



# THE LOOKOUT

— at Kinn Guesthouse —

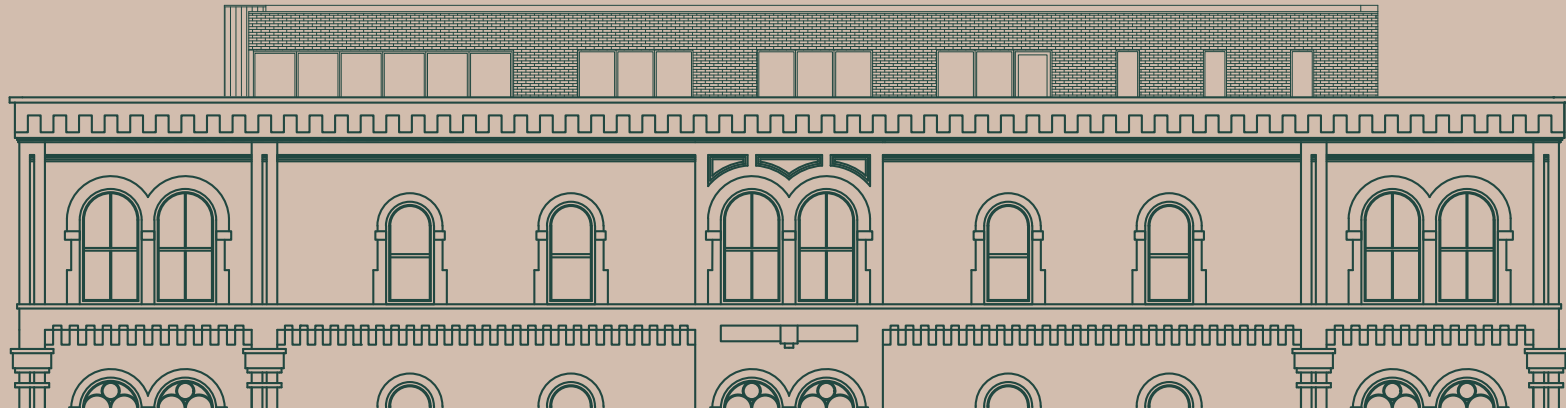






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# SPACE & INCLUSIONS

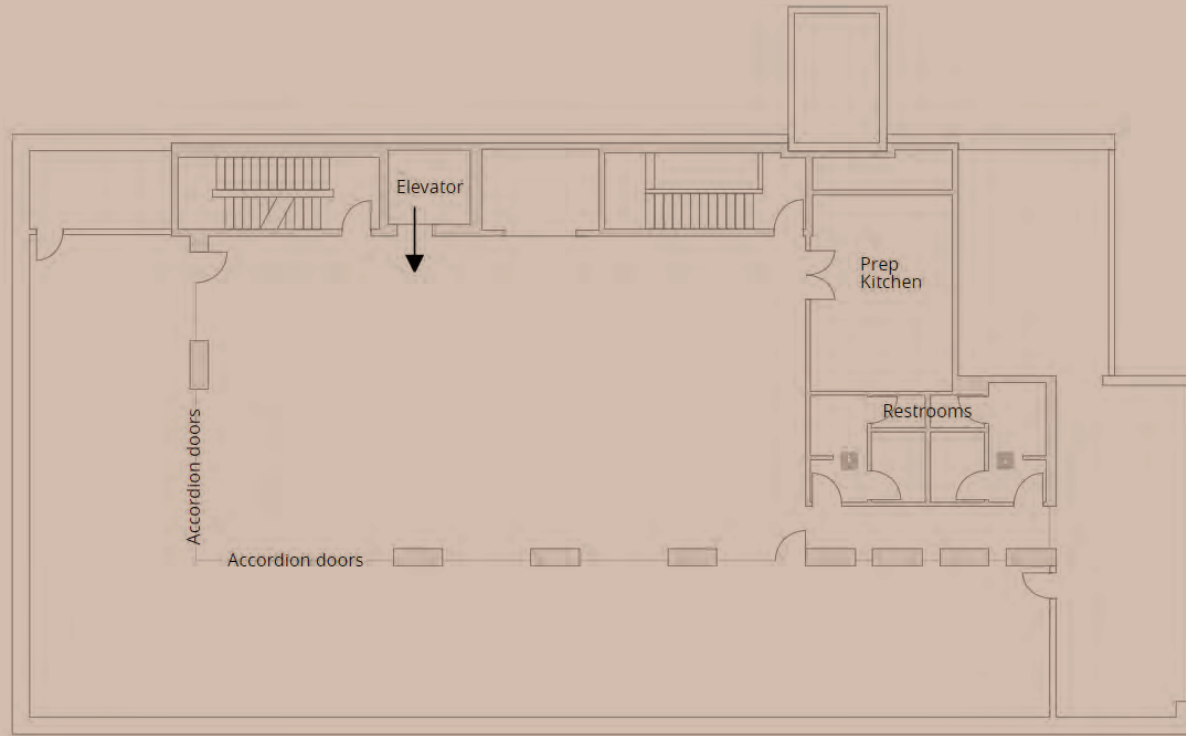
The Lookout is located on the 5th floor rooftop of Kinn Guesthouse Downtown. Our space is sophisticated and modern, with decorative touches that can either stand alone or can act as a foundation for your own aesthetic accents. Our outdoor terrace offers southwest views of the city, featuring The Hoan Bridge and The Grain Exchange building, to name a few.

