

MILLARD'S CROSSING HISTORIC VILLAGE RENTAL INFORMATION PACKET

CONTACTS: **Millard's Crossing Office:** **936-564-6631**
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VILLAGE/OFFICE HOURS: MON – SAT: 9:00am to 4:00pm SUN: CLOSED EXCEPT FOR RENTALS

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

Beginning Oct 1st through Jan 7th of each year, the Village will be decorated for the holidays.

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(s). 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: (Please see Rental Price Sheet for Fees and Package Options)

- ❖ The **Entire Village**: includes access to our extensive grounds and all structures during business hours and the following 4 venues after hours plus the option to close the Village to outside guests the day of your event
- ❖ Our newly renovated **Rebellion Barn** with full kitchen, restrooms, wrap around porch (Capacity: approx. 150 seated indoors and additional outdoor seating space is available with rental of additional chairs)
- ❖ 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 - 80 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)

(The 4 venues listed above are heated and cooled)

To RESERVE A RENTAL:

- ❖ One half of the total fees must be paid, and the rental agreement signed and on file in the office. **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/Cleaning 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 cash or check, it is held in the office and returned if there is no damage, cleanup is adequate, and the Post Event Checklist has been completed. A walk through by a staff member will be completed within 24 hours after your event. If your rental is on a Saturday, your walk through will take place on Monday. Staff will take photos of any issues and send them to you. Other violations of policies can lead to forfeit of the 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 Decorating" renters have access to rental facilities from **12:00pm to 9:00pm if they are available (not already booked or a potential fully paid booking)**. "Day After Clean-Up" renters must clean up before **12:00 noon**.
- ❖ **Both "Day Before Decorating" and "Day After Clean-Up" have an individual charge of \$250 per service / per building.** An example charge: \$250 "Day before decorating" and \$250 "Day After Clean-up" of the Barn = \$500.
- ❖ 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.

ADDITIONAL SERVICE CHARGE FEE: The booking system MCHV uses to secure reservations has a passthrough charge of 6% of the reservation total. Ex: \$1500 rental charge = an additional \$90.

CANCELLATIONS: (There is a \$50 cancellation fee)

- ❖ Full refund of fees paid (minus \$50) if more than six (6) months before the date reserved
- ❖ Half refund of fees paid (minus \$50) if more than three (3) months before the date reserved
- ❖ No refund of fees paid if less than three (3) months before the date reserved
- ❖ Date may be changed only once free of charge, \$50 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 along the fence 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 or Parsonage is permitted only when loading and unloading. **No other driving or parking is allowed in the Village. A \$25 fine will be assessed to any violators of this policy.**
- ❖ People live on site, so please do not block the Village driveways.

GROUNDS LIGHTING FOR EVENING EVENTS:

- ❖ Gazebo lights may be turned on by plugging in 1 or both 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.
- ❖ All lights must be turned off after your event.

PHOTOGRAPHY:

- ❖ Renters may arrange for a photographic session to be taken during business hours and by appointment only to avoid conflicts with tours or other events. You must provide your own photographer.
- ❖ There is a \$50 fee for outdoor or a \$100 fee for indoor/outdoor photographic sessions for non-renters. 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 licensed bartender(s) and security officer(s) on site.** See Alcoholic Beverages section for more information.

NOT PERMITTED (will result in forfeit of damage deposit/charging the card on file):

- ❖ 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)
- ❖ No smoking inside buildings or on porches (please dispose of butts properly, do not litter the grounds).
- ❖ Fireplaces are not to be used under any circumstances.

CLEANING:

Please refer to the **Post Event Checklist** for detailed requirements. Cleaning must meet the standards discussed to avoid incurring cleaning or damage fees. Inadequate cleanup will result in forfeit of the damage deposit check or charging the card on file. **A walk through by a staff member will be completed within 24 hours after your event to inspect the rental venue(s). Saturday events will have a walk through on Monday as we are closed on Sundays.**

