



## Facility Rental Terms and Conditions

We are pleased to have you as a renter of the museum's operated by the Manitowoc County Historical Society. The Heritage Center and Pinecrest Historical Village offer unique and exciting alternatives to a typical facility rental space for any special event or occasion.

### Facility Rental Fees

The facility rental does not include the security deposit (see below) and is due in full either before or on the day of the contracted event.

### Security Deposit

A security deposit is required with the signed contract. The security deposit may be applied to damages incurred to the Society by the rental or the renter's guests or vendors. The security deposit is applicable at the discretion of the Society and is \$50.00.

### Facility Rooms and Details

With the base rental fee includes set-up/break-down, tables and chairs. Rates are per hour. Rental can add one half-hour at the beginning for set-up and one half-hour at the end for breakdown at no extra charge. Non-profit and community groups should contact the Society for special pricing and accommodations.

#### Mirro Auditorium – Heritage Center

72 for seated at round tables (6-8 at each table)  
120 for lecture style seating

#### Nennig Dance Pavilion – Pinecrest Historical Village

80 for seated at long wooden tables (8 at each table)  
100 for lecture style seating

#### Two Creeks Town Hall – Pinecrest Historical Village

80 for seated at long wooden tables (8 at each table)  
Can be used for various purposes with lecture style seating

Niles Church – Pinecrest Historical Village

80 seated in the church pews

Room	Maximum Capacity	Rate: Day	Rate: Night (after 4 pm)	With Organized Tour/Activities
<b>Mirro Auditorium</b>	80-120 people	\$20 Members* \$30 Non-Members*	\$30 Members \$40 Non-members	n/a
<b>Dance Pavilion**</b>	80-100	\$40 Members* \$50 Non-Members*	\$40 Members \$50 Non-members	Additional \$5 per person
<b>Town Hall**</b>	80	\$40 Members* \$50 Non-members*	\$40 Members \$50 Non-members	Additional \$5 per person
<b>Niles Church**</b>	80	\$40 Members* \$50 Non-members*	\$40 Members \$50 Non-members	Additional \$5 per person

\*Site will not close to the public during the event

\*\*Available May 1 through October 24

**Family Reunions**

Pinecrest Historical Village is a beautiful place to hold a family reunion or picnic. Families may make use of the Dance Pavilion and/or Town Hall and have full access to tour the Village.

Pricing is as follows:

People	Admission	Town Hall/Dance Pavilion Use
1-19 people	\$7 Adults, \$6 Seniors (65 plus), \$5 Children (age 5 to 17), \$18 for a family (2 adults and any children under the age of 17).	\$20 for use of either space from 9 am to 4 pm
20 - 99 people	\$5 per person	\$50 for use of either space from 9 am to 4 pm
100 - ? people	\$5 per person	\$100 for use of either space from 9 am to 4 pm

**Furniture and Equipment**

The following is available for your event at no cost:

- Available chairs
- Available tables
- Podium and Microphone (Heritage Center rental only)

The renter must provide their own linens, serving ware, coffee urns and other serving dishes that are needed.

### **Decorations and Clean-up**

- The renter and/or caterer is responsible for cleaning the rented area after the event.
- Areas left unclean or any damage to property may result in forfeiture of the entire security deposit.
- Any rental equipment, including tables, chairs, linens and/or decorations must be delivered and removed the day of the event unless otherwise authorized.

### **Use of Facilities/Prohibited Activities**

The presences of illegal substances, firearms or other weapons on the Society premises are strictly prohibited. The renter, and renter's guests, shall not exhibit or allow nudity, or lewd, lascivious or other behavior that reflects negatively on the Society. The Society reserves the right to cancel any event in which such behavior is exhibited or anticipated and the renter shall forfeit all fees previously paid to the Society.

The Society is not responsible for articles left in unattended vehicles.

Parking is free and available on a first-come, first-serve basis.

**For additional information and availability, please contact the  
Manitowoc County Historical Society at (920) 684-4445.**