

MILLARD'S CROSSING HISTORIC VILLAGE RENTAL INFORMATION PACKET

CONTACTS: **Millard's Crossing Office:** **936-564-6631**
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MUSEUM/OFFICE HOURS: MON – SAT: 9:00am to 4:00pm SUN: 1:00pm to 4:00pm

We are delighted you have chosen to hold your event at Millard's Crossing!

Millard's Crossing Historic Village is an ideal location for weddings, family reunions, receptions, private parties, meetings and events, providing a unique historic setting that reflects the community spirit of celebration throughout the generations.

The Village is owned and operated by a local board, Millard's Crossing Historic Village, Inc., which provides the facilities for the use of renters. You may preview our rental facilities by dropping by anytime during operating hours. Calling ahead is a good way to be certain staff is available to assist you; however, all rental facilities are unlocked during business hours and may be viewed independently after checking in at the office. Rental Information Packet and Price Sheet may be obtained at the office or found online at www.mchvnac.com.

Facilities Available for rent (Fees are listed on separate sheet):

- ❖ Our newly renovated Rebellion Barn with full kitchen, bathrooms, wrap around porch (Capacity: approx. 150 seated indoors with rental of tables and chairs, and additional outdoor seating space available)
- ❖ A lovely, classic chapel built in 1905 (Capacity: approx. 100 with rental of additional chairs)
- ❖ An 1895 Victorian house with porches, bridal changing room, full kitchen, bathrooms, two working fireplaces, tables and chairs. (Capacity: approx. 40 - 100 with rental of additional chairs)
- ❖ An outdoor wedding gazebo with roses blooming in spring and on and off during summer and fall.
- ❖ A Victorian cottage with full kitchen, bathroom, tables and chairs (Capacity: approx. 20-30 with rental of additional chairs)
- ❖ Landscaped Village Grounds

(All buildings are heated and cooled)

To RESERVE A RENTAL:

- ❖ One half of the total fees (excluding table/chair rental fees) must be paid to reserve a date. **The total balance is due two weeks before the event.** (Payments may also be made at any time in between). Access to the facilities will not be granted if full payment is not received prior to the event.
- ❖ A separate damage deposit, dated the day of the event, is required. It is held at the office and returned if there is no damage and cleanup is adequate. **Post Event Checklist must be returned in order to receive damage deposit.** Other violations of policies can lead to cashing the damage deposit.
- ❖ Rentals at listed prices entitle you to access for one day only from **9:00am to midnight**, except by special arrangement. Residents live on sight at the village, so please respect our quiet hours after 10:00pm.
- ❖ "Day Before" renters have access to rental facilities from **9:00am to 8:00pm if they are available (not being used by another renter)**. Other tours and events may be scheduled in the Village that day.
- ❖ "Rehearsal Fee" does not grant exclusive access to facilities; other rentals may be setting up that same day.
- ❖ Permission must be obtained for early delivery or late pickup of rental supply items (tents, chairs, dishes, etc.)
- ❖ In rare situations, extensive use of the grounds (for tents, dance floors, catering trailers, etc.) may incur an additional fee as determined by management.

CANCELLATIONS: (There is a \$25 cancellation fee)

- ❖ Full refund of total fee: More than six (6) months before the date reserved
- ❖ Half refund of total fee: More than three (3) months before the date reserved
- ❖ No refund: Less than three (3) months before the date reserved
- ❖ Date may be changed only once free of charge, \$25 per change thereafter.

ANY VARIANCE IN THE POLICIES MUST BE CLEARED IN ADVANCE WITH THE STAFF IN WRITING.

PARKING:

- ❖ Parking is available at the Rebellion Barn, on the grassy area next to the yellow Carriage House, or the Museum parking area (after 4:00 pm). See a map of our grounds for more information.
- ❖ Parking on the grass by the chapel & reception house is permitted only when loading and unloading.
- ❖ People live on site, so please do not block the Village driveways.

GROUNDS:

- ❖ Miniature lights previously installed by the Village near the rented facilities may be used when in working order. Millard's Crossing makes no guarantee that they will be functioning.
- ❖ There are two sets of flood lights to light the grounds at night; the switch for these is found on the back of the little log office by the fire hydrant.

PHOTOGRAPHY:

- ❖ Renters may arrange for photographic sessions to be taken any day during working hours at no extra charge, but we recommend that you call ahead to avoid conflicts with tours or other events.
- ❖ There is a \$25 fee for photographic sessions if you are not having your event at Millard's Crossing. Please ask for our Media Agreement Form for additional information.

