



Wedding Rental Agreement

WEDDING DATE: _____ EXACT START TIME OF CEREMONY: _____
ENTER BUILDING AT: _____ LEAVE BUILDING AT: _____

Rental Agreement is a total of two hours

BRIDE



NAME OF BRIDE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

NAME OF MAID OF HONOR: _____ TOTAL NUMBER OF BRIDE'S MAIDS: _____

FLOWER GIRL? _____ IF SO, HOW MANY? _____

GROOM



NAME OF GROOM: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

NAME OF BEST MAN: _____ TOTAL NUMBER OF GROOM'S MEN: _____

RING BEARER? _____ IF SO, HOW MANY? _____

POST-WEDDING CONTACT INFORMATION

The best way to contact you after the wedding is (please check):

_____ THE BRIDE'S CONTACT INFORMATION

_____ THE GROOM'S CONTACT INFORMATION

_____ NEW INFORMATION (LISTED BELOW)

ADDRESS: _____	CITY: _____	ZIP: _____
PHONE: _____	EMAIL: _____	

GENERAL

- Will the wheelchair elevator need to be used? _____
- Will you have a live musician? _____
- Will you have a Photographer/Videographer? _____
- Transportation? _____
- Total Number of Guests _____
- Will a unity candle be used? _____
- Provide limited seating? _____
 - ❖ If yes, please list the color choice for chair banding: _____
- Use the Museum's decorations? _____
- Use the Bride's Bakset? _____
- Who will perform the ceremony? _____
- Use the Museum Sound System? _____
 - ❖ If so, below please list the cd and track numbers below that you will be using:

TOTAL COST: _____
DEPOSIT: _____
BALANCE: _____

WEDDING AGREEMENT INFORMATION

1. **Cost:** The fee for a wedding at the Wyandotte Museum is \$500.00. Wyandotte residents, bride or groom, receive a \$50.00 discount. Only the usage of the Ford-MacNichol home is provided. A \$100.00 deposit is required to hold your date and time. The remaining balance is due one (1) month prior to your ceremony. The \$100.00 deposit is non-refundable.
2. **Time:** The time limit is not to exceed two hours. Other weddings may be scheduled before and after. You will be billed accordingly. Beyond the \$500 two hour event fee, an additional \$100 will be charged for every hour thereafter. Rental begins promptly at the time listed above. Rental times will not be adjusted for late arrivals.
3. **The Home:** The Ford-MacNichol Home is listed on the state and national register of historic places. Guests must be sensitive to the building and its artifacts. The undersigned is held responsible for any damage incurred during the wedding.
4. **Rehearsal:** A one-hour rehearsal at the Ford-MacNichol Home is available and included in the \$500.00 wedding fee. Please schedule the rehearsal no later than two weeks prior to your ceremony. The time limit is not to exceed two hours. You will be billed accordingly. Beyond the one hour rehearsal, an additional \$50 will be charged for every hour thereafter.
5. **Chairs:** The ceremony is a standing ceremony. The museum can provide limited seating (8 to 10 folding chairs) for those who need to sit. White fabric chair covers for folding chairs have multiple color banding to accentuate your event – choices are rose, blue, sage, lavender and white. Please note that seating will be limited to folding chairs. Other chairs in the house are artifacts and are not to be used – no exception.
6. **Unity Candle:** You are welcome to use a unity candle for your ceremony. The candle is placed on the parlor table. We ask that you provide a plastic cover for placement underneath the candles.
7. **Fireplace:** The fireplace in the lobby can be lit, weather permitting and upon request.
8. **Decoration:** You are free to bring in decorations for your photo session (flowers, ribbons, etc.). We ask that you not use tape, tacks, etc., to be sensitive to the historic nature of the environment. Pipe cleaners and string are acceptable to hang decorations.
9. **Museum Decorations:** The museum has a standard set of white decorations that we can put up at your request. These are bows and ribbons that are placed on the fireplaces and around the parlor entrance.

10. **Accessibility:** An elevator lift can be operated, with prior notification, for those who cannot walk the steps. The Ford-MacNichol home does not have a handicap accessible restroom. However, a handicap accessible restroom is available at the Historic Marx Home, 2630 Biddle Avenue.
11. **Guests:** The number of guests is not to exceed forty (40) persons. If the number of guests is larger than forty, the congestion makes an uncomfortable situation for you and presents a safety problem for the museum and its artifacts.
12. **Smoking/Drinking:** No alcohol and/or smoking is permitted inside or around the Museum. Violators will be expected to pay a \$500.00 fine.
13. **Parking:** Parking is available at the rear of the Museums Campus. The public parking lot on Superior Boulevard and First Street and Nixon's Funeral Home parking lot can also be used. Please remember that there is no parking in front of the Museums Campus or on the north side.
14. **Music:** You are free to bring in your own music. The baby grand piano in the music room, and the pump organ in the parlor can be operated. We have a sound system in the Ford-MacNichol Home that works off of Compact Discs. We have some wedding music or you may bring in music you wish to have played.
15. **NO RICE:** We ask that you not throw rice after the ceremony. Birdseed, balloons, bubbles, etc. is acceptable. Please keep these outside the Museum.

I have read and understand the above policies regarding the Wyandotte Museum's Wedding Rental Agreement.

Name (Print): _____

Signature: _____ Date: _____

Museum Official: _____ Date: _____



HOLD HARMLESS AGREEMENT

In consideration of the Wyandotte Historical Society, the Wyandotte Museum, and the City of Wyandotte, I, _____ hereby assume all risk and liability to the providing of services by the Wyandotte Historical Society, the Wyandotte Museum, and the City of Wyandotte and agree to hold harmless and indemnify the Wyandotte Historical Society, the Wyandotte Museum and the City of Wyandotte from all liability or responsibility whatever for injury (including death) to persons and for any damage to any City of Wyandotte property or to the property of others arising out of or resulting from its ceremony. The undersigned agrees to hold the city harmless arising out of or resulting from its ceremony including the use of the premises.

I, _____, further hereby remise, release, and forever discharge said Wyandotte Historical Society, Wyandotte Museum, and City of Wyandotte, its officers, agents, and employees from any and all claims, demands, actions, causes of action, damages, and liabilities or arising out of, either directly or indirectly from this event. The undersigned has full legal authority to sign this agreement on behalf of the above organization and understands the City of Wyandotte is relying upon said representation.

Agreed to this _____ day of _____, 20_____.

Name (Print): _____

Address: _____ City: _____ Zip: _____

Phone: _____

Signature: _____