**Seated capacity:** 140 (120 with a dance floor)

**Standing reception capacity:** 220



# SPACE & INCLUSIONS



## RENTAL OF THE LOOKOUT INCLUDES

- 2074 square feet of indoor space; 2074 square feet of outdoor terrace space
- Retractable, accordion glass doors on southwest corner of the space for open-air atmosphere
- Dedicated private restrooms
- Access to in-house furniture - tables & chairs (please note: linens are separate)
- 2 custom built mobile bars
- House speakers with Airplay capability
- On-site team of professionals to assist: event liaison, security, valet
- Prep kitchen

# BEVERAGE PACKAGES

If beverage or bar service is needed for your event, The Lookout has your back! Glassware is included in all of our bar packages. (Please keep in mind, we do not allow outside vendors for alcohol sales or service.)

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## PREMIUM BAR

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### **Premium spirits:**

Grey Goose Vodka, Bombay Sapphire Gin, Appleton Rum, Jameson Irish Whiskey, Maker's Mark Bourbon, Lot 40 Canadian Rye Whisky, Espolón Tequila Blanco

### **Premium wine:**

Sparkling, White Burgundy, Pinot Blanc, Pinot Noir, Aglianico, Cabernet Sauvignon

### **Premium Beer:**

Selection of 4 Wisconsin favorites

### **Unlimited hourly bar:**

2 hour: \$32 per guest  
3 hour: \$44 per guest  
4 hour: \$50 per guest  
5 hour: \$56 per guest  
6 hour: \$60 per guest

**Consumption bar:** \$15 per drink

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## STANDARD BAR

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### **Standard spirits:**

Tito's Vodka, Tanqueray Gin, Bacardi Rum, Tullamore Dew Irish Whiskey, Elijah Craig Bourbon, Rittenhouse Rye, Lunazul Tequila Blanco

### **Standard wine:**

Chardonnay, Sauvignon Blanc, Pinot Noir, Cabernet Sauvignon

### **Standard Beer:**

Selection of 3 Wisconsin favorites

### **Unlimited hourly bar:**

2 hour: \$28 per guest  
3 hour: \$37 per guest  
4 hour: \$42 per guest  
5 hour: \$47 per guest  
6 hour: \$51 per guest

**Consumption bar:** \$12 per drink

# BEVERAGE PACKAGES

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## WINE & BEER BAR

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**Wine:**

Chardonnay, Sauvignon Blanc, Pinot Noir, Cabernet Sauvignon

**Beer:**

Selection of 3 Wisconsin favorites

**Unlimited hourly bar:**

2 hour: \$22 per guest

3 hour: \$27 per guest

4 hour: \$32 per guest

5 hour: \$37 per guest

6 hour: \$42 per guest

**Consumption bar:** \$12 per drink

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## BRUNCH BAR

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**Spirits:**

Tito's Vodka, Tanqueray Gin, Lunazul Tequila Blanco

**Wine:**

Sauvignon Blanc, Rosé, Sparkling

**Beer:**

Selection of 3 Wisconsin favorites

**Brunch mixers:**

Uncle Wolfie's bloody mix, bloody mary garnish, assorted juices

**Unlimited hourly bar:**

2 hour: \$28 per guest

3 hour: \$36 per guest

4 hour: \$42 per guest

**Consumption bar:** \$13.50 per drink



# BEVERAGE PACKAGES

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## BEVERAGE PACKAGE SUPPLEMENTS

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Add signature cocktail for cocktail hour: \$16 per guest

Add tableside wine service during dinner: pricing starts at \$12 per guest, depending on wine served.

