

MANITOWOC COUNTY HISTORICAL SOCIETY

# Wedding Reservation Form

Today's Date \_\_\_\_\_

Please return signed wedding form and policy with a \$100.00 deposit.

Date of Wedding: _____	Time: _____
Venue of Wedding: _____	
Rental Time (4 hours included in base price): _____	
Additional Rental Sites: _____	Time: _____
Date of Rehearsal: _____	Time: _____

## The Wedding Couple

Name of Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## Facility Rental

Facility rental options include the Niles Church, Nennig Dance Pavilion, Town Hall, Saloon and Outdoor Village Green.

- o **Ceremony Site** (included in base rental fee of \$550): \_\_\_\_\_

Set-Up Notes (Please provide any details of set-up needs you will have):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- o **Additional Site**(additional fee for use): \_\_\_\_\_

Set-Up Notes (Please provide any details of set-up needs you will have):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- o **Additional Site**(additional fee for use): \_\_\_\_\_

Set-Up Notes (Please provide any details of set-up needs you will have):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- o **Additional Site**(additional fee for use): \_\_\_\_\_

Set-Up Notes (Please provide any details of set-up needs you will have):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Additional Set-Up Notes

(Please provide any details of set-up needs you will have):

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## Schedule

Approximate Arrival Time of Wedding Party \_\_\_\_\_

Approximate Departure Time of Wedding Party and Guests \_\_\_\_\_

**Expected deliveries** (flowers, decorations, set-up, etc):

On Date of Rehearsal: \_\_\_\_\_

On Date of Wedding: \_\_\_\_\_

## Policies and Rental Agreement

*We require that you adhere to the following guidelines. Please read each item, initial, and then sign and date the bottom of the agreement to show your understanding and acceptance of the Rental Policy.*

The rental fee for use of the \_\_\_\_\_ (site) on \_\_\_\_\_ (date) is \$ \_\_\_\_\_.

I am renting the facility for \_\_\_\_\_ hours which includes the decoration and vendor set-up and takedown time. Vendors and client are not allowed in the facility earlier than this time that is rented. \_\_\_\_\_ (please initial)

I am including my deposit of \$100 for the rental. I understand that the deposit is entirely non-refundable and non-transferrable. The full rental fee is non-refundable and non-transferable if the event is canceled 30 days or less before the event date. \_\_\_\_\_ (please initial)

The rental fee includes: Use of the building and the area in the immediate vicinity of the rented structure and services of our staff to assist you during this rented time. A golf cart to help transport guests is included. \_\_\_\_\_ (please initial)

Garbage is the responsibility of the wedding party, caterer, or bar service. Any caterer or bar service must be approved by Manitowoc County Historical Society staff. Caterers or bar service used will include (please list any)

\_\_\_\_\_. \_\_\_\_\_ (please initial)

The representative signing this agreement is responsible for conduct of all guests. Guests are not charged an admission to the Manitowoc County Historical Society site. The renter will be responsible for any damages incurred to the rental building or its contents during the allotted time period. The renter agrees to reimburse the Manitowoc County Historical Society for any damage. \_\_\_\_\_ (please initial)

Smoking is not permitted on the site. Guests may use the parking lot to smoke. \_\_\_\_\_ (please initial)

Manitowoc County Historical Society staff will be available to move any of the furnishings in the church. Please do not move the furnishings yourself. The spreading of real flower petals on the floor is not permitted in the church. You may use fake petals provided they are picked up afterwards. Decorations and aisle runners CANNOT be taped, nailed, thumb-tacked, screwed, pinned or fastened to pews, windows, woodwork, or any church property. Pew decorations such as tied ribbons or hanging bouquets on covered wire are allowed. Confetti or glitter is not permitted. Lit candles may not be used. Rice, bird seed, flower petals, and other materials may NOT be thrown in or outside the church under any circumstances. \_\_\_\_\_ (please initial)

Rental of chairs and tables from the Manitowoc County Historical Society must be communicated at least two weeks before the scheduled wedding date. Rental of chairs and tables are available for use for rental for \$1 per table and \$.50 per chair. The tables and chairs would be set up and taken down by MCHS Personnel.

Tables rented: \_\_\_\_\_ Chairs rented: \_\_\_\_\_ Total table/chair rental cost: \_\_\_\_\_

Room layout must be communicated to the Staff one week before the event. \_\_\_\_\_ (please initial)

I have read, fully understand, and agree to abide by the Wedding Policies set forth in this agreement.

Signature of Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Groom: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of MCHS Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Effective 6/30/15.

