

Manning Hausbarn Heritage Park

Wedding Facility Rental Agreement

This agreement outlines the terms and conditions between Manning Hausbarn Heritage Park and: Customer Name: _____ (Hereafter referred to as "Customer"). For use of the Park's facilities on: _____. This contract is the entire agreement between the parties. Amendments must be in writing and signed by both the Customer and Manning Hausbarn Heritage Park (MHHP).

1. Customer Information

Billing Contact Person: _____

Billing Address: _____

Phone: _____ Email: _____

Event Type: _____ Number of Guests: _____

Event Date: _____ Event Time: _____

Wedding Contacts:

Bride Name: _____ Phone: _____

Email: _____

Groom Name: _____ Phone: _____

Email: _____

2. Venue Selection

Select the spaces to be rented:

_____ Hansen Halle (South Hall)
_____ Fireside Room (North Hall)
_____ Roten Tavern Bar
_____ Courtyard

_____ Trinity Church
_____ Hausbarn
_____ Park Grounds
Area of Grounds: _____

Rental Duration (check all that apply):

_____ Half-Day if additional setup or clean-up time is needed (up to 5 hours) - \$400

_____ Ceremony Full-Day (up to 10 hours + 2hr rehearsal access the night before) - \$800

_____ Reception Weekend (Venue available for two full days, extra time subject to availability) - \$2,000

Rental times include set-up and clean-up. The Customer is responsible for guests, vendors, subcontractors, and any damages resulting from their use. For wedding rentals, full-day charge is assessed when ceremony facility is reserved and weekend charge for reception reservations.

3. A La Carte Items

_____ Fireside Room to dress on the wedding day (ceremony only package) - \$100

_____ Historic Hausbarn open for viewing 2 hours during event - \$100

_____ Rehearsal Dinner with bar - \$250 (3hr booking).

_____ Table Linens - \$15 each

_____ Chair Covers (white) - \$3 per cover

_____ Backdrop (black or white curtain, cool or warm lighting can be added at no additional charge) - \$300

4. Fees & Deposit

\$ _____ Rental Fee
\$ _____ A La Carte Item Total
\$ _____ Total Due
\$ _____ Deposit Due at Signing - 25% of total
Damage/Cleaning Deposit Credit Card on file before event _____

All balances must be paid before event set-up. Payments can be made by credit card or check. There is a 3.5% service fee on credit cards. Checks payable to Manning Community Foundation.

Mail signed agreement and payment to:

Manning Hausbarn Heritage Park
130 Heritage Drive, Manning, IA 51455

5. Cancellation & Changes

Date Changes: Subject to availability. Non-refundable costs incurred are the Customer's responsibility. All cancellations must be in writing. Cancellations: - ≥180 days prior: Full refund; - <180 days prior: No refund

6. Conditions of Use

Events must end by 12:00 AM, and clean-up completed by 1:00 AM. Smoking only in designated outdoor areas. Excessive noise is prohibited. Customer responsible for removal of decorations and trash, and the venue back to pre-event set-up.

7. Vendors & Catering

Caterers must be licensed/insured. Trash must be removed or placed in designated dumpsters.

8. Alcohol Policy

Only MHHP-provided bartenders may serve alcohol. No outside alcohol is permitted except pre-approved wine/champagne (corkage fee applies). 15% gratuity will be added for open bars. Alcohol may be consumed only in the Konferenz Center and Courtyard. No one under 21 may be served alcohol. **Any violation of this policy will result in a \$500 fine. Copy of credit card is required to be on file and will be charged if policy is violated. 3.5% service fee applies.**

9. Amenities Included

Tables, chairs, and bartenders (as applicable). Indoor and outdoor photography access is included with rental during reserved time. In case of inclement weather Trinity Church will be available.

10. Liability & Security

MHHP is not responsible for lost/damaged items.

Customer agrees to indemnify and hold MHHP harmless for any claims arising from event use.

Reservation is confirmed once this agreement is signed and deposit is received.

Signatures

Customer: _____ Date: _____

Customer: _____ Date: _____

MHHP Representative: _____ Date: _____