

1. Our Chapel as well as Village grounds are available for both wedding ceremonies and receptions. The **Chapel rents for \$500.00 for up to 2 hours. Additional hours for the Chapel rent for \$150 an hour.** Wedding activities must be confined to your rental agreement timeframe. A **security deposit of \$200.00 is required** and will be refunded after the event *if chapel and/or grounds is left clean and undamaged.* **Chapel is available on during hours of operation only.**
2. Security deposit is required with reservation form. Final payment is required at least 2 weeks prior to wedding day. Payments will be forfeited by user for cancellation made 90 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 while people are arriving/departing.
4. The chapel seating capacity is 60-70. The chapel is neither heated nor air conditioned.
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).
6. Wedding pictures may be taken at no charge before, during and after the ceremony; however **Village grounds and buildings close at 5 p.m.** Photographs can be taken throughout the grounds and must fall within your rental timeframe. We would appreciate a copy of a wedding photo for our archives; either a digital copy or physical copy would be a great addition to our Research Library.
7. Photographs of wedding may be taken by Historic White Pine Village staff for the purposes of promotional materials.
8. 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; however the vehicle must be parked in our parking lot after dropping them off.
9. Vehicles must leave the premises after the wedding hours are expired. **Parking lot gates are locked at 5 p.m.**
10. **User shall prohibit the use and/or dispensation of alcoholic beverages.**
11. User agrees to abide by and/or enforce all rules and regulations governing the use and/or occupancy of said premises. Any violation of the terms and conditions of this usage agreement by the user, guests, or invitees, shall be considered a breach of this agreement and said user agreement shall be subject to cancellation at the sole discretion of the Society.
12. User shall not assign, transfer, or sublet this agreement, or any part thereof without the prior written consent of the Society.
13. 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.
14. 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.
15. The Village public restrooms are available for wedding party usage, but will be closed at 5 p.m.
16. 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 \$500.00 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**  
**Date is reserved when payment is made in full.**

**THIS AGREEMENT**, made on (date) \_\_\_\_\_ between the Mason County Historical Society, (hereinafter designated as “**Society**”) and \_\_\_\_\_ (bride & groom names) hereinafter designated as “user.”

Date Requested for Wedding: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

The User shall pay in advance, all necessary fees.

Chapel Rental for up to two hours: \$500.00 (**required minimum rental**)

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

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

**Security Deposit of \$200.00 (required to hold reservation; in addition to rental fee)**

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 \_\_\_\_\_

PROCESSED BY \_\_\_\_\_

**FOLLOWING WEDDING:** \_\_\_\_\_ Chapel Clean? \_\_\_\_\_ Artifacts/Items put back in place? \_\_\_\_\_ Damage to any part of the Chapel? \_\_\_\_\_ Grounds around Chapel left clean? \_\_\_\_\_ if used was RHM left clean? **Return Deposit if all Y.**

7/24/2021