



P.O. Box 155
Okemos, MI 48805-0155
Phone/Fax: 517-347-7300
Website: www.meridianhistoricalvillage.org
Email: meridianhistoricalvillage@gmail.com

MERIDIAN HISTORICAL VILLAGE CONTRACT FOR A WEDDING

Date of Event: _____ For 3 hours from: ____ to: ____ Time of Wedding: ____

Name of Bride: _____ Name of Groom: _____

Number of Guests: _____

Home Phone: _____ Cell Phone: _____

Address*: _____

Email: _____

Facilities Requested: _____

**Please note: If your address will be different after the event, please update us at 517-347-7300 or email us at meridianhistoricalvillage@gmail.com so we can send your refund to the correct address.*

The Meridian Historical Village is located in Meridian Township's Central Park. All Township parks are open from dawn until dusk. A fee is required by the Charter Township of Meridian to reserve the park grounds. For questions or more information, contact the Parks and Recreation Office at 517-853-4608 (2100 Gaylord C. Smith Court, Haslett, MI 48840).

Time Village is Available for Weddings:

Friday evenings from 5 pm to dusk

Saturdays from 4 pm to dusk (April - October); 11am to dusk (November – March)

Sundays from 11 am to dusk

Fees: (Mail to: P.O. Box 155, Okemos, MI 48805-0155) *See Table 1*

Materials or equipment to be brought in by group:

Decorations need to be removed at the close of the event as part of clean-up. The wedding party needs to bring trash bags for clean-up and take away the trash from the park. Village and Market Pavilion trash barrels are not available to dispose of trash from wedding rentals.

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Conditions for Rental Use of the Village Chapel:

1. The deposit fee listed is required to confirm the date reserved with the Meridian Historical Village and Meridian Township Parks & Recreation. **The deposit will be retained if the event is cancelled.** If the date is rescheduled, the deposit will be credited to the new date. Deposits will be refunded after the wedding, if the Chapel is left in good condition following the event.
2. The Meridian Township Parks & Recreation office must also be contacted at 517-853-4600 to confirm whether the grounds and facilities are available for the event. A fee of \$75 payable to Meridian Township is required to reserve the park grounds and facilities on the day of your event. (See attached "Application for Reservation to Hold a Wedding in the Meridian Historical Village.")
3. Wedding ceremonies scheduled April through October cannot begin prior to 4pm due to parking needs for the Farmer's Market and township athletic events. Wedding party can be admitted prior to that time, as early as 2pm, when the Farmer's Market is open, however parking availability may be limited before 2 pm. Requests to be admitted prior to 2pm will result in additional fees.
4. Rehearsal times must be arranged with Jane Rose at picketfence1903@att.net or at 517-285-4666.
5. Seating in the Chapel is limited to 100 guests.
6. A unity candle or sand beakers are permitted.
7. A state-of-the-art sound system is available for use, upon confirmation with the Village Director. A CD player, as well as mobile phone USB ports are also available.
8. A dressing area is available in the basement level, with full-length mirror and make up area with seating.
9. Clean up of the site must be completed by the wedding party. The deposit may be forfeited if the chapel is not returned to its pre-ceremony condition.
10. No smoking is allowed in the building. Smokers are asked to limit smoking to the parking lot areas to avoid contamination of the grounds.
11. Decorations are limited to floral arrangements and clip-on arrangements. Bird seed and balloons are not allowed. Tape and tack are not allowed.
12. Food and beverages are not allowed in the Chapel.
13. The rental party is responsible for any damage that occurs to museum property during the time of the scheduled function.
14. The Museum accepts no responsibility for accidents or injuries to visitors.
15. The Village Chapel has no resident or affiliated clergyman. The couple must select a clergyman or public official to perform the wedding ceremony.
16. An Event Coordinator must be present at both the rehearsal and the wedding.
17. Parking is limited to the lot behind the Nokomis Learning Center (see Table 2: Map) and the Township lot at the Farmer's Market. Parking is not permitted in the lot directly adjacent to the Chapel, as this lot is reserved for police and fire department personnel.

I have read the above information and agree to abide by these terms by signing this form.

Signature: _____ Date: _____

Total Facility Use Fee: _____ Total Deposit Paid: _____ Balance Due: _____

Friends of Historic Meridian operate the Meridian Historical Village and is a 501(c)3 non-profit organization.
Donations received over and above the rental fee are tax deductible with a receipt from the Village office.

**MERIDIAN HISTORICAL VILLAGE
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**Table 1:
Facilities Use Request Form
and
Applicable Fees
Page Three**

Building (Capacity)ⁱ	Minimum Rate	Additional Time	Refundable Depositⁱⁱ	Balance Due	Total Fee Paid
Village Chapel (100)	\$650/3 hours	\$50/hour	\$150	\$650 min	
Gazebo, including the use of the Schoolhouse (200)	\$175/3 hours	\$50/hour	\$ 75	\$175 min	
Barnes House	\$75/3 hours	\$25/hour			
Log Cabin	\$75/3 hours	\$25/hour			
Staffing					
Event Coordinator (3 hour minimum)	Included in above rate	\$15/hour			
Custodial Fee ⁱⁱⁱ		\$25/hour	n/a		
Total Due					

ⁱ Payable to "Friends of Historic Meridian."

ⁱⁱ Refundable only if wedding is held at the Village. Deposit is not refundable if wedding is cancelled.

ⁱⁱⁱ Deducted from refundable deposit.