



Mackinaw Area Historical Society – Facility Use Information

Heritage Village provides a unique Northern Michigan setting for various types of life events. Picnics, memorial services, weddings, vow renewals, family gatherings, are just a few examples. Heritage Village is located on the west side of Mackinaw City. These 43+ acres offer a peaceful natural setting. The beautiful fully renovated historic Chapel has seating for approximately 80 and is handicap accessible. The Pavilion is covered and has picnic tables and benches for approximately 75 people. Heritage Village is home to historic buildings operated by Mackinaw Area Historical Society (MAHS) in partnership with the Village of Mackinaw City. If you choose our setting for your special event we ask for your support with the following requirements in keeping with the setting.

- 1) A two-hour rental fee for the use of the Chapel or Pavilion includes use of those facilities for the designated period. Your rental agreement includes the use of the furniture and piano in the Chapel and the outdoor seating in the Pavilion. An on-site MAHS docent (this person is not a wedding planner) will be available for questions that may arise. Additional time needed beyond the two hours, will be at an additional hourly rate. A refundable deposit is due at time of reservation and assumes property will be restored to its pre event condition.
- 2) For Heritage Chapel Weddings:
 - a. MAHS makes a dressing area available for the bride in another building on the property for a fee.
 - b. Rehearsal on a day other than the scheduled event day will require an additional hourly rate.
 - c. The applicant must provide a minister and all other ceremonial/planner responsibilities, including an experienced pianist if using the piano.
 - d. You may use silk, dried or real flowers to decorate the Chapel. Do not nail staple or tape items to the furniture, windows, walls, or doors. Deliveries must be during your Chapel contracted time.
 - e. We prefer that the throwing or scattering of only flower petals, bubbles, and ecofetti and bird seed be held outside with the departure of the guests.
- 3) The Village has portable type public restrooms on site. Entrance gates will be opened prior to your event. Parking will be in the east parking lot. If a handicapped person is attending, permission will be given ahead of time for them to be driven to the Chapel or Pavilion. There is no overnight parking.
- 4) No animals are allowed in the Village proper. Exceptions are Certified Service Animals.
- 5) There is no heat in the Chapel or the outdoor Pavilion. The use of any portable heating devices is strictly prohibited.
- 6) Fireworks, firecrackers, or other types of explosives are not permitted on the grounds at any time. The release of Chinese lanterns is not permitted.
- 7) Candles may be used. They must be placed in or on top of a container that is nonflammable and extinguished as the guests exit.
- 8) Furniture and seating are not to be moved or rearranged without prior written approval of MAHS.
- 9) Heritage Village does not store items overnight and if items are left overnight, MAHS is not responsible for those items.
- 10) The dispensation and consumption of alcoholic beverages in/on MAHS buildings or grounds requires various permits and licenses as set forth in the Facility Usage Agreement and Village of Mackinaw Special Event Application (weddings exempt).
- 11) Food and beverages are not allowed inside any of our restored historic buildings, including the Chapel. The Pavilion may be used for food and beverages. The premises must be restored to its pre event condition upon exit.
- 12) The Applicant agrees to abide by and/or enforce all applicable rules and regulations governing the use and/or occupancy of said premises.
- 13) A facility usage agreement (attached) should be completed and returned, along with a deposit of \$100 or full payment, to reserve the day and time. Any other special arrangements not discussed in these documents should be approved in writing prior to the event.
- 14) Life events held at Heritage Chapel should be conducted in such a way to promote dignity appropriate to worship. Use of the Pavilion and grounds should be in keeping with the setting and family type events.

HERITAGE VILLAGE FACILITY USE AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 20 __, by, and between the Village of Mackinaw City (weddings exempt), MAHS (MAHS), and applicant _____. The applicant and sponsoring organization understand and agrees to the following:

