

Heyde Center for the Arts Business Rental Guide



Chippewa Valley Cultural Association, Inc.
Heyde Center for the Arts
3 S. High Street
Chippewa Falls, WI 54729

Welcome!

Thank you for considering the Heyde Center for the Arts for your event.

The Heyde Center boasts a vintage feel that will make your group feel welcome and comfortable while our ample natural lighting keeps things bright. In-house coordination is available to make planning of your event a bit easier let, us handle those sneaky details.

Due to our flexible seating, we are able to accommodate a wide range of events from small to large groups. Our free Wi-Fi will easily provide internet to several people at a time.

Food and beverage service is also available for your event. Feel free to choose from our pre-selected menu or let us work with local caterers to create a specialized menu.

Our staff will take care of setting up and tearing down all tables and chairs. The building is also thoroughly sanitized before and after every event to help keep guests safe and healthy.

We will work with you to create a customized event that best fits the needs of your group!

We hope the materials in this packet will provide you with some great ideas and information to move forward with. Of course, if you have any questions about anything, please do not hesitate to call or email the Heyde Center. We are glad to help.

I look forward to working with you!

Kennedy Estinger

Performance Service Associate

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The Heyde Center for the Arts is a beautiful, historic venue that will add the ideal touch of vintage flair to any event.

CVCA Mission Statement

The Chippewa Valley Cultural Association is a catalyst for artistic expression and education to enrich the Chippewa Valley and beyond.

CVCA History

The Chippewa Valley Cultural Association, Inc. (CVCA) is a non-profit arts organization established in 1976 for two reasons:

- (a) to save a historic building from being demolished, and
- (b) to create a center for the arts where community people of all ages and backgrounds could experience a wide variety of arts—creative writing, music, dance, theater, storytelling and visual.

The *Heyde Center for the Arts* has served as a wonderful community center for over 20 years.

Our auditorium is large enough to offer a variety of seating arrangements. It can accommodate up to 450 people for a ceremony and roughly 240 people for dinner banquet style.

We can accommodate a buffet line or a plated meal. In addition, the Heyde Center will provide a complete bar service handled by trained bartenders, for an additional fee.



Possibilities for Auditorium Rental

Take a look at the three different rental packages we offer. Choose from one of the detailed packages below for your company party. We can also create a customized package for you. **Tax and gratuities not included*

Basic Auditorium Package

\$1,200

8-hour rental

Set up and take down of seating for up to 240 people at tables, 400 people in theater seating

Full cash bar with trained bartenders.

Eight hours of room use

Adjustable chandelier lighting

Choice of caterer

Caterer's prep room

Food and beverage serving room

Internet access

Advanced Auditorium Package

(\$25 per person with a minimum of 100 people)

Set up and take down of seating for up to 240 people at tables, 400 people in theater seating (linen paper, disposable covers available in different colors)

Up to 9 hours of rental time

Unlimited coffee, tea, and water (in decanters) for guests

Table coverings - these are a plastic table linen underneath and a paper linen on top. They would be disposed of at the end of the event.

A/V services: 2 microphones, podium, projector and screen hookup with sound

Full cash bar and trained bartenders

Plus a choice between two different food options:

Buffet meal - A buffet-style meal with the choice of 1 meat, 1 starch, 1 vegetable, and a dinner roll OR

Heavy appetizers - Choose up to 4 different heavy appetizers for your guests.

Premium Party Package

(\$45 or \$49 per person depending on the type of entertainment provided – minimum of 150 people)

Auditorium meeting space with seating accommodations for up to 240 people at tables, 400 people in theater seating

We take care of setting up tables, chairs, and the table covers (linen paper, disposable covers available in different colors)

We take care of taking down tables and chairs and clean up.

Up to 9 hours of rental time

Unlimited coffee, tea, and water (in decanters) for guests

Table coverings - these are a plastic table linen underneath and a paper linen on top. They would be disposed of at the end of the event.

A/V services: 2 microphones, podium, projector and screen hookup with sound

Full cash bar and trained bartenders

A choice between two different food options:

1. **Buffet meal** - A buffet-style meal with the choice of 2 meats, 3 sides, and a dinner roll OR
2. **Heavy appetizers** - Choose up to 6 different heavy appetizers for your guests.

Entertainment – we can include options such as: standup comedians; magician/mentalists/comedy; musical options such as duelling pianos; tribute or cover bands; original bands.



Hot Beverage Bar

Hot Chocolate Bar

(\$160.00 per 40 servings)

Let's whip up some fun for your event with our hot chocolate bar.

What is included in the bar:

- Homemade hot chocolate
- All the toppings
 - Sprinkles, Chocolate sprinkles, Whip cream, Chocolate syrup, Caramel syrup, Peppermint sticks/candy canes, Mini marshmallows
- Cups
- Stir sticks

Want to bring in your own toppings but don't want to make the hot chocolate, we got you covered. Just want to offer a simple glass of hot chocolate, you can. (\$62.00 per 40 servings) Same pricing for hot apple cider.

Hot Apple Cider Bar

(\$160.00 per 40 servings)

Add a hot apple cider bar for your guests who want to add a little spice to their night.

