



Wedding Rental Contract

Northville Historical Society at Mill Race Village
215 Griswold Ave., Northville, MI 48167-1664
Monday - Friday, 9 am - 1 pm (248) 348-1845 phone
(248) 348-0056 fax

Return the ORIGINAL COPY of the contract with the \$200 security deposit

Wedding Date _____ Rental Time _____ Ceremony Time _____

Rehearsal Date _____ Rehearsal Time _____ Phone# _____

Names _____ Phone# _____

Address _____ City _____ Zip _____

First Choice of Setting: Gazebo Church Other _____ Approximate number of guests _____ (maximum 100)

\$200.00 Security Deposit due: _____ refunded 2 wks. after ceremony
IF CONTRACT IS CANCELED WITH A **MINIMUM SIX MONTH NOTICE**, THE SECURITY DEPOSIT IS REFUNDED.

\$685.00 Rental due: _____ two months prior to ceremony
IF NOT RECEIVED BY THIS DATE, YOUR RESERVATION IS CANCELED AND SECURITY DEPOSIT IS FORFEITED.
IF CONTRACT IS CANCELED WITH **LESS THAN A TWO-WEEK NOTICE**, THE RENTAL FEE IS FORFEITED.

Rental Price Includes:

- The village is reserved for two hours on the wedding day for your ceremony, set-up, photography, and returning the premises to the condition in which it was on your arrival, this includes the chairs.
 - A one hour rehearsal Mon.-Fri. prior to the ceremony (based on availability).
- Please be advised that you are renting a historical site where many hours of volunteer labor and money have gone into restoring Mill Race Village. This is a village of the late 1800's when landscaping was rural. We trust you will respect the historical value of the premises.
 - If you do not pay the Rental Fee by the date indicated on the contract, the Northville Historical Society will not be responsible for holding that date and time span open for you and you will forfeit your security deposit. Failure to pay will remove you from our wedding list and allow the Northville Historical Society to schedule another wedding on that date and in that same time span. The Northville Historical Society is not responsible for reminding you of your need to pay by the due date; consider any reminder complimentary.
 - Any variation from your original contract needs to be submitted in writing to the Northville Historical Society's office and will not be a confirmed commitment to alter the original dates and times until the Northville Historical Society acknowledges such change in writing

PLEASE be advised that:

- The maximum capacity is 100 people (regardless of plans for an outdoor or indoor ceremony).
- No alcoholic beverages will be allowed on the Mill Race Village site.
- The unity candle consisting of 1-3 candle(s) can be the **only** source of flame. No smoking is allowed in any structure.
- Rice and confetti are not allowed. Bird seed is allowed (please have it thrown on a grassy area).
- Decorations may not be attached anywhere that may leave a hole or damage any surface. Renter will not make any structural or landscaping improvements. All decorations must be removed by the close of the contract time (listed above). No tents or receptions are allowed.
- No vehicles, including limousines and handicapped, will be allowed within the Village except for loading and unloading -- **EVERY VEHICLE MUST PARK IN THE LOT**. This is a fire lane and must be kept clear. Public parking is available in the lot directly south of the Village.
- Any personal property brought onto the premises shall be at the sole risk of the renter, and the Northville Historical Society shall not be liable for any loss or damage for any reason.
- Winter events: Renter is responsible for snow removal.
- The Church is the only building that will be open and available to the renters and their guests.

The Renter undertakes to conduct the event in an orderly manner, in full compliance with all applicable laws, regulations and rules. The Renter assumes full responsibility for the conduct of all persons in attendance and for any damage to any part of the premise during any time such premises are under the control of the Renter, Renter's agents, guests, employees or independent contractors employed by the Renter.

I hereby accept and agree to abide by the conditions set forth in this contract and on the additional "Wedding Information" page.

_____ Date _____

Renter's Signature

N.H.S. Representative

12/20/09

Rentals/Wed Contract.doc

Wedding Information

On behalf of the hundreds of volunteers who have made Mill Race Village a reality, we thank you for choosing our village for your wedding. The Village is maintained by volunteer labor and financial contributions. Please be sure your wedding party, guests, florist, chauffeur, and any others involved in your rental are aware of the following:

- NO RICE OR CONFETTI -- bird seed is much appreciated by us and the birds.
- NO SMOKING is allowed in any structure.
- The UNITY CANDLE is to be the ONLY SOURCE OF FLAME. No other open-flame device is allowed. Church candelabra's are for decoration only and not to be lit.
- NO PARKING IS ALLOWED WITHIN THE VILLAGE PROPER -- this is a fire lane. Vehicles may enter the Village to drop off and pick up, and then return to the parking lot.
- NO ALCOHOL may be consumed on the premises (grounds, parking lot, buildings).
- All folding chairs or furniture moved must be returned prior to end of rental time. Upon availability, for a \$100 fee, we have someone to set chairs up and put them away.
- Evening lighting in the Village is very dim.
- Across the bridge is FORD FIELD, a public park not connected with our Village. If you are interested in what events they are planning on a specific weekend, call Parks and Recreation at (248) 349-0203
- We have a handicap lift located behind the Church to access the main floor. If you would like to use the lift you MUST make arrangement with the Office Manager.

Our docent (on-site representative) will be available during your rehearsal and ceremony. The docent is not a wedding coordinator but rather someone who will help you enjoy and be comfortable in the historical surroundings by answering questions. However, your celebrant (minister, priest, judge) should conduct the rehearsal.

The most important thing to remember is -- *ENJOY* your wedding at Mill Race Village!

Please keep the form below in a prominent place to help remind you when your rental payment is due as well as a reminder to schedule your rehearsal. When sending in your final payment, detach the form below and send it with your payment.

Wedding Rental due: _____ two months prior to ceremony

Renter _____ Amount Enclosed \$ _____

Date of Wedding _____ Time of Wedding _____

Date of Rehearsal _____ Time of Rehearsal _____

Please call (248) 348-1845 to schedule your rehearsal time as soon as you know the time.

For Security Deposit Refund:

Check should be made out to (Name) _____ and sent to

(Address) _____ City _____ State _____ Zip _____

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