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## INCLUDED WITH ALL BEVERAGE PACKAGES

Tonic water, club soda, cranberry juice, orange juice, grapefruit juice, lime juice, Coke, Diet Coke, Sprite, ginger ale, triple sec, sweet & dry vermouth, bitters, ice, garnishes, black cocktail napkins & all glassware.

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## BEVERAGE PACKAGE POLICIES

Shots and straight pours will not be served.

2-hour minimum on all beverage packages.

In-house glassware is included; specialty glassware will have to be rented at an additional cost.

Bartenders & porters are scheduled according to guest count - 1 bartender per every 50 guests, 1 porter per every 150 guests.

# GUEST ROOMS AT KINN

Our guesthouse features 31 total suites, with 9 suites apiece on floors 2, 3, and 4, and the remaining 4 suites located on the first level. In addition to the 9 suites, each of our guest room floors features design-forward common living spaces including a chef-inspired kitchen, living room with television, dining room and a fireplace lounge. A reservation of all 9 suites on a floor grants your group private access to these common spaces.

**These common areas are extremely versatile and can be used any number of ways:**

- Breakout meeting space
- Intimate corporate lunches or dinners, great for team building
- Appetizers and drinks prior to heading out for dinner
- Getting ready for a wedding or other large event



# GUEST ROOMS AT KINN

## How do room blocks work at Kinn Guesthouse?

- You decide if you'd like to fully host your room block (pay for everything) or if you'd like your guests to book on their own using a dedicated link.
- We ask our host to confirm the block with a \$2,000 security deposit per floor. This deposit does not go toward room rates, rather it is kept just in case there is any damage to the common areas during your stay. After check out and inspection, this deposit is returned to the host.

## Fully automated, ultra secure.

- We communicate with our hotel guests primarily via text message.
- Our front door is locked at all times; entry is granted to each guest by an individual code.
- On the morning of check-in, each guest receives a text with their 5-digit code, as well as their suite number. This code grants access to the building at the front door, to the guest's floor in the elevator and finally to their guest room.
- Any additional needs or communication throughout your stay can all take place via the text channel - extra towels, more coffee, anything you need! Just send us a text.





# PREFERRED CATERERS

The Lookout has a list of preferred caterers; it is required that you work within this list for your food service in our event space.



## SHULLY'S CUISINE & EVENTS

Steven Jones

[steven@shullyscuisine.com](mailto:steven@shullyscuisine.com)

[www.shullyscuisine.com](http://www.shullyscuisine.com)



## ANTIGUA CATERING & EVENTS

Citlali Mendieta-Ramos

[citlali@antiguamilwaukee.com](mailto:citlali@antiguamilwaukee.com)

[www.weddingsbyantigua.com](http://www.weddingsbyantigua.com)



## BLACK SHOE HOSPITALITY

Heather Shea

[catering@blackshoehospitality.com](mailto:catering@blackshoehospitality.com)

[www.blackshoehospitality.com](http://www.blackshoehospitality.com)



## GRACIOUS EVENTS

Vesna Madunic

[vesna@gracious-events.com](mailto:vesna@gracious-events.com)

[www.gracious-events.com](http://www.gracious-events.com)

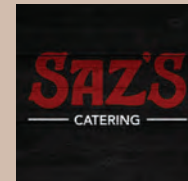


## FROM SCRATCH CATERING

Addie Mytas

[events@fromscratchcatering.com](mailto:events@fromscratchcatering.com)

[www.fromscratchcatering.com](http://www.fromscratchcatering.com)



## SAZ'S CATERING

Jamie Peterson

[jaime@sazs.com](mailto:jaime@sazs.com)

