



Orchard Lawn

THE LIVING ROOM OF MINERAL POINT

+

**Outdoor Wedding Venue Rental Agreement
2019**

Thank you for selecting Orchard Lawn as your event venue. We look forward to working with you as you plan your special event and are available to answer any questions that may arise.

Instructions for completing rental agreement and timeline:

- Read thru entire document and discuss your questions with Manager
- Completed "Section I" and complete final section "Signatures & Contact Information". Mail signed contract & initial deposit of \$250 to *Mineral Point Historical Society, P.O. Box 188, Mineral Point, WI 53565*
- Manager will review contract, sign, and email signed document.
- As more details of your event are decided please add information to Section II of this document and communicate to Manager via email or phone. Manager will contact new vendors to ensure venue compliance and to answer their questions.
- One month prior** to your event Manager will contact you to ensure all details are completed on contract, request final # of Guest _____ (to finalize staffing needs), and answer any questions you may have. Final payments are due at this point in time along with a separate check of \$250 which will be held in the event that venue is not cleaned up or property damage. After your event Manager will inspect property and alert you if there is clean up or damages. Your final check will only be deposited if additional cleaning is required or property damage.
- One week prior** to your event Manager will contact you to confirm all details of your event and to answer any questions.

Section I

AGREEMENT:

Between _____

and the Mineral Point Historical Society, PO Box 188, Mineral Point, Wisconsin 53565.

On _____, the _____ of _____, 20____, you will be
(Day) (Date) (Month) (Year)

authorized to use the facilities at Orchard Lawn for an event for not more than **300 guests**.

The fee for this event is: (Select one)

For up to 200 guests:

- \$700 Wedding Rehearsal (2 hours) & Wedding Ceremony (up to 7 hours)
- \$900 Wedding Rehearsal (2 hours) & Wedding Ceremony & Social Hour (up to 7 hours)
- \$1,000 Wedding Receptions Only (up to 8 hours)
- \$1,500 Wedding Rehearsal (2 hours), Wedding Ceremony & Reception (up to 14 hours)

Additional Charges:

There will be an additional \$125 charge for every 50 guests over 200 guests to cover additional event staff.

of guests expected _____

There will be an additional \$100 charge for hours that exceed the allowed number of hours to cover additional event staff. # of additional hours needed _____

Additional Options: (Select all that apply)

Rehearsal Dinner \$100 per hour Date _____ Time _____

Gift Opening Brunch \$100 per hour Date _____ Time _____

Two deposits of \$250 are due for your event.

The first deposit of \$250 holds the date for the wedding and is due with the signed agreement. This deposit check is also part of your total event venue rental fee.

The second deposit of \$250 is due with the final payment, one month prior to the wedding and will be held until the day after the event. It will only be deposited if additional cleaning is required or property damage occurs. Final payment and deposit date are _____

Checks can be made to Mineral Point Historical Society. Payments may be mailed to: *Mineral Point Historical Society, P.O. Box 188, Mineral Point, WI 53565.* **There are no refunds for the cancellation of an event at Orchard Lawn.**

Section II

This agreement is subject to the following conditions (dates, times, and names must be provided to Manager no later than one month prior to the event):

WEDDING REHEARSAL:

- May take place up to two days prior to the event starting at 5:00 pm if no other events are scheduled.

Date of the rehearsal will be _____, 20____, at _____ am pm.

Should the wedding fall on the 2nd Saturday of the month June, July, August, or September, rehearsal may not occur on the lawn between the hours of 5:30 and 8:00pm on Friday evening due to an ongoing event hosted by the Mineral Point Historical Society. Rehearsals can then be held on Thursday evenings starting at 5:00 pm.

Orchard Lawn Staff will meet with the Bride and Groom and any pertinent members of the wedding party to introduce the staff that will be working your event and to confirm that everyone understands the policies in place. Please ask your wedding party and officiant to arrive 15 minutes early so entire party is ready to begin rehearsal at scheduled time. Rehearsals will be facilitated by event staff and will last approximately 45 – 60.

