

Pressroom Rental

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Hamilton Wood Type
& Printing Museum

1816 10th Street
Two Rivers, WI 54241
920-794-6272
www.woodtype.org
info@woodtype.org

Hamilton Wood Type and Printing Museum provides artists with low-cost workspace in our letterpress print shop facilities. This fully equipped pressroom allows artists to use unique machinery and a plethora of type that most would not have access to otherwise. If you are visiting the Hamilton Wood Type and Printing Museum to study any part of the type and block collection and/or use the collection to print on any material, you must read and sign the following guidelines return to Museum staff:

The conditions of use are as follows:

- The renter must be a member of the museum in good standing.
- The renter must make advance arrangements for their visit.
- The renter may use any Showcard Press with minimal instruction/introduction. The renter must have a demonstrable knowledge of the Vandercook proof press, in order to use them. The renter may not use the Chandler & Price Platen Presses. If training is required see training below.
- The renter must sign and acknowledge a waiver of liability for the museum. This waiver must extend to their assistant if an assistant is present.

To use the museum's collection Hamilton must be informed in advance of the types of projects you will work on during your visit and the equipment you expect to use. Please submit a completed *Visit Request/Project Proposal* form to be approved by the museum at least one month before your visit.

Training

Hamilton requires all equipment renters to be trained specifically for the equipment they wish to use. This means having previous experience letterpress printing or by attending one of Hamilton's workshops. Hamilton reserves the right to require re-training when it deems necessary and to deny use of equipment for any reason. If the renter does not have demonstrable knowledge of a Vandercook press and they wish to use the Vandercook presses they can schedule a 1/2 day apprenticeship and training with the staff at the museum at the cost of \$125 flat rate (for up to 6 people.)

Fees

Membership is the price of entry to the pressroom facility at Hamilton, in addition to membership the printing fee for the renter is \$100 for each day, this cost is per person and includes assistants. Membership dues at any level are required to be paid before your arrival. You may become a member or renew your membership online at www.woodtype.org/support/membership or in person at the museum. Rental fees cover the use of wood type in the pressroom, CMYK and opaque white ink, solvents and rags. Renters must bring and use their own consumable materials, like paper, or other supplies.

Printing fee deposits are required in order to be confirmed on the Hamilton pressroom schedule. All deposits are one half of the estimated fees and are non-refundable. Printing fee deposits must be paid upon acceptance of dates at the museum. If you fail to pay your deposit your reservation at Hamilton may be cancelled.

If any cleaning must be done in the pressroom or to the museum after you have left the museum there will be a \$20 fee for each hour of work. If your work remains after you have left The Hamilton Wood

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Type and Printing Museum and you wish to have it packaged and shipped (when dry) the museum charges a minimum \$75 fee to handle the work, plus shipping charges, an estimate of these costs will be given before you leave the museum. No work can be shipped flat unless you provide the container.

Printing Fees for Members (Example):

1 Renter and Assistant for 3 days requiring instruction with 5-10 prints which need to be shipped (domestic) will be calculated at the following:

Membership at any level +

3 days @ \$100.00 x 2 persons +

Instruction for Vandercook presses @ \$125.00 (for both persons) +

\$75 for handling +

Shipping costs

Payments

Your non-refundable deposit of half the estimated cost may be made by check, credit card or PayPal. To pay via check, please make it payable to Hamilton Wood Type & Printing Museum and mail it to 1816 10th Street, Two Rivers, WI, 54241. To pay via credit card, either mail your Credit Card information, including card number, expiration date, security code, and billing address to 1816 10th Street, Two Rivers, WI, 54241 or call us at (920) 794-6272 with this information.

When your work is completed by 5 p.m. your last day and you are prepared to leave Hamilton all fees, purchases, and assessments must be paid in full.

Pressroom Hours

The Hamilton pressroom is open for renters from 9:30am-5 pm Monday–Saturday. The pressroom and museum is closed at 5pm. All cleaning of equipment and presses must be complete by 5pm. You should spend a minimum of one hour cleaning the pressroom after finishing your work. A surcharge of \$20 per hour is assessed if the pressroom is not clean and closed by this time. There is no opportunity for printing past these hours.

Works

The works produced in the pressroom of the Hamilton Wood Type Museum must have a Hamilton indicia imprinted on the work. Pre-set type, magnesium plate blocks, and stamps with this information are available to use, as well as the logo in a variety of sizes of wood blocks.

