

GLOBAL WATER CENTER EVENT GUIDE



The Global Water Center is the United States' first-of-its-kind collaborative business and academic research and commercialization facility focused on freshwater technologies. The Center, located in Milwaukee's booming Walker's Point Neighborhood, solidifies Milwaukee's position as a World Water Hub.

Originally built in 1904, what was previously a seven-story warehouse, renovated in 2013 to house water-related technology development facilities for existing companies and act as an accelerator space for new, emerging water technology businesses. Tenants include a mix of academia, international corporations, water technology startups and support organizations.

The 98,000 square-foot building features common area amenities, including a 44-person lecture hall, exhibition space for new prototypes, as well as high-tech, shared core facilities. The first floor of the building also features a state-of-the-art flow lab, provided by Badger Meter.

Spaces Available for Reservation

Below you will find descriptions for each of the available meeting rooms in the Global Water Center.

PAT & PAUL JONES BOARD ROOM (1st Floor)

- Medium-sized meeting space consisting of one (1) boardroom-style table and 16 chairs
- Movable whiteboard
- Two (2) 60" hi-definition panel screens
- Cables for laptop to connect to screens
- International teleconference / video conference capabilities with technology manual located in room for assistance

AUDITORIUM (1st Floor)

- Large-sized meeting space with 50-person capacity
- Stadium seating
- Built-in projector and screen with laptop connectivity
- Podium
- Teleconference capability with technology manual located in room for assistance

FLOW LAB (1st Floor)

- All items must be arranged for use with owner.
- Water flow testing stand (Dennis Webb)
- New Works modular training stand (Shajan John)
- AMDS water testing equipment (Dennis Webb)
- Pelican demo (Hensley Foster)

CAFÉ (1st Floor)

- General, public meeting space

MEEUSEN CONFLUENCE GALLERY (1st Floor)

- This space is not generally rented during business hours.
- Large event space with 225-person reception capacity (100-person dinner capacity)
- Speaker system and microphone available

CONFERENCE ROOM B (5th Floor)

- Medium-sized meeting space consisting of one (1) boardroom-style table and eight (8) chairs
- Telephone
- Whiteboard
- Hi-definition panel screen and laptop connectivity

CONFERENCE ROOM C (5th Floor)

- Small meeting space consisting of one (1) round table and four (4) chairs
- Telephone

Event Reservation Steps

Please follow the steps outlined below. It is the Event Organizer's responsibility to make all arrangements for your event, including: reserving space, managing registrations, arranging for catering, set-up (including seating and A/V) and security. The GWC Concierge Desk (employed by Greywolf Partners, Inc.) is the booking agent, a fee will be incurred if they assist in the coordination of your event.

STEP #1: Review Event Guide

Events held in the GWC are subject to a rental fee based on space occupied, length of event, and equipment rental. Please note that the rental price does NOT include event staffing, audio/visual equipment, security, tables, seating, or catering. The GWC Concierge Desk is not responsible for event planning services for events in the Global Water Center. All coordination in regards to vendors, attendees, staff, set-up, etc. must be done by the renter. The GWC Concierge Desk will assist with room/space reservation, collecting payment, and approval on miscellaneous items. Once you have reviewed the details of the Global Water Center event program, The Global Water Center Concierge Desk will assist you in checking availability, showing you the recommended space, and booking your space.

STEP #2: Book Event with Global Water Center Concierge Desk

In order to confirm your event, please complete the Event Rental Form and return to gwc.frontdesk@greywp.com. The Global Water Center Concierge Desk will assist you in the booking of your event and answer any questions you may have regarding planning your event or general questions about the building. They can be reached at gwc.frontdesk@greywp.com or at 414.897.7163. Also consult with the Global Water Center Concierge Desk to determine a proper parking solution for your event.

EVENT PARKING

The Global Water Center does not offer parking between the hours of 7:00 AM to 6:00 PM. Special parking rates are available after 6:00 PM. Daytime street parking is available on Freshwater Way, as well as in the 11-spot Global Water Center Visitor Lot. Please consult with the GWC Concierge Desk about substantial parking during business hours, after hours parking, and valet parking options.

SECURITY

Please discuss security requirements for your event with the GWC Concierge Desk. Any events occurring outside of normal building hours (7:30am-5:00pm M-F) MUST arrange for security. There is a four (4) hour minimum security requirement per the contracted security company.

STEP #3: Finalize Caterer & Manage Guest Registration and Inquiries

The Event Organizer should finalize catering and if the cater is not familiar with The Global Water Center, they should contact The Global Water Center for set up times, take down, clean up and other directions. The Event Organizer is in charge of managing guest registration through your preferred channel, answering all questions, and providing directions and parking information to guests. The Global Water Center is located at 247 W. Freshwater Way (previously 223 W. Pittsburgh) Milwaukee, WI 53204 USA.