MCHS Office Use:

Rental Fee	
Deposit Payment	
Payments Received	
Confirmation	
Wedding Hosts (2)	
Golf Cart Driver (1)	

# Manitowoc County Historical Society- Pinecrest Historical Village

## Wedding Rental Pricing Information

Below are the policies for using the facilities at Pinecrest Historical Village, owned and operated by the Manitowoc County Historical Society. To protect and preserve our historic structures we ask that you follow the policies and procedures outlined.

### CEREMONY VENUE

#### DETAILS

Ceremony sites may include the Niles Church, Nennig Dance Pavilion, or the outdoor village green (outside the Niles Church). **Your reservation includes 4 hours on the day of your wedding and up to 90 minutes of rehearsal time the day before.** This time can also be used for any set-up needs you may have. Also provided are two Manitowoc County Historical Society personnel to assist with questions and guest needs. A golf cart ride is also provided from the Welcome Center to the ceremony site for guests that need assistance. **Your rental time includes set-up, clean-up, and photography time.** Any outside rented set-up needs may be coordinated outside of this window if approved by Manitowoc County Historical Society staff.

A \$100 rental deposit is required to reserve your date and venue. The remaining balance is due before the rental date.

VENUE OPTIONS	PRICE
<p><b>NILES CHURCH</b>  Occupancy: 80 guests  The Niles Church was first organized in 1858 as the First Presbyterian Church but this building was not built until 1896. Electrical outlets for plugging in portable electric organs and cassette/CD players are located throughout the church. PA systems and microphones are NOT needed due to the size and good acoustics of the church. The wood burning stove in the back corner of the church provides heat and will be readied by Society personnel on the day of your wedding, if needed. A large floor fan, located in the rear corner of the church, may also be used. Wedding dates are available from May through October. The use of the site's Golf Cart is included to help your guests.</p>	<p>\$550</p>
<p><b>NENNIG DANCE PAVILION</b>  Occupancy: 100 guests  The Nennig Dance Pavilion was built around 1897 by Joseph Nennig in the Manitowoc County town of Cleveland. This octagon dance hall features a king's post pendent truss that holds up the ceiling and the roof without using any posts. The space makes a wonderful venue for a wedding ceremony, rehearsal dinner or gathering. Seating capacity is approximately 100 guests. Electrical outlets are available. Tables and chairs are not included in the price of the rental but we can assist you with the rental of those items. Tables and chairs (those typically found in the Town Hall) are available for use for rental for \$1 per table and \$.50 per chair. The tables and chairs would be set up and taken down by MCHS Personnel. This space is available for rental from May through October. The use of the site's Golf Cart is included to help your guests.</p>	<p>\$550</p>

<p><b>VILLAGE GREEN</b>  Occupancy: 200 guests  The green space west of the Niles Church makes an ideal space for an outdoor ceremony. Overlooking the village bowl, guests can enjoy the peaceful beauty of Pinecrest Historical Village. Electricity is available from the nearby Niles Church. Tables and chairs (those typically found in the Town Hall) are available for use for rental for \$1 per table and \$.50 per chair. The tables and chairs would be set up and taken down by MCHS Personnel. This space is available for rental from May through October. The use of the site's Golf Cart is included to help your guests.</p>	<p>\$550</p>
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**ADDITIONAL RENTAL OPTIONS**

<p><b>TWO CREEKS TOWN HALL</b>  Occupancy: 80 guests  Two Creeks Town Hall is a multi-purpose space that has housed countless civic and family events since it was constructed in the 1890s. Electrical outlets are available. The wood burning stove in the back corner of the church provides heat and will be readied by Society personnel on the day of your wedding, if needed. Tables and chairs are available for use at no charge. The Town Hall is available for rental from May through October. The use of the site's Golf Cart is included to help your guests.</p>	<p>\$50 per hour,  from 9 am to 4 pm    \$100 per hour,  from 4 pm to 9 pm</p>
<p><b>NENNIG DANCE PAVILION</b>  Occupancy: 100 guests  The Nennig Dance Pavilion was built around 1897 by Joseph Nennig in the Manitowoc County town of Cleveland. This octagon dance hall features a king's post pendent truss that holds up the ceiling and the roof without using any posts. The space makes a wonderful venue for a wedding ceremony, rehearsal dinner or gathering. Seating capacity is approximately 100 guests. Electrical outlets are available. Tables and chairs are not included in the price of the rental but we can assist you with the rental of those items. Tables and chairs (those typically found in the Town Hall) are available for use for rental for \$1 per table and \$.50 per chair. The tables and chairs would be set up and taken down by MCHS Personnel. This space is available for rental from May through October. The use of the site's Golf Cart is included to help your guests.</p>	<p>\$50 per hour,  from 9 am to 4 pm    \$100 per hour,  from 4 pm to 9 pm</p>
<p><b>PINECREST SALOON</b>  The Pinecrest Saloon is a great gathering space. Electrical outlets are available. If you are interested in serving beverages from behind the bar, please discuss this with Manitowoc County Historical Society staff to ensure this is done in a responsible manner. The wood burning stove in the back corner of the church provides heat and will be readied by Society personnel on the day of your wedding, if needed.</p>	<p>\$50 per hour,  from 9 am to 4 pm    \$100 per hour,  from 4 pm to 9 pm</p>