- During the preparation period, the event itself and the clean-up, at least one staff member will be on-site to assist and assure that all portions of this agreement are adhered to. Any questions either during the planning stages or at the event should be directed to the manager or on-site staff.
- Storage of certain items may be accommodated in the house, in the library, after the event. Staff must approve overnight storage. Items must be removed by 11:00am on the following day.

- **Decorating** can take place on rehearsal day or day of event.

Decorating will take place on _____

- **Set-up** (chairs, tent, etc.) will take place on _____

Tent Rental Name/Phone # information: _____

Drop off time _____ Pick up time _____

Chair Rental Name/Phone # information: _____

Drop off time _____ Pick up time _____

Limited accessibility is available for setting up tents and other outdoor amenities up to two days prior to the event, if no other events are scheduled.

DAY OF WEDDING:

- **Access to the home** is needed at _____ to prepare for the event. Designated dressing area and restroom facilities are provided. The Standard opening time for the house is 4 hours prior to the ceremony.

- **Flowers & Decorations Rental Name/Phone #:** _____

Drop off time _____

Pick up time _____

- **Photography of the event will begin at _____ . Flash Photography is prohibited in this historic house. There is enough light for professional cameras to take photos without a flash. If photographer needs additional light, continuous light is acceptable while flash lighting is not.**

Photographers Name/Phone #: _____

Time of the ceremony is _____

Final number of wedding guests: _____

- **DJ/Band Name/Phone #:** _____

Time of arrival _____

- **Any Additional Vendors**

Name/Phone #: _____

- **Time of meal is** _____

Arrival time of Caterer _____

Caters Name/Phone #: _____

The house must be vacated within two hours of the completion of the wedding ceremony. It is recommended that the Bride and Groom designate attendants or assistants to pack and clean-up inside the

house after the wedding ceremony, receiving line, and photos. This will allow event staff to move their attention to assisting your guests outside of the home.

Responsible attendants' names & phone #'s _____

- Orchard Lawn does not carry a liquor license, nor do we provide a licensed bartender. As such, receptions providing alcohol (including beer and wine) require the presence of a Wisconsin licensed bartender.

Please list name and contact # _____

A cash bar is not permitted. **Should a cash bar be discovered the Bride and Groom would be responsible for fines as dictated by the Mineral Point Police Department and City of Mineral Point.** Tip jars for bartenders are allowed. There are no beer carts permitted and consumption of alcohol is limited to day of wedding reception only when licensed bartender is present.

- The reception must be fully cleaned-up by 11:00am the day following the event. **If clean up is needed on day after event please let staff know the night of the event to arrange availability.**

****All garbage and perishable items to be removed by 11:00pm the evening of the event.**

It is the responsibility of the bride and groom to designate a clean-up crew. Any clean-up done by Orchard Lawn staff is charged at \$100 per hour and is taken from the \$250 cleaning deposit, which is held until the end of the event.

Tent and chairs must be removed no later than Noon on Monday following the event. If your vendor needs more time to pick up please get approval from Manager.