PERMITTED:

- ❖ Decorating
- ❖ Catering
- ❖ Live and Recorded Music
- ❖ Candles. Please be mindful of hot wax and ensure all candles are being used properly.
- ❖ Use of Fireplaces in appropriate venues. The fireplace in the parsonage is not to be used under any circumstances.
- ❖ Alcoholic Beverages-- **Any events with served alcohol (not BYOB) must have a licensed bartender and security officer on site.** See Alcoholic Beverages section for more information.

NOT PERMITTED (will result in loss of damage deposit):

- ❖ Permanent or possibly damaging decorations
- ❖ Metallic confetti or loose glitter
- ❖ Fireworks
- ❖ Wax drippings from candles
- ❖ Illegal drugs and substances
- ❖ Rowdy behavior & exceptionally loud noise
- ❖ Moving furniture out of buildings (see Building Information below)

CLEANING:

Please refer to the **Post Event Checklist** for more information. Cleaning must meet the standards discussed to receive your full damage deposit fee. Inadequate cleanup will result in loss of damage deposit.

- ❖ You must clean up before vacating the premises at midnight unless other arrangements are made to clean next day (if available) and are paid for in advance. (See Rental Price Sheet)
- ❖ Tables must be wiped, floors swept, and furniture carefully moved back to its original location. (lift, do not drag)
- ❖ Additional rented folding chairs and tables must be folded up and stacked together against the wall.
- ❖ Brooms and cleaning aids are found in the kitchen or closet of buildings. You may want to bring additional supplies, including extra trash bags and paper towels.
- ❖ Trash must be placed in the blue dumpster behind the Forge next to the Visitor's Center or taken with you.
- ❖ Turn off all lights and set thermostats to unoccupied setting (82 in summer & 60 in winter).
- ❖ Lock all doors and return keys (if applicable).

ALCOHOLIC BEVERAGES:

- ❖ **All alcohol must be BYOB or if served, only by the licensed bartenders hired for the event. Bartenders will NOT be provided by the village.**
- ❖ **A police/security officer(s) must be on-duty during the duration of all events in which alcoholic beverages are served. Security will NOT be provided by the village.**
- ❖ Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit.
- ❖ Alcoholic beverages are allowed in the rental rooms only. Alcohol may not be consumed in restrooms or parking lots and may only be served and consumed during the hours listed on the rental agreement.
- ❖ Alcohol may not be served to minors. All guests are required to be able to provide a valid ID to be served.
- ❖ Any violation of alcohol use policies may result in the closure of event.

ADDITIONAL POLICIES:

Be aware that Millard's Crossing Historic Village is a multi-functional facility. Tours continue to be conducted during working hours, and the Chapel is on the Guided Tour. Other rental facilities are not.

- ❖ Our staff may hang a "private event" sign to deter visitors from entering your rented area.
- ❖ Rental facilities will not be entered by tourists for the hour before or the hour after the scheduled event.
- ❖ Decorating may proceed at any time, even while visitors are in the chapel. The only exception is in the event of a large group tour, in which case arrangements will be to the satisfaction of both parties.
- ❖ Children of renters and guests must be supervised and attended to by an adult at all times.
- ❖ Millard's Crossing is not responsible for items left unattended by renters.
- ❖ The historic buildings available for rental are very old, as are much of the furnishings, equipment, etc. If you experience equipment failure or technical difficulties relating to the facilities provided, our staff will put forth their best effort to resolve the problem.
- ❖ After hours, you may call Jessi (903-922-1675) if you have any problems.

Try to be as specific as possible in advance regarding your plan so that no misunderstandings occur.

BUILDING RENTAL INFORMATION

- ❖ **NO FURNITURE IS TO BE MOVED OUT OF THE BUILDINGS.**
- ❖ Any furniture moved within the buildings must be picked up and carried – not dragged. Most furniture pieces are antique or old and very fragile. Please handle with care.
- ❖ Pictures and other wall decorations cannot be removed from the walls of the buildings. We are a museum, and these items are displayed per curator instruction.
- ❖ The buildings have central heat and A/C. However, the buildings are old and poorly insulated, so do not expect ideal conditions when summer and winter are at their extremes.
- ❖ A portable wheelchair ramp is available on request.

The Post Event Checklist must be completed and returned in order to receive your damage deposit.

The Rebellion Barn includes the following:

Kitchen (refrigerator/freezer, sink with hot & cold water, electric stove/oven)

Restrooms

3 Garbage cans with lids – (if you need more trash containers or trash bags, bring them with you).

Tables and Chairs must be rented for this venue. See Rental Price Sheet for more information. Depending on arrangement, this venue can comfortably seat up to 150 people inside at 6' round tables (10 per table). The wrap around wooden porch outside may provide additional seating and entertaining space. Please arrange a visit to visualize the space. Tables and chairs must not be removed from the building/porch or placed on the grounds for any reason.