- Fresh hot apple cider
 - Cinnamon sticks, Sprinkles, Whip Cream, Caramel syrup, Pumpkin spice
- Cups
- Stir sticks

Coffee & Hot Tea - \$60/unlimited

Cold Beverages

Lemonade - \$13.95/gallon

*Add flavor syrups for additional charge

Punch - \$13.95/gallon

Iced Tea - \$13.95/gallon

Milk - \$7/gallon

Lunch & Breakfast Service Menu

**All Lunch options includes unlimited water, soda, tea, and coffee. Tax and gratuities will be added on to final price.*

Breakfast- \$9/person

- Assorted pastries
- muffins, and/or bagels with spreads.
- Fresh fruit

Deli Platter- \$97.50 (serves 16 people)

Includes a variety of

- Fresh meats and Cheeses
- Fresh Baked Bread
- Condiments

Bento Boxes- \$15.60 per person

- ❖ Choice of Chicken Teriyaki, Shrimp Teriyaki, Beef Teriyaki, Vegetable Teriyaki, Tofu Teriyaki, or Salmon Teriyaki

Served with

- Miso Soup and House Salad
- Vegetable Tempura
- Deep Fried Gyoza
- California Roll
- Spring Roll
- White Rice



Baked Potato Bar \$13 per person

- Baked Potato
- Cheese
- Butter
- Bacon Bits
- Sour Cream
- Salsa
- Broccoli
- Garden or Caesar Salad
- Cherry Cheesecake or Assorted Cookies

Taco Bar \$15.60 per person

- Hard, soft shell or both
- Seasoned ground beef or chicken
- Cheese
- Lettuce
- Sour cream
- Salsa
- Tomato
- Onion
- Jalapenos
- Tortilla chips
- Refried or black beans
- Spanish rice
- Cherry cheesecake or assorted cookies

Asian Bar (\$16.90 per person for two entrees) (\$19.50 per person for three entrees)

- Includes choice of two or three entrées
 - Fried rice
 - Steamed rice
 - Egg rolls
 - Crab rangoons
 - Fortune cookies
 - Entrée selections
 - Asparagus beef • Beef and broccoli • Cashew chicken • Chicken and broccoli • Chicken lo mein • Garlic chicken • General chicken* • Hunan pork • Kung Pao chicken*
 - Mixed vegetables • Mongolian beef • Orange chicken* • Sesame chicken • Sweet & sour chicken • Teriyaki chicken • Thai chili shrimp* • Walnut shrimp
- (*Spicy)

Snacks & Appetizers

Wanting to provide a small snack for your guests, but don't know where to start? Don't worry we have you covered with are snack menu for all rentals. *Tax and gratuities will be added on to final price.*

Popcorn Bar

(\$25.00 per every 3 batches)
(3 batch minimum)

Want a snack for everyone to enjoy? Check out our popcorn bar. What is included:

- Popcorn
- Season it up w/ a variety of flavors
 - Nacho cheddar
 - Ranch
 - Garlic parmesan
 - White cheddar
 - Kettle corn
 - Caramel corn
 - Cheesy jalapeño
 - Salt
- Popcorn cups
- Add M&Ms for an additional \$10 (per 3 batches)

Snack on the Go (\$76.00) (choose up to 6)

This package includes a variety of quick and easy snack items that everyone loves.

- Pretzels and Gardettos

Sweet Tooth

This package includes a variety of locally made bakery items for your sweet tooth.

- Variety of cookies (\$19.50 per tray of 18 servings)
- Brownies (\$32.50 per tray of 16 servings)

Charcuterie board

This package includes a variety of locally sourced foods. Large (\$97.50 per 16 servings) Small(\$39.00 per 8 servings)

- Meat
- Cheeses
- Vegetables
- Pickled foods
- Fruits
- Nuts
- Crackers

Appetizers

This package includes a variety of appetizers. Choose up to 4 (\$15.60) Choose up to 6 (\$23.40)

- Crab Rangoon
- Egg rolls
- Chips & Salsa
- Stuffed Mushrooms
- Hummus & Pita
- Spinach & Artichoke dip
- Fruit Kabobs
- Bruschetta
- BBQ or Swedish meatballs
- BBQ smokie



**KP Katering*

Bar Prices

	Cash	Hosted*
Water	\$1.00	\$0.80
Soda	\$2.00	\$1.60
Bottled Beer	\$4.00	\$3.60
Glass of Wine	\$5.00	\$4.00
Mixed Drink (Rail)	\$4.00	\$3.60
Mixed Drink (Call)	\$5.00	\$4.00
Mixed Drink (Premium)	\$6.00	\$4.80

Special Order Beverages

Beer (1/2 Barrels) – Starting at \$190/barrel (varies on flavor)

Wine – Starting at \$20/bottle

(minimum order required – usually 1-2 cases)

Champagne Punch - \$2.00/glass (minimum of 3 gallons)

Batched Cocktail- Price will vary on mixture

*All hosted prices are before tax and gratuity

Beverage Serving Guide

- Lemonade/Punch/Iced Tea – 16 servings per gallon
 - Coffee – 40 cups per pot
- Hot Apple Cider – 16, 8 ounce cups per gallon
 - Beer – 165, 12 ounce servings per 1/2 barrel
 - Wine – 5 glasses per bottle
- Champagne Punch – 20 servings per gallon