STEP #4: Enjoy Your Event!

STEP #5: Payment

An invoice for the event will be sent to the event organizer subsequent to the event and is due upon receipt. Please notify the Global Water Center Concierge Desk as soon as possible if you should need to cancel your event.

Payment may be made out to **Greywolf Partners, Inc.** and mailed to the address below.

ATTN: Water Accelerator Master Subtenant

Greywolf Partners, Inc.

9000 West Chester Street Suite #200

Milwaukee, WI 53214

Rental Rates and Policies

1st Floor	Two Hours or less	Two to Four Hours	Four to Eight Hours
*Paul and Pat Jones Boardroom Capacity: 16-20	\$150	\$275	\$400
*Auditorium Capacity: 44	\$300	\$500	\$650

**Global Water Center Tenants - No Cost *Water Council Members - 50% Discount*

EAST WING	FULL GALLERY
Breakfast/Lunch/Dinner Capacity: 50	Reception Capacity:225 Dinner Capacity: 100 (Not available during office hours)
\$350	\$750

AUDIO/VISUAL & EQUIPMENT CHARGES -

Auditorium & Gallery

Screen & Projector**: \$100

Podium & Mic: No cost

**Clients may provide their own audiovisual for the event, however, this must be approved through The GWC Concierge Desk.

SPECIAL TENANT & WATER COUNCIL MEMBER RATES

Only Global Water Center tenants may use the Paul & Pat Jones Boardroom, Auditorium, and Cafe at no cost. Current members of The Water Council receive a 50% discounted rate on all room rental rates and audio/visual equipment charges. The function must pertain specifically to the mission of the tenant or Water Council member. The special tenant/member rates do not apply to organizations that have an affiliation with a person who works for a tenant or Water Council member. Prices are subject to change.

FOOD, BEVERAGE & EVENT CATERERS

Zilli Hospitality Group is the preferred food, beverage, and event caterers for common areas in the Global Water Center. Zill's is very familiar with the building and assist in the set-up and take-down of the tables and chairs for your event. If alcohol will be served at the event, the client agrees that the caterer may request proper photo identification from any person. The Center or catering staff shall refuse alcoholic beverage service to any person who, in their judgment, appears underage or intoxicated. Other caterers may be used, but they must consult the Concierge Desk for procedures regarding setting up tables, delivery, takedown, etc.

Preferred Caterer: Zilli Hospitality Group

Charmaine Gunther

Event Designer

charg@zillihospitalitygroup.com

(262) 547-9447

CLEANING Charges may apply for excessive dirtiness of the event space, board room and auditorium after you event. Please be respectful in the use of these spaces so we can keep them presentable for your event and future events.

DÉCOR & ENTERTAINMENT All decorations, additional lighting and sound systems, event setup and entertainment proposed by the client shall be subject to approval by The Global Water Concierge Desk, Building Management, and the contracted vendor. No animals, other than service animals, are to be brought onto the Global Water Center property.

INSURANCE Depending upon the nature and size of the event, the Global Water Center reserves the right to request that the client carry commercial general liability insurance with combined single limit for bodily injury, personal injury and property damage liability with limits of \$1,000,000 each occurrence and \$2,000,000 aggregate. Greywolf Partners ATIMA and Water Accelerator Master Subtenant LLC shall be included as additional insured. Upon request, the client agrees to provide the Global Water Center with a certificate of insurance confirming the insurance required at least 10 business days prior to the event.

MEETING & EVENT SPACE RESERVATION FORM

Please submit the completed form to gwc.frontdesk@greywp.com.

COMPANY NAME _____

WATER COUNCIL AFFILIATION _____

EVENT ORGANIZER & PRIMARY CONTACT _____

CONTACT PHONE NUMBER _____

CONTACT EMAIL _____

EVENT DATE _____

EVENT TIME (including setup and take down) START: _____ END: _____

EVENT TITLE _____

EVENT DESCRIPTION (summarized)

REQUESTED ROOMS FOR RESERVATIONS:

- PAUL & PAT JONES BOARD ROOM
- AUDITORIUM
- (EAST WING) MEEUSEN CONFLUENCE GALLERY
- (FULL) MEEUSEN CONFLUENCE GALLERY

ADDITIONAL REQUIREMENTS:

- CHECK-IN TABLE
- PROJECTOR (upcharge of \$75.00)
- SCREEN (upcharge of \$25.00)
- A/V CART
- PODIUM
- MICROPHONE
- FOOD
- SECURITY

- OVERTIME HVAC

Total _____