The Post Event Checklist must be completed and returned in order to receive your damage deposit.

The Reception House includes the following (sizes and amount of furniture listed below are approximate):

Kitchen (refrigerator/freezer, sink with hot & cold water, electric stove/oven, microwave)

Restrooms

Two fireplaces

Piano

2 Buffets: (Counter tops measure 60" x 17" and 67" x 21")

4 Round Tables: (Diameters: 53", 48", 48", 42")

2 Oval Tables: (42" X 54", 36" x 48")

1 Drop-leaf table (35" x 18" opens to 35" x 52")

2 Rectangular Tables (1 large - 60" x 45", 1 small - 42" x 26")

1 Long Library Table: (66" x 20")

30 Assorted Chairs

2 Garbage cans – one on the back porch, one in the kitchen (**if you need more trash containers, bring them with you**).

Chairs and tables are for the use of the renters and can be rearranged; please attempt to put the furniture back where it was or at least neatly with chairs around tables. **The piano and the buffet with the tall cabinet attached are not to be moved at all, and the two largest round tables are not to be moved to rooms across the hall.**

Please keep restroom doors closed when using heat and A/C. In cold weather you may use the fireplaces (bring your own wood). Before lighting fires, be sure that the dampers are open and the central heat is off so that the chimneys will draw properly; heat may be turned back on after the smoke is drawing well. If in doubt about opening dampers, consult the staff.

The Post Event Checklist must be completed and returned in order to receive your damage deposit.

The Chapel includes the following: (sizes and amount of furniture listed are approximate.)

17 pews which seat approx. 75 people comfortably (Pews are fragile and are NOT to be moved for any reason).

Approximately 30 folding chairs for additional seating may be available on request.

1 Altar Table

2 Brass Candelabra which hold 5 candles each (**use only dripless candles**)

2 Wooden Lecterns

3 Bishops' Chairs

Chapel Runner Rug is 32' by 4' (optional)

There are 10 chapel windows (each 6 ½ ft by 2 ½ ft)

Sanctuary opening measures 8' 4" high by 12' 6" wide

The pump organ, electric organ, and piano are available for your use. However, they are not to be moved. If the piano is not in tune, you may have it tuned (at your expense).

Please, no food or drink in the Chapel.

The Post Event Checklist must be completed and returned in order to receive your damage deposit.

The Parsonage includes the following:

Kitchen (refrigerator, stove/oven, sink, dishwasher)

Bathroom

Various tables and chairs for seating of approx. 15 people. Additional folding chairs may be available on request.

2 Garbage cans – one on the front porch, one in the kitchen (**if you need more trash containers, bring them with you**).

Tables and Chairs may be rearranged according to your needs but must be returned to original locations. (lift, don't drag)

Other furnishings are not to be moved under any circumstances.

Do not place any items on the antique piano or use it as a tabletop in any way as even condensation from glasses can ruin this antique piece.

The fireplaces in the Parsonage cannot be used.

The Post Event Checklist must be completed and returned in order to receive your damage deposit.

Renter's Name: _____ **Date:** _____

Post Event Checklist

- ___ All furniture returned to original location (lift, don't drag)
- ___ Adequately swept, including in corners and porches
- ___ Mopped if needed (food and drink spills, etc.)
- ___ Tables and chairs wiped of any crumbs or spills
- ___ Rented folding chairs and tables (legs folded) stacked against the wall (for Barn renters)
- ___ All decorations removed
- ___ No glitter or confetti was used
- ___ No food or drinks left in refrigerator
- ___ No damage to building or furniture
- ___ Trash placed in blue dumpster behind the Forge next to Visitor's Center or removed from Village
- ___ Thermostat returned to unoccupied temperature (82 summer, 60 winter)
- ___ Keys returned, if applicable

Notes: _____

***Please submit this **Post Event Checklist** after your event in order to receive your damage deposit. This may be left in the key return box at the Visitor's Center or returned during normal business hours.



I have received the Rental Information Packet from Millard's Crossing Historic Village and understand what is expected of my group. I agree to follow the policies of the Village for my event.

***I understand that I must complete and return the Post Event Checklist in order to have my damage deposit returned to me.

Signature: _____ **Date:** _____

Best Phone: _____ **Email:** _____

Damage deposit in the amount of: _____ **received on** _____ **by** _____.
(Circle Cash or Check)

Damage deposit in the amount of: _____ **returned on** _____ **by** _____.
(Circle Cash or Check)

Notes if discrepancy: _____