

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

- ❖ Full refund of fees paid if more than six (6) months before the date reserved
- ❖ Half refund of fees paid 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, \$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 along the fence next to the yellow Carriage House, and in the Visitor's Center parking area (after 5:00 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.
- ❖ 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 photographic sessions to be taken during business hours and by appointment only to avoid conflicts with tours or other events.
- ❖ There is a \$50 fee for outdoor or a \$100 fee for indoor/outdoor photographic sessions. Please ask for our Media Consent Form for additional information. **Entire Village renters are not required to pay the photography fee.**

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 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 position-82 in summer & 58 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 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 5:00pm. No Exceptions! Please do not put personal items, wedding gown etc... in the venues until after 5:00pm 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.
- ❖ A portable wheelchair ramp is available on request.
- ❖ 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.

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. Table/chair seating arrangement options are available upon request. Please arrange a visit to visualize the space. **Our tables and chairs must not be removed from the building/porches or placed on the grounds for any reason. If more tables/chairs are needed for outside/grounds use, 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).**

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 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. 75 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**)

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 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 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 5:00pm.
Our buildings will be locked by 5:00pm.**

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 floor)
- 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 next to Visitor's Center or removed from the Village
- Thermostat(s) returned to unoccupied temperature (Fan on Auto-82 in summer, 58 in winter)
- All lights turned off, including any additional grounds lighting, if used. (see earlier section)
- 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 if there are 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: _____