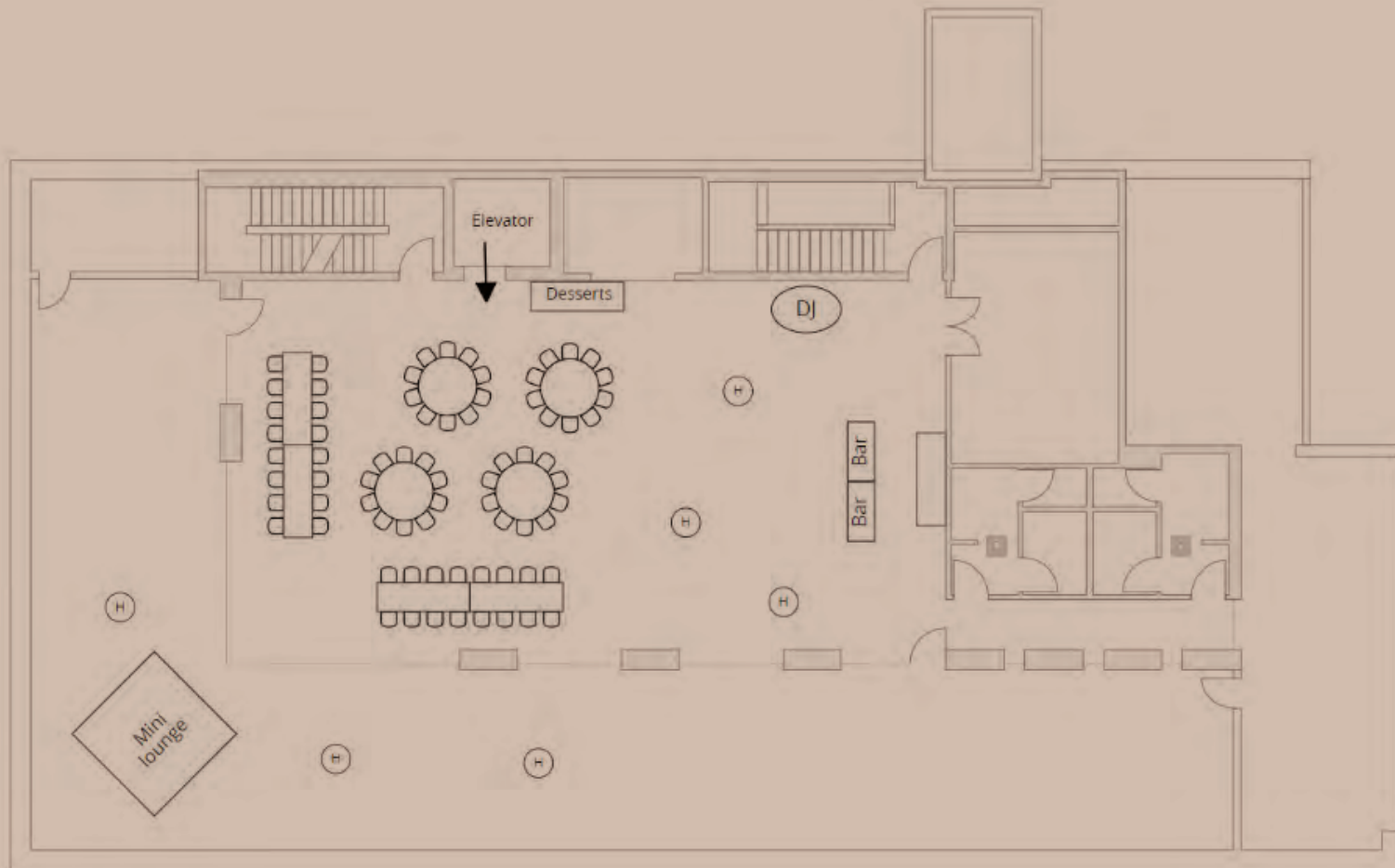
[www.sazs.com/catering](http://www.sazs.com/catering)

