

MILLARD'S CROSSING HISTORIC VILLAGE RENTAL INFORMATION PACKET

CONTACTS: **Millard's Crossing Office:** **936-564-6631**

 www.mchvnac.com **info@mchvnac.com**

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. Check in at the office upon arrival and we will be happy to accompany you to answer any questions you may have regarding the venue. This Rental Information Packet and the Rental 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):

- ❖ The **Entire Village**: includes access to the following venues, grounds(**all tables and chairs used indoor only**)
- ❖ Our newly renovated **Rebellion Barn** with full kitchen, restrooms, 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) with adjacent outdoor **Gazebo** with roses blooming in spring and on and off during summer and fall.
- ❖ An 1895 **Watkins Reception House** with porches, bridal changing room, full kitchen, restrooms, tables, and chairs. (Capacity: approx. 40 - 100 with rental of additional chairs)
- ❖ A 1900 **Methodist Parsonage** with full kitchen, restroom, tables, and chairs (Capacity: approx. 20-30 with rental of additional chairs)

(All buildings are heated and cooled)

Please see Rental Price Sheet for Package options!

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 in the form of a credit card on file, cash or check dated the day of the event, is required **two weeks before the event**. If check or cash, it is held at the office and returned if there is no damage, cleanup is adequate, and the Post Event Checklist has been completed. A walk through with a staff member must be completed within 24 hours after your event or the damage deposit will not be returned. Other violations of policies can lead to forfeit of damage deposit or charging the card on file.
- ❖ 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 **4:00pm to 9:00pm if they are available (not being used by another renter)**.
- ❖ 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, and in the Visitor's Center 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.

GROUND LIGHTING FOR EVENING EVENTS:

- ❖ Miniature lights previously installed by the Village are in the trees that line the driveway and may be used when in working order. Millard's Crossing makes no guarantee that they will be functioning; the switch for these is found on the back porch of the blue Reception House next to the Chapel.
- ❖ Lights in front of Chapel: the switch for these is found outside to the right of the Chapel's front doors.
- ❖ Gazebo lights may be turned on by plugging in 1 or both of the extension cords at the base.
- ❖ Flood lights by drive: switch is behind the little log office by the fire hydrant.
- ❖ Extension cords available to Rebellion Barn renters upon request.

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 Consent Form for additional information.

PERMITTED:

- ❖ Decorating
- ❖ Catering
- ❖ Live and Recorded Music
- ❖ Candles. Please be mindful of hot wax-all candles must be in containers and used properly to prevent spills.
- ❖ 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 inside buildings or outside on the grounds
- ❖ Fireworks
- ❖ Wax drippings from candles
- ❖ Illegal drugs and substances
- ❖ Rowdy behavior & exceptionally loud noise (Quiet hours begin at 10 pm-residents live on property)
- ❖ Moving furniture out of buildings (see Building Information below)
- ❖ Fireplaces are not to be used under any circumstances.

CLEANING:

Please refer to the **Post Event Checklist** for more information. Cleaning must meet the standards discussed in order to avoid incurring cleaning or damage fees. Inadequate cleanup will result in cashing the damage deposit check or charging the card on file. **A walk through with a staff member must be completed within 24 hours after your event or you will forfeit your deposit/have your card charged the applicable fees for your rented venue(s).**

- ❖ You must clean up before vacating the premises at midnight unless other arrangements are made to clean next day before noon (if available) and are paid for in advance. (See Rental Price Sheet)
- ❖ All decorations must be removed (no confetti or glitter were used) and no food/drinks left in refrigerator.
- ❖ Tables & chairs must be wiped of any crumbs or spills, floors swept (mopped if needed for food and drink spills), and furniture carefully moved back to its original location. (lift, do not drag) No damage to building or furniture.
- ❖ Additional rented folding chairs and tables must be folded up and stacked together against the wall. (Barn renters)
- ❖ Brooms and cleaning aids are found in the kitchen or closet of buildings. You may want to bring additional supplies, including extra trash bags, paper towels and 409 type cleaner.
- ❖ 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 (including any exterior grounds lighting used-see Grounds lighting section for how to turn on/off) and set thermostats to unoccupied setting (82 in summer & 60 in winter).
- ❖ Lock all doors and return keys, if applicable (keys may be placed in lock box at the Visitor's Center)

ALCOHOLIC BEVERAGES:

- ❖ All alcohol must be BYOB or if served, only served 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 by a bartender. Security will NOT be provided by the village.
- ❖ University student events must have a licensed bartender and security officer(s).
- ❖ Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit.
- ❖ 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.
- ❖ 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 the Executive Director 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 to not incur cleaning or damage fees. A walk through with a staff member must be completed within 24 hours after your event or you will forfeit your deposit/have your card charged the applicable cleaning fees for your rented venue(s).

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 unless the entire Village is rented. 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/porches or placed on the grounds for any reason.**

The Post Event Checklist must be completed to not incur cleaning or damage fees.

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)

2 Restrooms

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, buffet and china hutch 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.

The fireplaces in the Reception House cannot be used.

The Post Event Checklist must be completed to not incur cleaning or damage fees.

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 to not incur cleaning or damage fees.

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 to not incur cleaning or damage fees.

Post Event Checklist

(must be completed to not incur cleaning or damage fees)

- ☐ All furniture returned to original location (lift, don't drag)
- ☐ Tables and chairs wiped of any crumbs or spills
- ☐ Rented folding chairs and tables (legs folded) stacked against the wall (for Barn renters)
- ☐ Adequately swept, including in corners and porches (cleaning aids are in kitchen or closet)
- ☐ Mopped if needed (food and drink spills, etc.)
- ☐ 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)
- ☐ All lights turned off, and if used, any additional grounds lighting. (see earlier section)
- ☐ Keys returned, if applicable (may be placed in lock box at the Visitor's Center)
- ☐ **A Walk Through with a staff member must be completed within 24 hours after event in order to not incur cleaning or damage fees.**

Notes: _____



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 the Post Event Checklist and complete a "walk through" with a staff member within 24 hours after my event in order to not incur cleaning or damage fees.**

Signature: _____ Date: _____

Best Phone: _____ Email: _____

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

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

Notes if discrepancy: _____