

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: _____

Wedding Venues

	Ceremony Venue	Reception Venue	Other Venue
Venue Option			
Time Allotted			
Cost			

Rental Venue Costs	
Rental Discount	
Subtotal of Rental cost	
5% sales tax	
Total rental fee	

**Additional venues may be added to the rental at an hourly rate of \$50 per daytime hour (10 am to 4 pm) and \$100 for after hours (4 to 10 pm). For example, a ceremony venue at the Niles Church with the use of the Two Creeks Town Hall for snacks and beverages after – the Town Hall would be an added hourly rate.*

**Available rental hours are 10 am to 10 pm.*

Timeline

Please note and remember: **MCHS does not provide additional space for a dress room.**

Approximate Arrival Time of Wedding Party: _____

Time of Ceremony Start: _____ Expected duration of Ceremony: _____

Reception timeframe: _____

Other timeframe: _____

Approximate Departure Time of Guests: _____

Please share any timeline notes (including expected deliveries):

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

Please use the space below to explain or draw how you would like the reception space set up (head table, food table, etc). A confirmation of rental venue buildings is due 1 month prior to your rental. A final count and any space layout specifications are due 10 days before the rental date.

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 Wedding Policies set forth in this agreement.

Signature of Bride: _____ Date: _____

Signature of Groom: _____ Date: _____

Signature of MCHS Approval: _____ Date: _____

MCHS Office Use:

Deposit Payment	
Payments Received	
Confirmation	
Host	
Tram	