- A. MAHS grants to the applicant, the use of Heritage Village as follows:
 - i. Identify the Building(s) Heritage Chapel, Pavilion, Stimpson _____
 - ii. Type of event _____
 - iii. Event(s) Dates and Times:
 - . Date: _____ From: _____ To: _____
 - . Date: _____ From: _____ To: _____
 - . Date: _____ From: _____ To: _____
- B. Number of guests expected _____
- C. MAHS Member Yes _____ No _____
- D. Village Resident Yes _____ No _____
- E. Will there be a tent installed? Yes _____ No _____
 - i. If Yes, Name/Address/ Telephone _____
 - . Note: Must be coordinated with the Village of Mackinaw City.
- F. Will a Catering Service be used? Yes _____ No _____
 - i. If Yes, Name/Address/Telephone _____
 - . Note: Copy of bond , insurance and health certificate has been received Yes ____ No_____
- G. A Security deposit is part of the rental fee and is refundable only if the building and property are restored to their pre event condition. Trash cans and bags will be made available. Rubbish and debris should be picked up and properly bagged by the applicant for removal from the premises by the Village of Mackinaw City or MAHS, when finished. Security deposit refund may take up to 30 days to process.
- H. The Applicant shall pay in advance, all necessary fees including a deposit of \$100 payable with this Agreement and the remainder due 30 days prior to the scheduled event(s). Total fees will be forfeited if Applicant cancels the event 30 days or less before said usage date. Reminders are courtesy only. Failure to make timely payment(s) may result in cancellation of your event by MAHS. The Fee Schedule is attached to this Agreement and incorporated by reference.
- I. This agreement may not be reassigned, transferred, or sublet without the prior written consent of MAHS.
- J. Any attachments, copies of permits, licenses, and insurance coverage required by the Village of Mackinaw shall also be supplied to MAHS at least 30 days prior to the event.
- K. The Village of Mackinaw City requires completion of an Event Application (weddings exempt) which can be found on their website www.mackinawcity.org or provided to you upon request. The Event Application must be completed with the Heritage Village Facility Use Agreement in order to schedule your event.
- L. The MAHS Facility Use Information sheet is hereby attached to this Agreement and incorporated by reference.
- M. Applicant will provide certificates of insurance with all coverage, including but not limited to, liability and liquor liability insurance deemed necessary for the event, naming the MAHS and the Village of Mackinaw City (weddings exempt) as additional insured on all applicable policies and submit the certificate no later than thirty (30) days prior to the event. In some instances, the requirement of proof of insurance as to the naming of MAHS as additional insured may be waived by MAHS. Such waiver must be obtained in writing signed by the President of MAHS at least 10 days prior to the Event. Heritage Village is a public park and should be referenced as such in obtaining appropriate insurance and certificates.
- N. Applicant and/or sponsoring organization agrees to defend, indemnify and hold harmless MAHS and the Village of Mackinaw City, its Officers and Directors, Committee Members, Docents, Members and Volunteers, from any claim, demand, suit, loss, cost or expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of damage to property, personal injury or bodily injury, including death,

sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this Agreement, and regardless of which claim, demand, damage, loss, or cost of expense is caused in whole or in part by the negligence of MAHS, the Village of Mackinaw, or by third parties, or by the agents, servants of employees or factors of any of them, including the Officers, Directors, Members, Docents or Volunteers representing MAHS.

- O. If alcoholic beverages will be served or sold, approval must be obtained from the State Liquor Control Commission prior to the event. Applicant is required to provide proof of insurance and bond. Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Emmet County Health Department to secure all permits required for this event. As referenced herein, copies of applicable licenses, permits and insurance shall be supplied to MAHS and the Village of Mackinaw prior to the Event. Heritage Village is a public park.
- P. Applicant agrees to comply with the requirements set forth in the MAHS Facility Use Information sheet the Heritage Village Facility Use Agreement and any and all Village of Mackinaw Ordinances and Policies and all applicable State of Michigan laws.
- Q. Deviation from the stated terms and conditions of this usage agreement by the applicant, guests, or invitees, shall be considered a breach of this agreement and may result in the cancellation of this Agreement and the Event at the sole discretion of Village of Mackinaw City or MAHS. MAHS expressly reserves the right in its sole discretion to cancel the Event for MAHS purposes and the Applicant agrees, as a term of its usage of the Heritage Village, to release and waive all claims of any kind (including a claim for consequential damages), against MAHS, its Officers, Directors or Members arising out of cancellation of the Event.
- R. This Agreement and its attachments represent the entire Agreement between the parties. Any modification of any term of this Agreement shall be in writing and signed by the parties hereto.

MAHS President or Designee Signature:	Applicant Signature:
Date:	Date:

Thank you for allowing us to share your special day and helping us to make it enjoyable and meaningful for your family and friends.

Primary Contact name: _____
 Address: _____
 Phone: _____ Email: _____

Secondary Contact name: _____
 Address: _____
 Phone: _____ Email: _____

Alternate Contact name: _____
 Address: _____
 Phone: _____ Email: _____

Officiate: _____
 Phone: _____ Email: _____

Event Date: _____ Time: _____

Pre Event Rehearsal: _____ Time: _____

Number of Guests: _____

Rental Fee and/or deposit received by: _____ Date: _____ Check #: _____

Additional Fees received by: _____ Date: _____ Check #: _____

Security Deposit returned (\$100) by: _____ Date: _____ Check #: _____

Fee schedule:

	Fee	Number of Hours	Total Fee
Heritage Chapel rental fee, per hour (two hour minimum)	\$75		
Rehearsal the night before or prior to wedding, per hour	\$75		
Stimpson Home as a waiting area for the bride, per hour	\$75		
Pavilion for pre or post event gathering, per hour (two hour minimum)	\$75		
Events exceeding the normal seating capacity of the Chapel (80) will incur a one time surcharge	\$75		
Each additional hour in any building or each additional building, per hour	\$75		
Security/Clean Up deposit due at rental signing, holds the date, one time charge, returned 30 days after your event	\$100		
Fees Total			

Required documents checklist:

Heritage Village Rental Agreement and \$100 deposit	
Insurance rider holding MAHS harmless (your insurance carrier)	
Caterer health certificate if applicable	
Village of Mackinaw City Event Application (MackinawCity.org) (weddings exempt)	
State Liquor Control Commission License (if beverages will be sold)	