# SAMPLE FLOOR PLANS

## Rehearsal Dinner & Welcome Party

72 seats for dinner

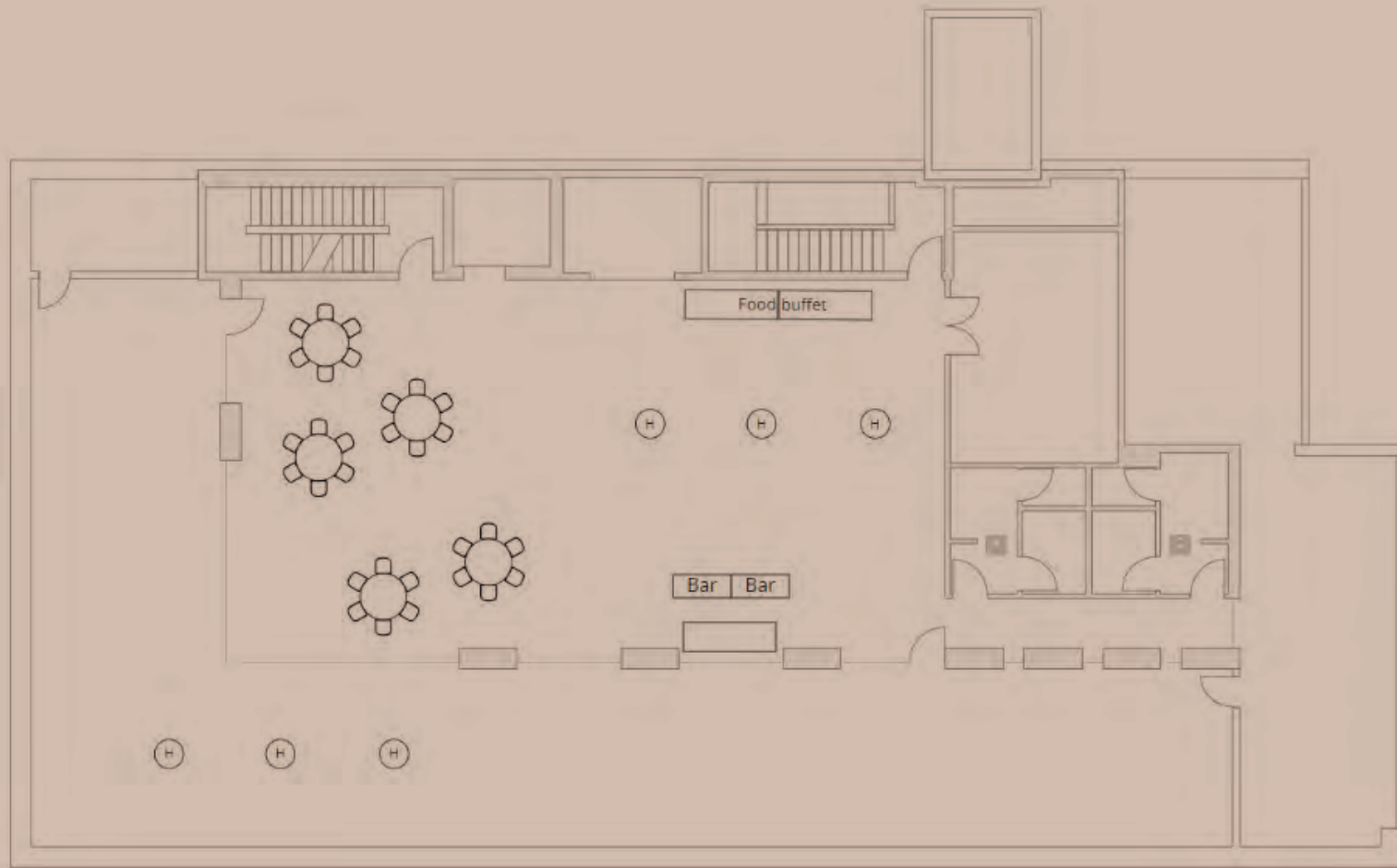
180 guests for cocktails



# SAMPLE FLOOR PLANS

## Cocktail Reception

30-40 seats for casual mingling  
Up to 220 guests for cocktails & stationed food



