

RULES AND CONDITIONS FOR USAGE

CANDLES: Only flameless candles are permitted throughout the facility.

CATERING: The catering service areas in our venue are not intended to be used as a kitchen for meal preparation.

COURTESY PROTOCOL: The Manning Hausbarn Heritage Park reserves the right to request any person or group of people acting unruly and contrary to rental guidelines to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

DECORATIONS: Only command strips may be used to affix decorations and/or signs. Any other decorations, signage, electrical configurations or construction must be pre-approved by Manning Hausbarn Heritage Park. Decorations may not be hung from light fixtures. All decorations must be removed without causing damage directly following the departure of the last guest unless special arrangements have been made between the Customer(s) and the venue.

The only adhesive material allowed on the plaster walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decorations must be freestanding. Absolutely no nails, push pins, staples, or any other type of fasteners of any nature are permitted on our walls/ceilings.

The use of birdseed, dried or fresh flower petals, and bubbles are permitted outside only. Rice, confetti, fake flower petals, balloons, glitter fog machines, pyrotechnics, and sparklers are not permitted inside or outside the facilities.

EVENT ENDING TIME: All events must end by 12:00 AM to comply with our Roten Tavern Bar closure and in order to allow for clean-up and closure of the site by 1:00 AM.

GARBAGE DISPOSAL: Trash disposal, other than the garbage disposal of items generated by the caterer, is your responsibility. Immediately following the event, please take a few minutes to walk all the areas of the building and property that have been utilized for the event and pick-up any refuse that may have been dropped or blown around. This trash may be placed into the Manning Hausbarn Heritage Park dumpsters.

HANDICAP ACCOMMODATIONS: We provide level-designated parking, ramped walkways throughout the property along with suitable restroom facilities. Motorized and transport chairs can easily navigate the grounds. All venues on the property are handicapped accessible within reason.

MUSIC AND ENTERTAINMENT: Due to the proximity of the Manning Hausbarn Heritage Park to the local neighborhood, sound considerations are a concern. Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area. The Manning Hausbarn Heritage Park executive director will help to establish acceptable sound levels. Any complaints from neighbors or other parties may require the levels to be reduced further. Manning Hausbarn Heritage Park reserves the right to require Customer(s) to cease the music it deems inappropriate, at its sole discretion. Manning Hausbarn Heritage Park also reserves the right to require the Customer(s) to lower the sound level or cease playing music, at its sole discretion.

Note: Although we are situated on 10-acres, we are keenly aware that sound travels, therefore we make every attempt to be considerate of our neighbors' privacy.

PHOTOGRAPHY: The many natural settings around Manning Hausbarn Heritage Park are maintained and developed for the enjoyment of all events. We allow each Customer the opportunity to use any area of the park for photography sessions.

REFRIGERATOR / FREEZER SPACE: A double refrigerator is available to the customer and caterer(s). Freezer space is limited but available as needed.

RENTAL SPACE CHANGES: Any contents or furniture movement must be pre-approved by Manning Hausbarn Heritage Park. It is the Customer's responsibility to restore all areas to their original appearance.

SMOKING: The Manning Hausbarn Heritage Park is a non-smoking facility. Cigarette receptacles will be provided and smoking permitted in the courtyard area as well as the parking lot.

WEATHER: The weather is usually suitable for outside events from May until October. If the event is outside and should there be inclement weather on your reserved day. Customer is able to use the Trinity Church as a backup ceremony location and the Konferenz Centre for receptions.

EVENT POLICY AND GUIDELINES AGREEMENT

I have read and understand the policies concerning events held at the Manning Hausbarn Heritage Park. I agree to uphold them and ensure that contractors and members of the event party will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

Customer Signature: _____ Date: _____

MHHP Signature: _____ Date: _____