MANITOWOC COUNTY HISTORICAL SOCIETY

Facility Rental Reservation Form

Today’s Date _________________  Please return signed rental form and policy with a $100.00 deposit.

Date of Rental: ____________________________________________
Rental Time: _______________________________________________  Time of Guests on Site (use of tram): ______________________

Contact Information
Name: ______________________________________________________  Phone: __________________________
Address: ______________________________________________________________________________________
Email: ______________________________________________________________________________________
Name of Group: ____________________________________________________________

Step 1: Choose a Rental Package
Hourly Package:
Groups may rent a facility space for a hourly rate. This package does not include museum admission for guests, which will need to be paid separately by all guests in attendance. Please contact MCHS to inquire about our group admission rates. *A minimum of 40 guests is required for after-hours tours.

Your reservation includes:
• 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). Non-profit groups are eligible to receive a 50% discount on hourly rates.
• 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. *A minimum of 40 guests is required for after-hours tours. Please contact the museum for group admission 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 for 1 rental site
• 1 hour of set up time the day before
• Also provided are golf cart ride for guests that need assistance.
• Set-up time is included in the rental time.
• This includes museum admission for all guests and needed tables and chairs.
• 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). Non-profit groups are eligible to receive a 50% discount on hourly rates.

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 for 2 rental sites
• 1 hour of up time the day before.

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• 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.
• Any set-up, decorations, or clean-up needs need to be completed within the rental timeframe or additional rental charges may apply.

**We would like to choose the**

<table>
<thead>
<tr>
<th>Package</th>
<th>Rental Site: ____________________________</th>
<th>Hours will be from: to</th>
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<tbody>
<tr>
<td>Hourly Package</td>
<td></td>
<td></td>
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<tr>
<td>All-Inclusive 4 Hour package</td>
<td></td>
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<tr>
<td>All-Inclusive PLUS 12 Hour Package</td>
<td>1: ____________________________</td>
<td>to</td>
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<pre><code>                                                            | 2: ____________________________ | to |
</code></pre>

Please explain any set-up needs you will have for your rental (including table and chair needs):
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)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**Step 2: Rental Add-ons**
You can add an additional gathering space during your rental. The following sites are available at $50 per daytime hour (10 am to 4 pm) and $100 per evening hour (4 pm to 10 pm).

**We would like to add the following sites:**

<table>
<thead>
<tr>
<th>Site</th>
<th>Describe use of space:</th>
<th>Total hours x</th>
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<tbody>
<tr>
<td>Two Creeks Town Hall</td>
<td></td>
<td>_______ hourly rate</td>
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<tr>
<td>Nennig Dance Pavilion</td>
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<td>_______ Total= _______</td>
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<tr>
<td>Village Green</td>
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<td>_______ Total hours x</td>
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<tr>
<td>Saloon</td>
<td></td>
<td>_______ hourly rate</td>
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<td></td>
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<td>_______ Total= _______</td>
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</table>
Step 3: Details
What time will organizers arrive? What time will guests arrive? This will help guide the planning for the use of the chauffeured tram/golf cart service.

Step 4: Expected deliveries (flowers, decorations, set-up, etc)

Step 5: Policies and Rental Agreement

Any set-up, decorations, or clean-up needs need to be completed within the rental timeframe or additional rental charges may apply. 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.

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.

Non-profit Events
The world of non-profit is full of organizations and people fueled to impact change and drive involvement. Hosting your non-profit event with us means we’re able to glean some of your passion in order to help you showcase it best. Non-profit groups are eligible to receive a 50% discount on hourly rates.

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.

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

Signature of Renter: ___________________________ Date: ______________

Signature of MCHS Approval: ___________________________ Date: ______________

Rental Cost:

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<thead>
<tr>
<th>Hourly Rental</th>
<th>Inclusive Package</th>
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<tr>
<td></td>
<td>Additional Rental Venue</td>
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<td>Non-profit group discount</td>
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<td>Rental cost</td>
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<td>5% sales tax</td>
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<td>Total rental fee</td>
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MCHS Office Use:

<table>
<thead>
<tr>
<th>Rental Fee</th>
<th>Deposit Payment</th>
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<tbody>
<tr>
<td>Payments Received</td>
<td>Confirmation</td>
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<tr>
<td>Host</td>
<td>Tram</td>
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MCHS Rental: Effective March 1, 2021