



CONFERENCE CENTER FAQ

We are so excited to host your group! Please take a few minutes to look over some of our frequently asked questions. If you don't see your question, please feel free to contact us!

Do you rent meeting rooms for a few hours?

The Conference Center at Farm Wisconsin provides full day and half day meeting packages. See Facility Rentals for pricing.

What is your cancellation policy?

Notification of cancellation of an event must be given, in writing, at least 30 days prior to the scheduled date of the event. The deposit is non-refundable. Renters will be billed for the remaining 50% of the anticipated fees if a cancellation is not received 30 days prior to the scheduled date of the event.

When do you need the final guaranteed head count?

Farm Wisconsin requests to have final head count seven days prior to event.

Can we bring in outside food?

Cakes, cupcakes or desserts are allowed for carry ins, but must be from a licensed facility.

What type of audio and visual system do you have?

Farm Wisconsin is able to provide audio/video equipment if requested. Available equipment includes: lapel microphone, hand held microphone, three - 80" TVs available for HDMI hookup, and speaker system throughout the conference center. Fees apply.

Do you have high speed or wireless internet access?

Farm Wisconsin has WIFI available through out the facility.

Can I bring decorations?

Yes; no confetti, glitter, nails in the walls, or damage to walls.

Can we tour Farm Wisconsin Discovery Center?

Farm Wisconsin Discovery Center is an agriculture education destination with over 10,000 square-feet of interactive exhibits and a birthing barn. When you rent with us, we offer admission to your guests at a heavily discounted rate of \$6 per person, rather than the regular admission of \$16. Exhibits are open until 9pm the night of your event. Please note the birthing barn is only available Thursday-Saturday and closes at 4pm. Your guests are still able to visit the barn, but there will be no cows.

Where should my guests park and enter into the building?

Guests can park in the East parking lot, which faces the Conference Center. Guests can then enter into the building via the Conference Center doors. This is a separate, more private entrance.

Do you have a place my guests can put their coats?

Yes; located just inside the Conference Center doors is a coat room.

Are there bathrooms near the Conference Center?

Yes; bathrooms are located just outside of the main Conference Center doors.

When will our invoice be sent?

You will receive your invoice three business days after the event.

Can my guests shop in the Farm House Store?

Yes; if the Farm House Store is open, guests are welcome to shop. Hours do vary. If shopping time is desired, please let our team know and we will do our best to accommodate.