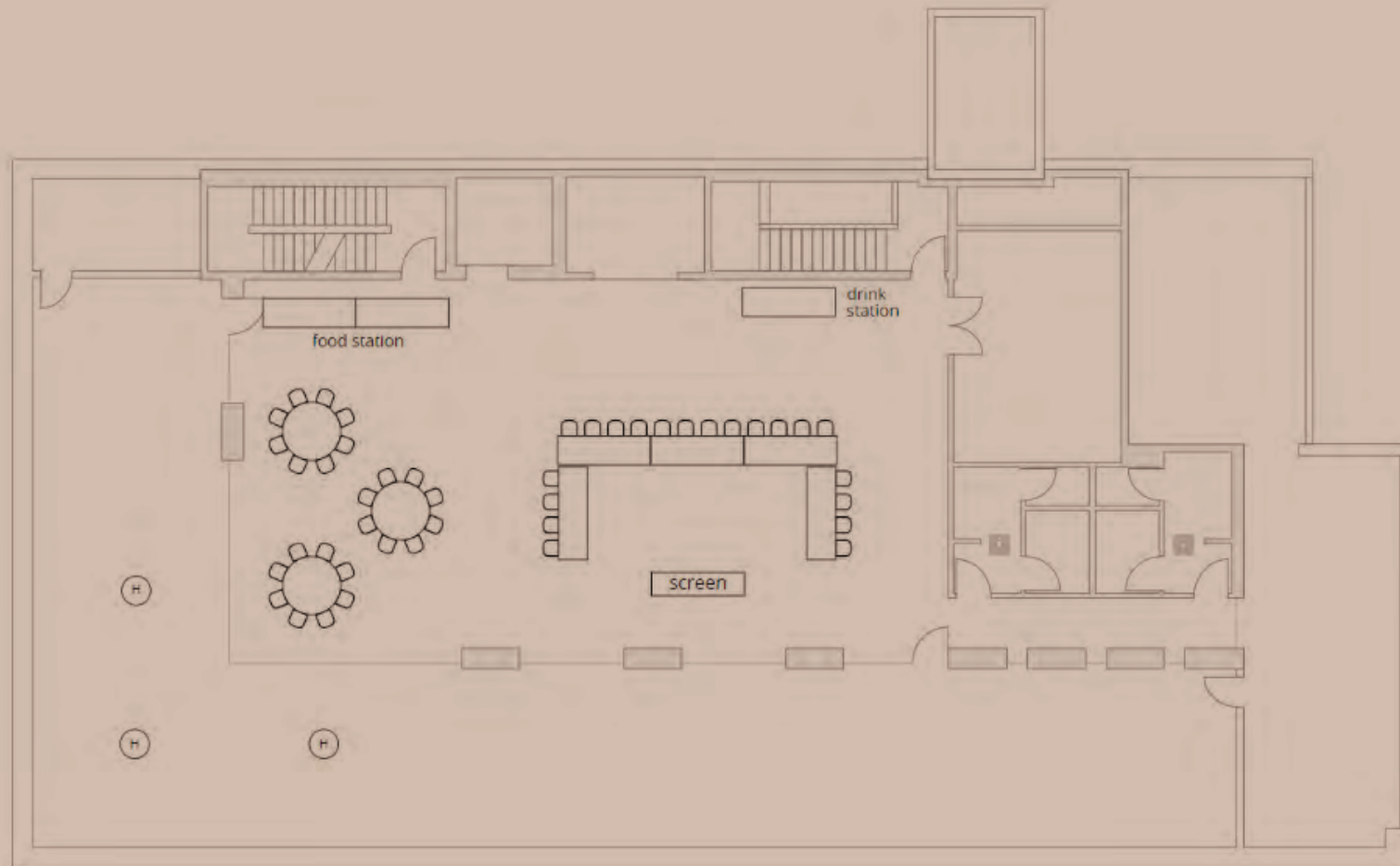


# SAMPLE FLOOR PLANS

## Meeting & Lunch

20 associates for a meeting

24 seats for lunch



# FAQ'S

## WHAT ARE THE OPTIONS FOR PARKING?

Kinn Guesthouse has valet service at our front door; our event parking rate is \$16 per car. You may elect to host this parking cost for your event guests. Our valet will track the cars in your party and provide a final bill at the end of the evening. A 20% gratuity will be added to all hosted valet.

## ARE THERE ANY RESTRICTIONS ON DECOR?

Pretty standard here. All open flames must be fully contained within a votive, hurricane, etc. We ask that any decorative accents for your event not cause any lasting damage to the windows, walls, floors, etc. We do not allow glitter/confetti or smoke machines. Given the above, the next statement seems obvious, but you can never be too clear. No tape, nails, staples, tacks or glue.

## CAN WE HOLD A SHORT REHEARSAL THE DAY BEFORE THE EVENT?

Yes, provided nobody else has rented the space the night before your event. There is a \$250/hr fee.

## WHAT ARE THE A/V CAPABILITIES OF THE SPACE?

We have lightning fast wifi in the entire building. We also have a built-in speaker system in The Lookout with Air-play/music streaming capabilities. For any additional AV requirements, we work with a couple of wonderful pros. Happy to help facilitate a rental for your event.

## WHAT IS THE SALES TAX AND SERVICE CHARGE?

The current sales tax rates for the county & state are 5.5%, 0.5% alcohol tax, 10% occupancy tax for hotel rooms. Our current service charge is 22%.

## IS SMOKING ALLOWED ON THE OUTDOOR TERRACE?

Our entire building, including the outdoor rooftop terrace, is smoke-free.

# CONTACT DETAILS

## INQUIRIES & RESERVATION INFO

Contact [info@kinnguesthouse.com](mailto:info@kinnguesthouse.com) for more information.

## ADDRESS/SHIPPING INFO

Kinn Guesthouse Downtown  
Attn: The Lookout  
600 N. Broadway  
Milwaukee, WI 53202