- ❖ You must clean up before vacating the premises at midnight unless other arrangements are made to clean the next day before noon (if date available) and are paid for in advance. (See Rental Price Sheet)
- ❖ All decorations must be removed (no confetti or glitter 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. (Please lift, do not drag) No damage to building or furniture.
- ❖ 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 cleaners.
- ❖ Additional rented folding chairs and tables must be folded up and stacked together against the wall. (Barn renters)
- ❖ **Trash must be gathered and placed in the blue dumpster at the end of the driveway behind the “arrow” fence next to the Visitor’s Center or taken with you.**
- ❖ Turn off all lights (including any exterior grounds lighting, if used)-see Grounds lighting section for how to turn on/off) and set thermostat(s) to unoccupied setting (Fan in **Auto** not on position-80 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 (serve yourself) or if served, only served by licensed bartenders you hire for the event. Bartenders will NOT be provided by the village. Please provide a copy of your Bartender(s) license 2 weeks before your event.**
- ❖ **A police/security officer(s) must be on-duty during the duration of all events in which alcoholic beverages are served by bartenders. Security will NOT be provided by the village. Please provide the name(s) of your police/security officer(s) 2 weeks before your event.**
- ❖ University student events must have licensed bartender(s) and security officer(s) and provide licenses/contact information for each.
- ❖ Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire cleaning/damage 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 advised that Millard’s Crossing Historic Village is a multi-functional facility.

Tours continue to take place during business hours, this includes during Day Before Decorating and Day After Clean-Up. On the day of your event, we may mark your rentals off the map and place Do Not Enter signs on venue(s). All structures you do not have a key for, will be locked by 4:00pm. No Exceptions! Please do not put personal items, wedding gown etc... in the venues until after 4:00pm if decorating the day before. We will not be held responsible for anything you bring or leave in the venues.

- ❖ Our staff may hang a “private event” sign to deter visitors from entering your rented area.
- ❖ Children of renters and guests must always be supervised and attended to by an adult at all times.
- ❖ Millard’s Crossing is not responsible for personal 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.
- ❖ Visitors that come to tour and want to see venues for future rentals, will be permitted to look at the venues on Day Before Decorating and Day After Clean-up days. The day of the event we will place a “Do Not Enter” sign.

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.
- ❖ Please do not place any hot or cold items on the large furniture pieces without a hot pad or trivet as heat and condensation will damage these delicate pieces.

The Post Event Checklist must be completed to not incur cleaning or damage fees. A walk through by a staff member will be completed within 24 hours after your event to inspect the rental venue(s). Saturday events will have a walk through on Monday as we are closed on Sundays. You will be notified of any issues.

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 are included for this venue. 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. Additional tables and chairs may be rented locally, see below. Table/chair seating arrangement options are available upon request. Please arrange a visit to visualize the space. **If more tables/chairs are needed for outside/grounds use, you may contact University Rental at 936-560-0800 or www.universityrentalnac.com**

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

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

Tables and chairs are for the use of the renters and can be rearranged (please lift, don't drag across floors); 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 do not place any hot or cold items on the large furniture pieces without a hot pad or trivet as heat and condensation will damage these delicate pieces.

Please keep restroom doors closed when using heat and A/C to keep them climate controlled.

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 are approximate, available furniture may vary.)

17 pews which seat approx. 100 people comfortably (Pews are fragile and are NOT to be moved for any reason).

Approximately 30 rustic wooden 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**)
- 1 Wooden Lectern
- 3 Bishops' Chairs

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

Chapel stage opening measures 8' 4" high by 12' 6" wide

The pump 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. 18 people. Additional folding chairs may be available on request.

2 Garbage cans – one on the back 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 hours of operation for any of the other museum/
buildings you do not have a key for is 9:00am to 4:00pm.
Our buildings will be locked by 4:00pm.**

Post Event Checklist

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

- ___ All furniture returned to its original location (please lift, don't drag across wood floors)
- ___ 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
- ___ No cigarette butts, drink tops/tabs or trash left outside on porches or grounds
- ___ Trash gathered and placed in blue dumpster behind the "arrow" fence next to the Visitor's Center or removed from the Village
- ___ Thermostat(s) returned to unoccupied temperature (Fan in Auto position-80 in summer, 60 in winter)
- ___ All lights turned off, including any additional grounds lighting, if used. (see earlier section)
- ___ Doors locked & keys returned, if applicable (may be placed in lock box at the Visitor's Center)

Failure to complete the Post Event Checklist will result in forfeiture of damage deposit check or charging the card on file. A "walk through" by a staff member will be completed within 24 hours after your event (Monday for Saturday events) to inspect the venue(s) for cleaning and damage. You will be notified of any issues.

Notes: _____



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

*****I understand that I must complete the Post Event Checklist and that a "walk through" by a staff member will be completed within 24 hours after my event (Monday for Saturday events) to inspect the venue(s) for cleaning and damage. I will be notified of any issues.**

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/shredded on** _____ **by** _____.
(Circle: Cash or Check)

Notes if discrepancy: _____