
Mason County Historical Society

HISTORIC WHITE PINE VILLAGE • PORT OF LUDINGTON MARITIME MUSEUM

WEDDING RESERVATION FORM & RULES FOR USE

1. Our charming and rustic chapel as well as village grounds are available for both wedding ceremonies and receptions. The **Chapel rents for \$425.00 for up to 2 hours** and includes space for the bridal party to get ready. **Additional hours for the Chapel and/or rooms for the wedding party to get ready rent for \$100 an hour.** A security deposit of \$150.00 will be refunded after the event *if chapel is left clean and undamaged.* **Chapel is available on days and open hours of operation only.**
2. Total fees will be forfeited by user for cancellation made 30 days or less before said usage date, with a 10% fee assigned for any cancellation.
3. The user must provide for a minister and all other ceremonial responsibilities. User must provide two parking attendants for the duration of the time people will be arriving/departing.
4. The chapel seating capacity is 65-75. There is no heat available in our rustic chapel.
5. You may use silk, dried or real flowers to decorate the chapel. You may not nail, staple or tape items to the pews. Items may be tied or wired to the pews and beams. (Please make prior arrangements with the florist to be at the chapel during your reserved time).
6. Wedding pictures may be taken at no charge before, during and after the ceremony.
7. Parking is provided in one of the Village parking lots; **DRIVING TO THE CHAPEL IS NOT ALLOWED.** If a disabled person is attending, permission will be given for them to be driven to the chapel.
8. Vehicles must leave the premises after the wedding hours are expired. (2-hrs minimum, plus any hours additionally paid for).
9. **User shall prohibit the use and/or dispensation of alcoholic beverages in Society buildings or on Society grounds.**
10. User agrees to abide by and/or enforce all applicable rules and regulations governing the use and/or occupancy of said premises. Any violation for the above terms and conditions of this usage agreement by the user, guests, or invitees, shall be considered as a breach of this agreement and said user agreement shall be subject to cancellation at the sole discretion of the Society.
11. User shall not assign, transfer, or sublet this agreement for said premises, or any part thereof without the prior written consent of the Society.
12. User shall be liable and responsible for any and all damages or injury to said premises or any person or property thereon for the period of occupancy hereunder, and shall reimburse, indemnify and hold the Society fully harmless from any such damage, and/or injury, including all costs incident, thereto.
13. User shall keep, and/or restore the premises, to neat and orderly condition. Rubbish and debris shall be picked up and properly bagged for removal from the premises, when finished.
14. The Village public restrooms are available for wedding party usage.
15. The Village grounds may be rented for a reception only, even if the wedding is held offsite. The user is responsible for all reception arrangements, including tent, rental tables, chairs etc... If the reception is being catered, the caterer must coordinate with HWPV staff. **The fee for reception only usage is a flat \$425.00 fee for a 2-hour block; additional time will be billed at \$100.00 per hour.** The user agrees to ensure the grounds are left clean and undamaged. Receptions must be held during open days and hours of operation only.

WEDDING RESERVATION

THIS AGREEMENT, made this _____ day of _____, 20 ____, by, and between the Mason County Historical Society, a non-profit organization, hereinafter designated “**Society**” and _____ hereinafter designated “user.”

Date Requested for Wedding: _____ Time: _____

Date is reserved only when payment is made in full.

The User shall pay in advance, all necessary fees.

Chapel Rental for two hours _____ \$425.00
(hours requested)

Additional hours _____ @ \$100.00 per hour \$ _____ (total additional hours)

Rehearsal Date/Time _____ @ \$100.00 per hour \$ _____ (total for rehearsal)

Security Deposit of \$150.00 (required to hold reservation)

The **total amount** \$ _____ payable with this agreement.

Please sign below to acknowledge that this sheet was read and understood.

User Signature _____ **Date:** _____

Address _____

City, State and Zip _____

Phone _____

E-mail _____

Signature of MCHS Staff _____

FOR OFFICE USE ONLY:

PAYMENT METHOD (Cash, Check or Credit Card) _____

PAYMENT DATE _____

ENTERED INTO MASTER SCHEDULE PROCESSED BY _____