General Rules & Guidelines

- During outdoor weddings, indoor accessibility of a designated room and restroom facilities are available for brides, grooms, wedding party, parents of the bride and groom, and photographer only. In the event of extreme heat, those with medical necessity will be accommodated in the air-conditioned parlor of Orchard Lawn at the discretion of Manager and staff.
- Orchard Lawn will provide a clean interior of the home for the wedding party as well as clean and stocked restroom facilities, mowed lawn, and upkeep of the seasonal floral garden.
- At Orchard Lawn, we strive to accommodate most everyone. Photographers and other small on-site gatherings may take place during your event set-up, however will not be on the grounds nearing the time of your event or during ceremonies.
- Orchard Lawn will not provide clergy, musicians/soloists, lighting or sound equipment, photographer, floral arrangements or other decorations, ushers, parking attendants, or set-up/take-down. The Bride and Groom will supply the Manager with a list of service providers (chairs, tents, flowers, etc.).
- On the day of your event we will not be open for public tours.
- **Clean-up** - Please have designated family and friends ready to assist in the clean-up. **All reception-related garbage removal is the responsibility of the wedding party. Most caterers will remove the garbage for you, but it is your responsibility to arrange and verify this with your caterer in advance**
- **Coolers** - To protect our floors, we do not allow coolers inside the house. The two porches off the kitchen are appropriate places to store coolers. We recommend providing bottled water for your wedding party and lunch if you plan to be in the house early on the day of your Wedding event. Our dining room has a large table that can be used for this purpose and we also have a refrigerator/freezer that can be utilized during your event.
- **Decorating** - No persons are allowed to remove or attach any type of decoration to objects within the house or on Orchard Lawn property including on or inside the Gazebo in the formal garden (such as nailing/taping to hold decorations etc.). There is existing hardware on Gazebo to hang fabric curtains and a chandelier from ceiling. Flowers may be added to Gazebo however please follow these guidelines. No changes will be made on any of the interior or exterior settings without specific permission from the Manager. Shepard

hooks can be staked in the ground within the formal garden. Please discuss with manager in advance of any other decorations that you would like to stake in the ground. **Please relay this information to your florist and/or your event rental companies.**

- **Garbage** - Receptacles are available for your use during your event. **Large garbage bags and garbage removal are the responsibility of those who sign the agreement with clean-up being completed before you exit the grounds.** Event staff will ensure they are managed during your event.

The closed garbage containers on-site which are property of the rental unit on the back side of the home. Please ensure your clean-up crew does not leave garbage from your event in or around those closed containers.

Please list plans for removal of garbage and provide name and phone #

Any necessary clean-up is charged at \$100/hour and is taken from the 2nd \$250 deposit.

- **Hair Spray and Perfume** - For those getting dressed in the home, the use of hair spray and perfumes is restricted to the restroom facilities only.
- **Inside Home - Admission into the house is limited to the wedding party and immediate family of the Bride and Groom.** **Event staff will ensure that your privacy is their top priority.** Children must be supervised and attended to by an adult due to the historic nature of this home. This guideline ensures that the Manager and on-site staff can focus on you and your wedding party needs rather than supervising others in the home.
- **Kitchen** - Orchard Lawn does not have commercial kitchen facilities. As such, caterers may not cook food in our kitchen. We are happy to provide our kitchen space for plating, but we are unable to accommodate the cooking or reheating of the reception meal. Please provide Manager with the contact information for your caterer at least 60 days prior to your event. Manager will connect with the caterer and will walk through all policies 30 days prior to your event. Due to the lack of kitchen space, meals that are not catered must be prepped outside on a prep table and must be supervised by an adult. Orchard Lawn does not provide serving trays or serving staff for your event. Please arrange for serving staff with your caterer.
- **Lawn** – At no time are chemicals allowed to be sprayed on lawn. Natural Mosquito or Gnat spray is available locally. Reach out to Manager for name of local business.
- **Music** - **The city of Mineral Point ordinance dictates music should be completed at 10:00 p.m. with clean-up and vacancy completed by 11:00 p.m.**
- **Outdoor electricity** - Available on both sides of the front porch and the right side of the gazebo. You must provide your own extension cords, as well as something to cover them for safety reasons. The location for your reception (if applicable) will be to the West of the home (looking at house, to the left) with the lawn in that area large enough to accommodate tents, tables and chairs. **Vendors can only use Orchard Lawn's electricity the day and times of your event.**
- **Parking** - Because of limited on-site parking, guests and service vehicles should be advised to use street parking. Service vehicles and special needs guest can access property via peat gravel driveways inside gates. **Guests & service vehicles are not allowed to drive or park on lawn.** Please communicate this information to your vendors to avoid damage to lawn. Please contact Manager if special needs are required.

