MANITOWOC COUNTY HISTORICAL SOCIETY

Wedding Rental Reservation Form

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

Date of Wedding: ________________________________
Rental Time: ____________________ Time of Guests on Site (use of tram): ____________________

Date of Rehearsal: ____________________ Time: ____________________

The Wedding Couple

Name of Bride: ________________________________ Phone: ____________________
Address: __________________________________________
Email: __________________________________________

Name of Groom: ________________________________ Phone: ____________________
Address: __________________________________________
Email: __________________________________________

Step 1: Choose a Wedding Rental Package

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 ceremony site (Niles Church, Nennig Dance Pavilion, or Village Green)
• 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.
• 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).

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 1 ceremony site (Niles Church, Nennig Dance Pavilion, or Village Green) and 1 reception site (Two Creeks Town Hall, Nennig Dance Pavilion, or Village Green)
• 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.
• Any set-up, decorations, or clean-up needs need to be completed within the rental timeframe or additional rental charges may apply.

MCHS Wedding Rental: Effective March 1, 2021
Step 2: Ceremony Details
Whether you choose the Niles Community Church, Nennig Dance Pavilion, or Village Green, your reservation includes 4 hours on the day of your wedding and 1 hour of rehearsal time the day before (or 12 hours with the All-Inclusive Plus package). Decorations may be set up during the rehearsal time allotted if approved prior to the date. Also provided is a tram service (golf cart ride) for guests that need assistance from the parking lot through the museum grounds. Set-up and picture time is included in the rental time. This includes museum admission for all guests.

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.

Rental space layout must be communicated to the Staff one week before the rental.

MCHS does not provide additional space for a dress room.

Approximate Arrival Time of Wedding Party: ____________________________
Time of Ceremony Start: ____________________________ Expected duration of Ceremony: ____________________________
Approximate Departure Time of Guests: ____________________________

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

Step 3: Reception Details (For All-Inclusive PLUS package rentals)
The Manitowoc County Historical Society offers space in the Two Creeks Town Hall, Nennig Dance Pavilion, or Village Green for a reception venue with the All-Inclusive PLUS package. Space is available to be reserved until 10 pm, and a staff member to assist with day of event needs is included in the rental fee. We can recommend caterers from a preferred list to provide the finishing touches to your special event. Alcohol must be provided by a pre-approved caterer or liquor distributor.

We would like to hold our reception at (choose 1):

Two Creeks Town Hall
Nennig Dance Pavilion
Village Green
Please use the space below to explain or draw how you would like the reception space set up (head table, food table, etc). Rental space layout must be communicated to the Staff one week before the rental.

Please explain any set-up needs you will have for your ceremony and/or reception (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 4: Rental Add-ons
You can add an additional gathering space during your rental for the ceremony and/or reception. 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>
<th>Hourly rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Creeks Town Hall</td>
<td></td>
<td></td>
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<tr>
<td>Nennig Dance Pavilion</td>
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<tr>
<td>Village Green</td>
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<tr>
<td>Saloon</td>
<td></td>
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</tr>
</tbody>
</table>
Step 5: Expected deliveries (flowers, decorations, set-up, etc)

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.

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.

MCHS Wedding Rental: Effective March 1, 2021
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 Wedding Policies set forth in this agreement.

Signature of Bride: _______________________________________________________________ Date: ______________

Signature of Groom: ______________________________________________________________ Date: ______________

Signature of MCHS Approval: ______________________________________________________ Date: ______________

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**Rental Cost:**

<table>
<thead>
<tr>
<th>Package</th>
<th>Cost</th>
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<tbody>
<tr>
<td>All Inclusive Package</td>
<td>$650.00</td>
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<tr>
<td>All Inclusive PLUS Package</td>
<td>$1,400.00</td>
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</tbody>
</table>

**Additional Rental Venue Costs**

- Subtotal of Rental cost
- 5% sales tax
- Total rental fee

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**MCHS Office Use:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Rental Fee</td>
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<tr>
<td>Deposit Payment</td>
<td></td>
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<tr>
<td>Payments Received</td>
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<tr>
<td>Confirmation</td>
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<tr>
<td>Host</td>
<td></td>
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<tr>
<td>Tram</td>
<td></td>
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</tbody>
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