Facility Rental Terms and Conditions

Facility Rental Packages

*Hourly Package:*
The cost of a facility rental is $50 per daytime hour (from 10 am to 4 pm); and $100 per hour after-hours (available from 4 pm to 10 pm). Facility rental fees do not include admission to the museum. Please contact MCHS if you are interested in adding your group’s admission to the facility rental fee. Non-profit groups are eligible to receive a 50% discount on hourly rental rates. A chauffeured tram (maximum seating of 5 passengers) is available for the duration of the rental. Any set-up, decorations, or clean-up needs need to be completed within the rental timeframe or additional rental charges may apply.

*All-inclusive Package:*
Groups may rent a facility space for an all-inclusive base price of $650. Your reservation includes 4 hours on the day of your rental and 1 hour of rehearsal or set up time the day before. Also provided are golf cart ride for guests that need assistance. Set-up and picture time is included in the rental time. This includes museum admission for all guests and needed tables and chairs. Non-profit groups are eligible to receive a 50% discount on rental rates. Any set-up, decorations, or clean-up needs need to be completed within the rental timeframe or additional rental charges may apply. Additional rental hours may be purchased at a rate of $50 per daytime hour (from 10 am to 4 pm); and $100 per hour after-hours (available from 4 pm to 10 pm).

*This package, or the PLUS package, is the required package for wedding rentals.*

*All-inclusive PLUS Package:*
Groups may rent a facility space for an all-inclusive base price of $1,400. Your reservation includes up to 12 hours (10 am to 10 pm) on the day of your rental and 1 hour of rehearsal or set up time the day before. Also provided are golf cart ride for guests that need assistance. Set-up and picture time is included in the rental time. This includes museum admission for all guests and needed tables and chairs. Non-profit groups are eligible to receive a 50% discount on rental rates. Any set-up, decorations, or clean-up needs need to be completed within the rental timeframe or additional rental charges may apply. Additional rental hours may be purchased at a rate of $50 per daytime hour (from 10 am to 4 pm); and $100 per hour after-hours (available from 4 pm to 10 pm).

**Duration of Rental**
There will be a $25.00 fee assessed for every 15 minutes the rental goes over the rental time, for rehearsal and the day of the wedding. All preparation, decoration, photography, and clean-up must be scheduled to fit in your rental time.

**Rental Deposit and Fee Payment**
A non-refundable rental deposit is required with the signed contract to hold a rental date. The deposit is applicable at the discretion of the Society and is $100.00. The rental fee is due in full either before or on the day of the contracted event.
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.

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. Any rental equipment, including tables, chairs, linens and/or decorations must be delivered and removed the day of the event unless otherwise authorized. The Society is not responsible for articles left in unattended vehicles. Parking is free and available on a first-come, first-serve basis.

Bookings
Scheduling of facility rentals 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. The rental is not confirmed until the facility rental form and deposit are accepted by the Manitowoc County Historical Society.

Decorations
Spreading of real flower petals on the floor is not permitted. 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 or other objects with flames may not be used. Rice, bird seed, flower petals, and other materials may NOT be thrown in or outside under any circumstances.

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, unless consent is approved. 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 tram golf cart 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.

Garbage and Recycling
All garbage and recycling needs to be located inside or in a tied bag near a garbage or recycling unit. All boxes need to be torn down and flat for recycling. The green space around the building should be free of any garbage, cans, or recycling materials.

Available Tables and Chairs
The Manitowoc County Historical Society has the following tables and chairs available for you to use during your rental:
- 100 wooden folding chairs
- 10 wooden tables (94.5 inches by 29.5 inches)
- 8 plastic tables (5 feet by 2 feet)
Facility Rooms and Details

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NENNIG DANCE PAVILION</td>
<td>Rental options: 80 for seated at long wooden tables (8 at each of the 10 wooden tables), 100 for lecture style seating, Microphone and speaker system, Handicap accessible ramp, Electrical available inside.</td>
</tr>
<tr>
<td>NILES CHURCH</td>
<td>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 rental, if needed. A large floor fan, located in the rear corner of the church, may also be used. 80 seated in the church pews, Electrical available inside.</td>
</tr>
<tr>
<td>VILLAGE GREEN</td>
<td>Occupancy: 200 guests. The green space west of the Niles Church makes an ideal space for an outdoor rental. Overlooking the village bowl, guests can enjoy the peaceful beauty of Pinecrest Historical Village. Electricity is available from the nearby Niles Church.</td>
</tr>
<tr>
<td>TWO CREEKS TOWN HALL</td>
<td>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 rental, if needed. 80 for seated at long wooden tables (8 at each of the 10 wooden tables), Can be used for various purposes with lecture style seating for 100 people, Handicap accessible ramp, Electrical available inside.</td>
</tr>
<tr>
<td>PINECREST SALOON</td>
<td>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 rental, if needed.</td>
</tr>
</tbody>
</table>

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

MCHS Rental Policy: Effective March 1, 2021