

CHIPPEWA COUNTY HISTORICAL SOCIETY PO BOX 303 MONTEVIDEO, MN 56265
SWENSSON FARM MUSEUM WEDDING USAGE POLICY

Event will include: Wedding Reception Dance (Circle all that apply) Expected number guests _____
 Date of Wedding _____ Rehearsal _____ yes no
 Time of Wedding _____ Date & Time of Rehearsal _____
 Pictures yes no time _____
 Time facilities need to be opened on wedding day _____

Responsible Party _____ Phone Number _____
 Address _____
 Email _____

Bride _____ Groom _____
 Address _____ Address _____

 Phone Number _____ Phone Number _____
 Email _____ Email _____

Fee Structure:
 Barn and Grounds rental \$300.00
 Damage Deposit \$150.00

A check for \$150.00 damage deposit is required when the signed reservation form is submitted. Fees for the rental of \$300 are due at the time of booking by cash or check.
 Fees and deposits are refundable up to 90 days prior to the wedding. Damage deposit will be retained by CCHS if the wedding is cancelled less than 90 days prior to the wedding date.
 The damage deposit, less any extra fees, will be refunded within 30 days after your reserved date. If extra fees, damages, or losses occur, charges will be deducted from the deposit or paid for separately.

Fees:

Barn and Grounds	\$ 300.00	Check # _____	Cash _____	Date _____
Damage Deposit	<u>\$ 150.00</u>	Check # _____		
Total	\$ 450.00			

Site is available May 15 – October 15

- The Swensson Farm House will be open to outside visitors between 1-5 p.m. Saturday and Sunday, Memorial Day weekend-Labor Day, but the Barn will be closed to visitors while your wedding is in progress.
- Priority use of the site is given to events and activities sponsored by the Chippewa County Historical Society (CCHS). Scheduling will be handled by the Executive Director to ensure no overlapping of events.
- CCHS reserves the right to review activities in the facility by the renting parties, and, also reserves the right to refuse rental of the facility.
- A staff member or volunteer of the CCHS must be present on the property anytime others are on site.
- All events must conclude by 12:00 a.m. unless prior authorization is given by the Executive Director.
- Ending time extended to _____ Approval for extended time _____
- **Smoking is not permitted** inside any structures or within 50' of any entrance of the property.
- A signed contract and all deposits and fees must be submitted at the time the site is booked.
- No rice, birdseed, confetti or bubbles, etc. may be thrown inside any building. Bubbles and birdseed are allowed outside only.

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Site Visits – Additional site visits which are needed after the signed contract is received are available Monday – Friday between 9:00 a.m. – 5:00 p.m. (dependent upon the Chippewa County Historical Society (CCHS) staff member’s schedule). Any weekend site visit(s) will be charged \$30.00 per visit and are available only as the CCHS staff member’s personal schedule permits.

Setup/Decorating – \$75.00 flat fee includes two days of CCHS staff member’s time to be on site. Setup is available between 9:00 a.m. – 5:00 p.m. Monday – Friday (holidays are not included). An additional amount of \$50.00 per hour or partial hour will be charged before 9:00 a.m. and after 5:00 p.m. Open flame items that are used for decorating are not permitted on the property. A CCHS staff person is required to be on the property any time others are on site.

Rehearsal – One hour is allotted for the wedding rehearsal the day before the wedding. A fee of \$50.00 per hour will be charged for each additional hour(s) or partial hour. The time is based upon when staff is asked to be on site for the rehearsal and the departure of the last wedding participant/guest/vendor. A CCHS staff person is required to be on the property any time others are on site.

Day of Event – A fee of \$100.00 will be charged for the first hour, and \$50.00 for each additional hour(s) or partial hour. The charges are based on the time staff is requested to be on site and the departure of the last wedding participant/guest/vendor. There is a minimum fee of \$300.00 on the day of the wedding for the first 5 hours. A CCHS staff person is required to be on the property any time others are on site.

Cleanup – A fee of \$50.00 per hour/partial hour will be charged for staff to return to allow the party to clean the facilities. You will also be charged \$50.00 per hour/ partial hour for staff to meet vendors at the site to pick up porta potties, rented items, etc. A CCHS staff person is required to be on the property when others are on site.

The Swensson Farm Museum is available for rent May 20 – October 15
The Swensson Farm Museum is not available the first two full weeks in September.

- Alcoholic beverages can be served on the property only by an establishment who has a liquor license which has been granted in Minnesota, and who carries liability insurance with a minimum policy amount of \$1,000,000.00 (one million dollars). The CCHS MUST BE added as an additional insured party on the liability policy. A certificate of insurance MUST BE received 5 days prior to the event. The signee accepts the responsibility for and liability of the individuals at the site during said time. **No outside alcohol can be brought or consumed on the entire premises at any time. All deposits will be forfeited if any outside alcohol is brought and/or consumed on site unless provided as above.** A licensed Minnesota police office/security officer must be on site at all times when liquor is being served. The cost for the hiring of the police/security officer is the responsibility of the renting party. Certified security may be required even when alcohol is not served and will be the responsibility of the renting party.
- Renters must contract and pay for their own porta potties for their guests’ use.
- Renters are responsible for all lighting needs inside the Barn. ((NO OPEN FLAMES))
- All setup and cleanup is the responsibility of the renting party. If the facilities are not cleaned immediately after being used, or the next day, the CCHS can retain the damage deposit for services rendered. If staff must make a return trip to the premises to allow the party to clean the facility, the renting party will be charged the hourly rate listed above.
- **The Swensson Farm Museum House is NOT available to view during setup or on the day of the wedding.**

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CCHS IS NOT LIABLE FOR DAMAGES RELATED TO THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, BREACH OF THIS CONTRACT, NEGLIGENCE, OR FRAUD.

Dispute Resolution:

In the event of a dispute arising out of and related to this Agreement, the parties agree to attempt to resolve any dispute by negotiation between the parties. If parties are unable to resolve the dispute, either party must first commence mediation before initiating any litigation proceedings.

Notice:

If any notice is required or authorized under this Agreement, such notice may be sent to the recipient's last known address or to the recipient's address listed in this Agreement. Notice may be sent by first class mail, certified mail, overnight courier, or hand delivery.

Binding Effect:

This Agreement is binding on the parties, the parties' heirs, the parties' personal representatives, and the parties' assigns.

Assignment:

Responsible party cannot assign this Agreement to any third party without the express prior written consent of CCHS.

Counterparts:

- a) The parties may execute this agreement in one or more counterpart. Each counterpart is an original, and all of the counterparts together will form the instrument.
- b) This agreement may be signed, delivered, and executed by electronic transmission, including, but not limited to, fax and email. Any such electronic transmission is an original executed copy of this agreement.

Modification of Agreement:

This Contract cannot be orally amended, and can only be amended by a writing signed by both parties.

Severability:

If any arbitrator or court having jurisdiction over a dispute concerning this Agreement declares any part of this Agreement invalid that declaration does not invalidate the remaining parts of this Agreement.

Merger Clause:

This Agreement represents the entire agreement between the parties concerning the subject matter covered in this Agreement. This Agreement supersedes all prior agreements between the parties concerning the subject matter covered in this Agreement, and all such prior agreements are merged into this Agreement.

Governing Law:

This Agreement is governed by the law of the State of Minnesota.