The museum retains the first right of refusal for 10% of the work produced in the pressroom and at the discretion of the director or assistant director the museum may sell these works online or at the museum store. If you wish to influence the pricing of these works please speak to one of the directors before you leave. The museum store is currently configured as such: <http://woodtype.org/store>

The director will acknowledge the renter if the works are offered for sale. The renter does not relinquish ownership of the works or any intellectual property of a derivative, or composed work. Specimen sheets of wood type, borders, or ornaments in the museum are not derivative works or composed works and



shall remain the property of the museum. The printing of any specimen sheet must be cleared in advance of its printing with the director.

Type in the Museum

The type available for printing in the museum is already assembled in the pressroom in various cases and cabinets. The renter is expected to return the type to the same location once the work is complete. Please use galley sheets to mark the place of your selections. The type must be clean when returned. If the renter is unclear in any regard to the location of the type or the condition of the type, the renter must see the director. If for any reason the type is damaged during handling with the renter, the type must be repaired and therefore the renter must bring the specimen to the staff. If the type is not in an ideal condition for printing, (clean and complete) see the staff. Ink and cleaning supplies are provided (inclusive). There are gloves available when handling the solvents. If you see any supplies running low please inform the staff.

Paper

Each renter, should bring the paper they wish to use with them, proofing sheets are available at the museum for a fee. The museum has the right to refuse the use of certain paper at the museum, for example, handmade paper is not suitable for presswork. If you have any questions or concerns about this please contact the museum before your stay at the museum.

To send your paper ahead of time please address it to:

'Your Name' C/O Hamilton Wood Type & Printing Museum
1816 10th Street, Two Rivers, Wisconsin 54241

Equipment Available

Two table top board shears

One Vandercook SP 15

One Vandercook 320

One 14.5" x 22.5" sign press

One 25" x 34" sign press

One 28" x 45" sign press

Many cases of wood and metal hand type

One light table

Drying racks

Printer's furniture, quoins, quoin keys

Acknowledgement

I hereby acknowledge that I have read, understand and agree to the policies of the Hamilton Wood Type and Printing Museum.

Signature: _____

Print Name: _____ Date: _____

Housing Options

Lighthouse Inn

Motel within walking distance in Two Rivers

<http://www.lhinn.com>

1515 Memorial Drive, Two Rivers, WI 54241

Two Rivers, WI 54241

Local: 920-793-4524

Office: 888-228-6416

One Plus Rental

Apartment rentals in Two Rivers/Manitowoc

<http://www.1plusrentals.com/manitowoc-wi-short-term-rentals.html>

2316 Forest Avenue Two Rivers, WI 54241

Toll Free:(866)-844-0731

Office: 262-657-8068

Village Inn on the Lake

Motel and RV site by the lake

<http://www.villageinnwi.com>

3310 Memorial Drive, Two Rivers, WI 54241

For Reservations: 1-800-551-4795

For General Information: 1-920-794-8818

Cool City Motel

Motel near Two Rivers

<http://coolcitymotel.homestead.com>

3009 Lincoln Ave, Two Rivers, WI 54241

Local: 920-793-2244 Office: 1-800-729-1520

Red Forest Bed and Breakfast

Bed and Breakfast

<http://redforestbb.com>

1421 25th Street, Two Rivers, WI 54241

920-793-1794

888-250-2272

Seagull Marina & Campgrounds

Campground

1400 Lake Street, Two Rivers, WI

920 794-7533

Scheffel's Hideaway Campground

Campground

6511 County Hwy O, Two Rivers, WI 54241

920 657-1270

Point Beach State Forest

Campground

<http://dnr.wi.gov/org/land/parks/specific/poi-ntbeach/camping.html>

(888) 947-2757

(800) 274-7275

Holiday Inn, Manitowoc

Hotel 25 minute drive from Two Rivers

<http://www.holidayinn.com/hotels/us/en/manitowoc/mtwwi/hoteldetail>

4601 Calumet Ave, Manitowoc, WI 54220

Hotel Front Desk: 920-682.6000

Best Western, Manitowoc

Hotel 10 minute drive from Two Rivers

<http://www.bestwestern.com>

101 Maritime Drive, Manitowoc, WI 54220

Phone: 920-682-7000

Toll Free Reservations: 800-780-7234

If you are flying in you can take the bus from Milwaukee or Green Bay.