## BOOKINGS

Scheduling of weddings should be made several months in advance prior to the desired date through the Society office following the completion of an application form and subsequent approval. Weddings may be held on any non-event day from May 1 through October 24, from 9 am to 4 pm. A rehearsal may take place the day before the ceremony.

Arrangements to view the church and grounds may be made.

The use of the Niles Church, Nennig Dance Pavilion, or Village Green is reserved for your guests during the time of the wedding. However, other visitors may be present on the grounds at Pinecrest during the rental.

## RENTAL FEES

**A nonrefundable deposit of \$100.00 must be paid at the time of application with the balance of the rental payment made 60 days prior to the wedding date.**

Rental for your wedding ceremony allows your guests to view all buildings at Pinecrest Historical Village.

## CANCELATION

The Historical Society office (920) 684-4445 must be notified immediately of any cancellation or change of dates, times or group size. Cancellation of the wedding must be confirmed in writing.

## DECORATIONS

Manitowoc County Historical Society staff will be available to move any of the furnishings in the church. Please do not move the furnishings yourself.

The spreading of real flower petals on the floor is not permitted in the church. You may use fake petals provided they are picked up afterwards.

Decorations and aisle runners CANNOT be taped, nailed, thumb-tacked, screwed, pinned or fastened to pews, windows, woodwork, or any church property. Pew decorations such as tied ribbons or hanging bouquets on covered wire are allowed. Confetti or glitter is not permitted. Lit candles may not be used.

Rice, bird seed, flower petals, and other materials may NOT be thrown in or outside the church under any circumstances.

## PHOTOGRAPHY

Photos may be taken throughout the grounds at Pinecrest Historical Village. Please do not move or use any artifacts in your photos.

## GUEST CONDUCT

The individuals signing this agreement are responsible for the conduct of all guests. Alcoholic beverages may not be brought onto the grounds at Pinecrest Historical Village. Smoking is not permitted on the property. Pets are not allowed on the grounds or in buildings at any time.

## **GUEST TRANSPORTATION**

Vehicles are not allowed inside Pinecrest Historical Village. Guests may park in the main parking lot near the McAllister House Welcome Center. For the convenience of your guests, the Manitowoc County Historical Society will provide a golf cart (which seats 3 people) with your rental fee. The cart will be driven by a Manitowoc County Historical Society representative. Cars may not be left at the Village overnight.

## **PUBLIC RESTROOMS**

Public restrooms are located behind the General Store across the road from the church.

## **SITE CLEAN-UP**

Clean-up is the responsibility of the bridal couple. This includes removing flowers, candles, boutonniere boxes, hangers and other items. Garbage is the responsibility of the wedding couple, caterer or bar service.

## **GROUP LIABILITIES**

Groups using facilities of Pinecrest Historical Village are charged with the responsibility of adhering to the policies outlined above. The applicants agree to indemnify and hold harmless the Manitowoc County Historical Society from any and all claims which may arise from accidents or injuries to participants or persons connected with the use of facilities at Pinecrest Historical Village.

The availability of alcohol is allowed if approved by the Manitowoc County Historical Society staff. Alcohol must be regulated by a responsible party and only disseminated to adults over the age of 21. Manitowoc County Historical Society staff has the ultimate approval or denial of alcohol allowed on site and can be revoked at any time if necessary.

## **DAMAGES**

Any damages to buildings, equipment or property must be reported immediately to Historical Society personnel on duty. Under NO circumstances is any individual or party to attempt to repair or clean any damage suffered to the facility. All damage costs, as determined by the Society, will be borne by the group under which the damage was sustained.

## **EXCEPTIONS**

Any exceptions to the wedding rental policy and guidelines shall be approved by the Board of Directors of the Manitowoc County Historical Society.