

**Manitowoc County Historical Society
Wedding Rental Policy
At Pinecrest Historical Village**

The security and environmental protection of the buildings and collections at Pinecrest Historical Village are of primary importance. In order to maintain proper conservation and security levels for the buildings and collections, both in storage and on exhibit, the following guidelines will be observed in regard to weddings in the Niles Church at Pinecrest Historical Village.

Public Use:

The Niles Church at Pinecrest Historical Village is nondenominational and may be used for weddings of all religions and creeds.

Bookings:

Scheduling of weddings should be made several months in advance prior to the desired date through the Society office following the completion of an application form and subsequent approval. All Society-sponsored programs, events and activities have priority over wedding requests.

Arrangements to view the church must be made ahead of time through the wedding coordinator.

The use of the Niles Church is reserved for your guests during the time of the wedding. However, other visitors may be present on the grounds at Pinecrest during the wedding.

Rental Dates and Hours:

Weddings may be scheduled from May 1 to the third weekend in October. Weddings may be held between the hours of 9:00 A.M. and 4:00 P.M.

Fees:

A fee of \$350.00, plus a refundable \$50.00 security deposit, is charged for weddings at Pinecrest Historical Village. A nonrefundable deposit of \$75.00 must be paid at the time of application with the balance of \$325.00 to be paid no later than one month prior to the wedding date. The \$50 security deposit will be returned after the wedding if the Niles Church is left clean and damage free.

Rental of the Niles Church does NOT include admission to other buildings, exhibits or guided tours. Wedding guests wishing to tour Pinecrest Historical Village must pay an admission fee at the Welcome Center. Arrangements for guided tours must be made at the time of application or at least two weeks prior to the desired date.

Cancellations:

The Historical Society office (920) 684-4445 must be notified immediately of any cancellation or change of dates, times or group size.

Pinecrest Historical Village Brochures:

Pinecrest Historical Village brochures are available should you wish to send them to your guests. Contact the Society office for assistance.

Equipment and Services:

The Niles Church measures 24 feet wide x 35 feet long and has pews on either side of a center aisle. Eight pews are located on the pulpit side; seven on the organ side. An additional pew extends along the back wall of the church. Each pew measures 8 feet in length and comfortably seats four to five people. About a dozen wooden folding chairs are available for additional seating in the back or in the small side alcove of the church. The total seating limit of the church is 80 people.

The center aisle is 29 feet long x 46 inches wide. Two steps lead to a raised platform, measuring 6 feet wide, which extends across the front of the church. A center altar, pulpit, pedestals for flowers or candles, and an electric organ are located on the raised platform.

Candle holders (candelabra) are not provided. Dripless candles **MUST** be used and provided by the wedding couple, in addition to appropriate candle holders.

Electrical outlets for plugging in portable electric organs and cassette/CD players are located throughout the church. PA systems and microphones are **NOT** needed due to the size and good acoustics of the church.

The Historical Society does **NOT** provide outside groups with any audiovisual, sound or other type of equipment. The electric two manual stop organ and wooden bench located in the corner on the raised platform in front of the church **MAY** be used. Hymnals in the church are also available for 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 by Manitowoc County Historical Society Staff ONLY.**

The wood burning stove in the back corner of the church provides heat and will be readied by Society personnel on the day of your wedding, if needed. A large floor fan, located in the rear corner of the church, may also be used.

The church will be clean and ready for your use. A Historical Society representative **WILL** be present during the rehearsal and wedding.

Set up and moving of **ALL** church property shall be handled by Historical Society personnel **ONLY.** The items that may be moved include: baptismal font, altar chair, pedestals, and wooden chairs in back of the church. **THE ALTAR IS NOT TO BE MOVED.**

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

Decorations:

Decorations and aisle runners **CANNOT** be taped, nailed, thumb-tacked, screwed, pinned or fastened to pews, windows, woodwork, or any church property. Pew decorations such as tied ribbons or hanging bouquets on covered wire are allowed. Check with Historical Society personnel for other restrictions.

Rice, bird seed, flower petals, and other materials may **NOT** be thrown in or outside the church under any circumstances.

Photographs:

Wedding photographs may be taken at the Niles Church and in front of the Village flower beds, but **NOT** in other Village buildings. Bridal couples are encouraged to send a color photograph for the Niles Church Wedding Album.

Public Restrooms:

Public restrooms are located behind the General Store across the road from the church. The restrooms may be used for last minute wedding preparations. Bridal couples and attendants are encouraged to come dressed to the church as there are no changing facilities available on site.

Food and Drink:

Food and drink are **NOT** allowed in the Niles Church at any time.

Alcoholic Beverages:

Alcoholic beverages are prohibited. This includes bottles of champagne, beer, wine coolers and other alcoholic beverages. This provision will be strictly enforced. Please inform your bridal party and wedding guests of this rule.

Smoking:

Pinecrest Historical Village is a smoke-free facility. Smoking is not allowed anywhere on museum property (indoors or out). Please inform your bridal party and wedding guests of this rule.

Pets:

Pets are not allowed on the grounds or in buildings at any time.

Parking:

Parking of cars and other vehicles is limited to designated parking areas only. Cars may not be left at the Village overnight.

Rehearsals:

Wedding rehearsals are encouraged prior to the ceremony. Please schedule a rehearsal time with the wedding coordinator.

Grounds:

The gravel, brick and grassy areas surrounding buildings must be treated with respect allowing no activities which could permanently mar the area.

Storage:

Storage space for equipment and supplies is not available at Pinecrest Historical Village and any such materials brought in must be removed at the end of each wedding. Under NO circumstances does the Historical Society assume responsibility for materials left in buildings or on the premises.

Clean-up:

Clean-up is the **responsibility of the bridal couple** and must take place within one hour directly after each wedding. This includes removing flowers, candles, boutonniere boxes, hangers and other items. It usually works best if the bridal couple assigns this task to an usher or family member not in the wedding party. Be sure to check the church pews and public restrooms for personal items.

Group Liabilities:

Groups using facilities of Pinecrest Historical Village are charged with the responsibility of adhering to the policies outlined above. The applicants agree to indemnify and hold harmless the Manitowoc County Historical Society from any and all claims which may arise from accidents or injuries to participants or persons connected with the use of facilities at Pinecrest Historical Village.

Damages:

Any damages to buildings, equipment or property must be reported immediately to Historical Society personnel on duty. Under NO circumstances is any individual or party to attempt to repair or clean any damage suffered to the facility. All damage costs, as determined by the Society, will be borne by the group under which the damage was sustained. The \$50 security deposit received with the wedding application shall be returned in the event the church is "returned" clean and damage free.

Exceptions:

Any exceptions to the wedding rental policy and guidelines shall be approved by the Board of Directors of the Manitowoc County Historical Society.

Wedding rental policy approved and revised by the Board of Directors of the Manitowoc County Historical Society

Adopted: June 14,1989
Revised: December 12,1990
November 13,1991
February 10,1993
October 18,1994
February 20,1996
October 20,1998
March 16,1999