Parking at St. Mary's Church is prohibited.

- **Rentals** - Items such as tents, chairs, tables, and other decorations will be made separate from this agreement with your vendor of choice. We do have a list of vendors who have successfully provided services to past Orchard Lawn events. Reach out to Manager if interested.
- **Smoking** - **Smoking is NOT allowed on the premises (house, grounds, or restrooms).** If your guests would like to smoke, please assist us in mentioning to them that they must do so outside the gates where we

will have outdoor ashtrays.

- **Tents** - Work best on the West side of the house (to the left when you are facing the house) due to accessibility to electricity and flattest portion of lawn.
- **Throwing of rice or birdseed is NOT permitted** - We do not allow the use of small plastic stir sticks or picks (for drinks/hors d'oeuvres). We DO NOT allow fire pits, sparklers, fireworks, bounce houses, or portable bathrooms. Artificial flowers or petals are not allowed to be thrown on the lawn. Real flowers & petals ARE allowed.
- **Washing/Rinsing Dishes** - Orchard Lawn Staff does not wash or rinse dishes. This policy must be arranged with caterer prior to the event. Any clean-up done by Orchard Lawn staff is charged at \$100 per hour and will be removed from the 2nd \$250 deposit.
- As a condition of this agreement, you agree to accept responsibility for any damage or loss of property at Orchard Lawn. You also indemnify and hold harmless the Mineral Point Historical Society and its employees from and against all personal loss, damages, costs, and expenses incurred by you or your guests because of any damage or injury to any persons occurring during use of the property under this agreement.

Signatures and Contact Information

We, _____ and _____
 (Signature) (Signature)

agree to all conditions and penalties as stated above.

Dated: _____, 20____

Manager's Signature _____ Dated: _____, 20____

| Main Contact | | | Alternate Contact | | |
|---|----------------------------------|--------------------------------|---|----------------------------------|--------------------------------|
| Name: Click here to enter text. | | | Name: Click here to enter text. | | |
| Address: Click here to enter text. | | | Address: Click here to enter text. | | |
| City: Click here to enter text. | State: Click here to enter text. | Zip: Click here to enter text. | City: Click here to enter text. | State: Click here to enter text. | Zip: Click here to enter text. |
| E-mail: Click here to enter text. | | | E-mail: Click here to enter text. | | |
| Home Phone: Click here to enter text. | | | Home Phone: Click here to enter text. | | |
| Cell Phone: Click here to enter text. | | | Cell Phone: Click here to enter text. | | |
| How do you prefer to be contacted? Select One | | | How do you prefer to be contacted? Select One | | |
| Home <input type="checkbox"/> | Cell <input type="checkbox"/> | Email <input type="checkbox"/> | Home <input type="checkbox"/> | Cell <input type="checkbox"/> | Email <input type="checkbox"/> |

We look forward to working with you. If you have any questions please don't hesitate to contact our Manager at mineralpointhistory.org

Photos

Orchard Lawn shares images of the weddings held here for promotional purposes, and would like to have a few pictures of your big day. We need your permission to use any pictures. Please check all items that you will give us permission for.

- I give Orchard Lawn permission to use my photos in any PR. (brochure, newsletter, etc.)
- I give Orchard Lawn permission to use my photos on the MPHS website and social media.
- I will email photos of my wedding to Orchard Lawn (orchardlawn@gmail.com)

Signed: _____ Date: _____

Office Use Only

Signed contract received on _____

Signed copy emailed on _____

Initial Deposit of \$250.00 received on _____ check # _____

Added to MPHS calendar & private events on website _____

Balance of Rental Fee received on _____ check # _____ in the amount of \$ _____

2nd & final Deposit check **received** on _____ check # _____ in the amount of \$ _____

2nd & final Deposit check **returned** on _____ check # _____

Reason not returned:

Revised on 2.17.19 M.M.