



Policies

1. The Bridal Party may dress in the Cultural Arts Building when it is available. Upon request, the town hall will be made available for the groom and groomsmen.
2. Building in use must be left in original condition. Clean-up and any damage is the responsibility of the applicant.
3. Grounds must be cleaned and vacated by Midnight, unless arrangements have been made for clean-up the following morning.
4. When renting by the hour, rates are billed hourly, we will not break building rental fees into fractions of an hour. No exceptions. A full hourly rate will be charged whether you are in the building for one additional minute or 60, so please appoint someone to keep track of your schedule to avoid unexpected overages.
5. No Smoking in any buildings as per Wisconsin State Code.
6. No rice or confetti allowed inside or outside of the church.
7. No pets (except service dogs) allowed on grounds during the event.
8. You, your guests and your photographer are welcome to tour the grounds anytime the museum is open to the public. Activity is limited to the area rented when the museum is closed to the public.
9. If your guests will be arriving while the museum is open to the public, they will need to present their invitation at the admissions gate.
10. The kitchen is included with the rental of the Cultural Arts Building. You may serve prepared foods, using our serving containers, utensils, carafes etc. However, only licensed caterers are permitted to cook in the kitchen (License must be on file prior to the event). Coffee, regular and decaffeinated will be provided by the museum. You are responsible for serving and clean-up afterwards.
11. Church and Cultural Arts Building can accommodate up to 75 guests, the Pavilion can accommodate an unlimited number of guests.
12. A projector and Screen are included with the rental of the Cultural Arts Building. If planning to use, please request ahead of time, so that we can have it set up and ready for your event.
13. Picnic tables and chairs are included with the rental of the Pavilion. If planning to use, please request ahead of time so that we can have them out and ready for your event. You can arrange them to your liking.
14. Security Deposits will be returned after clean-up by the renting party and after inspection by the museum staff, by mail, with-in 30 days of your event, less overages and/or damages, if any.
15. Cancelled events will be refunded in full.
16. Use of Alcohol:
 - A. The museum does not sell or serve alcoholic beverages. If alcohol is desired, you will need to provide it. In no case will sales of any beverages be permitted. Alcohol served is limited to champagne, beer, and/or sparkling berry wines and cannot be consumed at any time that the museum is open to the public (Our hours of operation are normally from 1pm to 5 pm.).
 - B. All laws applicable to the consumption of alcohol must be enforced by the Applicant.
 - C. Applicants are required to assure appropriate conduct. If a guest appears to have exceeded his or her limit, further serving must be terminated, and arrangements made for safe transportation.
 - D. Any violations of above requirements will result in forfeiture of security deposit in its entirety, along with the right of Society to pursue any additional sums for any and all damage to Museum.

My signature below confirms that I have read and understand the above policies.

Groom Signature: _____ Date: _____

Bride Signature: _____ Date: _____

Reservations

Groom: _____

Bride: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Please verify date availability by phone - 715-458-2080

Event 1 Date: _____ (Suggested uses - wedding shower, etc.)

Church (2 hour minimum)	# of Hours	x \$100.00	Total _____
Cultural Arts Building: (3 hour minimum)	# of Hours	x \$75.00	Total _____
Pavilion: (4 hour minimum)	# of Hours	x \$50.00	Total _____
Refundable Security Deposit (No Alcohol)	# of Buildings	x \$100.00	Total _____
Refundable Security Deposit (With Alcohol)	# of Buildings	x \$200.00	Total _____

Event 2 Date: _____ (Suggested uses - rehearsal, rehearsal dinner, decorating, etc.)

Church (after 5 pm)	# of Hours	x \$100.00	Total _____
Cultural Arts Building: (after 5 pm)	# of Hours	x \$75.00	Total _____
Pavilion: (after 5 pm)	# of Hours	x \$50.00	Total _____
Refundable Security Deposit (No Alcohol)	# of Buildings	x \$100.00	Total _____
Refundable Security Deposit (With Alcohol)	# of Buildings	x \$200.00	Total _____

Event 3 Date: _____ (Suggested uses - wedding ceremony, dinner, reception, etc.)

Church (2 hour minimum)	# of Hours	x \$100.00	Total _____
Cultural Arts Building: (3 hour minimum)	# of Hours	x \$75.00	Total _____
Pavilion: (4 hour minimum)	# of Hours	x \$50.00	Total _____

Wedding Day Package 1
 (All 3 buildings ALL Day + Next Morning Gift Opening, Breakfast, Clean-up) **\$500.00 Total** _____

Wedding Day Package 2
 (Package 1 + Night before Rehearsal, Rehearsal Dinner & Decorating) **\$600.00 Total** _____

Refundable Security Deposit (No Alcohol)	# of Buildings	x \$100.00	Total _____
Refundable Security Deposit (With Alcohol)	# of Buildings	x \$200.00	Total _____

Event 4 Date: _____ (Suggested uses - gift opening, breakfast/brunch, etc.)

Church (before 1 pm)	# of Hours	x \$100.00	Total _____
Cultural Arts Building: (before 1 pm)	# of Hours	x \$75.00	Total _____
Pavilion: (before 1 pm)	# of Hours	x \$50.00	Total _____
Refundable Security Deposit (No Alcohol)	# of Buildings	x \$100.00	Total _____
Refundable Security Deposit (With Alcohol)	# of Buildings	x \$200.00	Total _____

Grand Total _____

Down Payment Enclosed (Half with registration - Balance Due 30 days prior to event) _____

Groom Signature _____ Date _____

Bride Signature _____ Date _____

Please send form along with down payment to: Barron County Historical Society – P.O. Box 242 – Cameron, WI 54822

DK 4/23/2016