Section 3 of Safety & Security. Initials _____

4. National Railroad Museum, Inc. does not permit climbing on any locomotive or other railroad equipment on display in the Lenfestey Center or elsewhere at the National Railroad Museum.

I have read and understand Section 4 of Safety & Security. Initials _____



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Appendix A: Lenfestey Center Policies, Rules, and Regulations

5. National Railroad Museum, Inc. does not permit parking on the circular driveway in front of the Lenfestey Center. The circular driveway may be used for loading and unloading of Lessee's guest and invitees. In addition, the Museum does not permit parking on any unpaved surfaces, except for graveled areas within the general parking lot.

I have read and understand Section 5 of Safety & Security. Initials _____

6. National Railroad Museum, Inc. does not permit doors normally closed during the course of normal business to remain open. Doors in the Lenfestey Center will be unlocked during the scheduled event, and may be opened to facilitate set up, but will be closed after set up is completed. This is to protect the National Railroad Museum's historic railroad equipment from drastic changes in environmental conditions such as temperature and relative humidity.

I have read and understand Section 6 of Safety & Security. Initials _____

7. National Railroad Museum, Inc. does not permit unruly or disorderly conduct, which might cause harm or injury to its patrons, staff, volunteers or damage to any locomotive or other railroad equipment on display in the Lenfestey Center or elsewhere at the National Railroad Museum. Any incidents will be reported immediately to local law enforcement agencies.

I have read and understand Section 7 of Safety & Security. Initials _____

Appendix B: Miscellaneous

1. Vacating the facilities after the scheduled time will result in an additional charge determined by the National Railroad Museum.
2. Use of the National Railroad Museum sound system will add an additional charge of \$50.00.
3. Use of the National Railroad Museum microphone will add an additional charge of \$50.00.
4. Access to the Fuller, Drumhead, and Pullman Exhibits will add an additional charge of \$100.00.
5. Use of the National Railroad Museum projector and screen will add an additional charge of \$100.00.

Payment

1. The National Railroad Museum is a qualified 501(c)(3) non-profit, educational organization.

I have read and understand Section 1 of Payment. Initials _____

2. Checks must be made payable to:

National Railroad Museum
2285 South Broadway
Green Bay, Wisconsin 54304-4832

Attn: Deanna Novak

I have read and understand Section 2 of Payment. Initials _____



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Appendix C: Preferred Catering & Bartending Vendors

The official list of preferred catering and bartending vendors authorized to serve food and/or beverage at the National Railroad Museum.

NOTE: An asterisk denotes authorized catering vendors that have valid state liquor licenses and provide licensed bartenders.

A' Bravo Bistro & Wine Bar

2069 Central Court
Green Bay, Wisconsin 54311
(920) 432-7286

Allouez Beer Depot

1255 South Monroe Avenue
Green Bay, Wisconsin 54301
(920) 432-8521

The Marq*

3177 French Road
De Pere, Wisconsin 54115
(920) 532-4811

Biebel's Catering Company*

1234 Bellevue Street
Green Bay, Wisconsin 54302
(920) 468-5785

Brett Favre's Steakhouse*

1004 Brett Favre Pass
Green Bay, Wisconsin 54304
(920) 499-6874

The Catering Company*

901 South Oneida Street
Green Bay, Wisconsin 54304
(920) 405-1136

The Mustard Seed Cafe

1541 Bellevue Street
Green Bay, Wisconsin 54311
(920) 406-8400

Regatta 220*

465 Marina Lane
Green Bay, Wisconsin 54304
(920) 884-7888

Gerczak Discount Liquors*

924 Velp Avenue
Green Bay, Wisconsin 54303
(920) 497-7070

Hotel Sierra*

333 Main Street
Green Bay, Wisconsin 54301
(920) 432-4555

Julie's Café & Catering

411 South Military Avenue
Green Bay, Wisconsin 54303
(920) 494-4585

Konop Food & Catering

1725 Industrial Drive
Green Bay, Wisconsin 54302
(920) 468-8517

Kreative Katering

900 South Jackson Street
Green Bay, Wisconsin 54301
(920) 490-5530

Radisson*

2040 Airport Drive
Green Bay, Wisconsin 54313
(920) 405-6403

Renard's Country Elegance

1041 South Huron Road
Green Bay, Wisconsin 54311
(920) 432-6116

Titletown Brewing Company*

200 Dousman Street
Green Bay, Wisconsin 54303
(920) 437-2337

Van Abel's of Hollandtown*

8108 County Road D
Kaukauna, Wisconsin 54130
(920) 766-2291