

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. For questions or more information about the parks, 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 & Sundays from 11am 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.

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 Patrick Reynolds at patrick@meridianhistoricalvillage.org 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.

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: _____