

Application for Steele County Historical Society Village of Yesteryear Saco Church/Gazebo

The Steele County Historical Society is honored to be part of your wedding and will do all that we can to make this event a memorable and pleasant experience. Please complete the information below; this will assist us in assuring we have staff/volunteers onsite for your event. If there are any changes, please be sure to contact the office (507-451-1420) as soon as possible.

Name of Bride: _____
Address: _____
City: _____
Email: _____

Home Phone: _____
Work Phone: _____
State: _____ **Zip:** _____

Name of Groom: _____
Address: _____
City: _____
Email: _____

Home Phone: _____
Work Phone: _____
State: _____ **Zip:** _____

Rehearsal: Date: _____ **Time:** _____
Wedding: Date: _____ **Time:** _____
Exact Time You Will Be on the Grounds the Day of the Wedding *(please be specific):* _____

Space Requested: Saco Church Gazebo

The Steele County Historical Society is providing the church and one restroom in the History Center for changing clothes. Any equipment or supplies needed for your wedding is the responsibility of the wedding party.

The fee for use of the Saco Church is \$500. To reserve the date, a nonrefundable deposit of \$150.00 is due with the signed contract. The remaining \$350.00 is to be paid 30 days prior to the wedding and includes the use of the church for the wedding rehearsal for one (1) hour. In addition, the wedding couple must also be members of the Steele County Historical Society, and the \$45.00 membership fee must be paid at the time the deposit is made.

The fee for the use of the Gazebo is \$100. To reserve the date, a nonrefundable deposit of \$50.00 is due with the signed contract. The remaining \$50.00 is to be paid 30 days prior to the wedding and includes the use of the gazebo for the wedding rehearsal for one (1) hour.

Rental of the Saco Church does not include admission to other buildings, exhibits or guided tours.

The church seats approximately 65 people comfortably in 18 pews. There are electrical outlets, a velvet kneeler, altar candles, and a working pump organ in the church in the church for your use. The bell in the church steeple, operated by pulling down on the rope after unfastening it from a hook on the wall, may be rung before or after your ceremony.

Setup and moving of church property should be handled by Historical Society personnel only.

The bridal couple is responsible for providing and making arrangements for officials, musicians, flowers, aisle runner, candles, decorations and all other wedding details.

Policies *(please inform the bridal party and all guests of these policies):*

1. Decorations and aisle runners cannot be taped, nailed, thumb-tacked, screwed, pinned or fastened to pews, windows, woodwork, or any church property. Per decorations, such as tied ribbons or hanging bouquets, on covered wire are allowed.
2. Altar candles may be used. Dripless candles **MUST** be used. SCHS does not provide candles.

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3. Rice, birdseed, confetti, bubbles, fireworks/sparklers, inflammable devices, Silly String, glitter or helium balloons may **NOT** be used either inside the facility or outdoors.
4. Food and drink are not allowed in the Saco Church or the Dunnell House at any time.
5. Alcoholic beverages are prohibited on the Historical Society grounds. This includes bottles of champagne, beer, wine coolers and other alcoholic beverages. This provision will be strictly enforced.
6. Steele County Historical Society facilities and grounds are smoke-free. Smoking is not allowed anywhere on museum property (inside or outside).
7. Cleanup is the responsibility of the bridal couple and must take place within one hour after the wedding service. Both the Saco Church and the Dunnell House rooms used must be cleaned prior to your leaving the site. This includes removing flowers, candles, boutonniere boxes, hangers and other items.

An extra charge of \$25.00 per half hour will be charged in excess of five (5) hours. This includes rehearsal and wedding.

Snow or ice removal (if necessary) from the Dunnell House parking lot to the Church is an additional \$50 for winter weddings. The Dunnell House parking lot will be cleared at the expense of SCHS and available for your guests to use.

Damages: Lessee shall pay the SCHS for all damages caused by: the Lessee and/or Lessee's caterer, agents, employees, any of the invitees of the Lessee, or any persons attending the function sponsored by the Lessee; to building, grounds, furniture, carpet, equipment, and any works of art. If damage to the SCHS occurs, damages are to be paid to the SCHS within five days from the date a statement has been submitted to the Lessee by SCHS. **Under no circumstances is any individual or party to attempt to repair or clean any damage suffered to the facility.**

Release, Hold Harmless, Indemnity: Lessee hereby releases, holds harmless and indemnifies SCHS and its officers, agents, employees, or trustees from any and all loss, claim, personal injury, death, damage, demand, liability, suites, cause of action, expense and cost (including court costs), reasonable attorney fees, costs of defense and/or settlement arising directly or indirectly from: a) Lessee's entry onto or use of the property or any privilege, activity, or service pertaining thereto; and/or b) Any act, omission, negligence per se, misrepresentation, breach of contract, strict liability or acts of the SCHS or its officers, agents, employees, or trustees.

We have read the rental policy and agree to follow the requirements for using the Saco Church at the Steele County Historical Society. We understand smoking and alcoholic beverages are strictly prohibited.

Signature: _____

Date: _____

SCHS Signature: _____

Date: _____

By signing this contract you are acknowledging that you have read and understand all SCHS policies and procedures for rental.

SCHS is an Equal Opportunity public accommodation and requires its Clients to not discriminate on the basis of race, color, creed, gender, sexual orientation, disability, or any other category protected by State or Federal law.

For Office Use Only:

Facility Charge: _____ **Deposit Amount:** _____ **Date Received:** _____

Membership Amount: _____ **Final Payment Amount:** _____ **Final Payment Due:** _____

Additional Charges: Snow/Ice Removal: _____ **Over 5 Hours:** _____ **Damages:** _____

cc: Director, Wedding Committee Chairperson, Bride/Groom