

MacCallum More Museum and Gardens
WEDDING AND RECEPTION GUIDELINES
(434) 372-0502

Please read these guidelines carefully!!!

COST of * Property rental for a wedding only

MEMBERS: \$100 deposit is due immediately upon reserving the Gardens in order to secure the date.

\$250 Rental Fee is due 1 month prior to the event.

Total: \$350

NON-MEMBERS: \$100 deposit is due immediately upon reserving the Gardens in order to secure the date.

\$300 Rental Fee is due 1 month prior to the event.

Total: \$400

COST of * Property rental for a wedding and reception

MEMBERS: \$200 deposit is due immediately upon reserving the Gardens in order to secure the date.

\$450 Rental Fee is due 1 month prior to the event.

Total: \$650

NON-MEMBERS: \$200 deposit is due immediately upon reserving the Gardens in order to secure the date.

\$500 Rental Fee is due 1 month prior to the event.

Total: \$700

Property: *House and/or Gardens

This facility is operated in a nondiscriminatory basis with regards to race, color, national origin, religion, sex, familial status, age, or handicap. Complaints of discrimination may be sent to the U.S. Secretary of Agriculture, Washington, D.C. 20250.

Guidelines

1. A nonrefundable deposit is due immediately upon reserving the property in order to secure the date.
2. MacCallum More property must be cleaned, inspected and vacated by nine (9) p.m. or by dark, whichever comes first.
4. **The renter is responsible for his guests and any damage that they may incur. (Please See Addendum)
5. The renter is responsible for all clean up and garbage removal.
6. Please designate a person to be available to walk through MacCallum More property with MacCallum More personnel after the event is over to verify that the properties are clean and undamaged.
7. Please do not park in or block any of our neighbors' driveways.
8. MacCallum More has tables, chairs, table cloths, and tents for rent. See the bottom of the contract page for prices.
9. The renter is responsible for providing any needed items for her wedding, rehearsal and and/or reception, i.e. iron, ironing board, hairpins, safety pins, tape, utensils, mirrors, dishes, glasses, plates, etc.
10. MacCallum More has the names and phone numbers of rental companies, photographers, musicians, horse & carriage and caterers available at the renter's request.
11. The use of the Gardens for portraits: \$35.00 (see #12) plus a \$15.00 fee for use of the House for changing.
12. If you have your wedding in the Gardens, you may have your bridal portraits taken in the Gardens at no additional charge.
13. Smoking allowed in designated areas of Gardens, no smoking in any buildings.

We know how important this day is to you, and we will do everything we can to help make this a happy and memorable occasion.

Note: If you would consider letting MacCallum More use photos of your weddings in our advertisements and on our website, please indicate on the contract form. Pictures used will not typically be close-ups of you or any of your wedding party, but more a panorama showing use of the Gardens for weddings unless you give us permission to use close-ups..

If you have any questions, please contact the office.

****ADDENDUM****

****Because of previous damage to our fountains and our gardens and especially for safety reasons, we ask that children be supervised at all times! This includes photo sessions, rehearsals and receptions. Please do not allow them to throw anything into the fountains or ponds or to harm the plants or the wildlife. We ask that you do not allow them to jump from or climb on any of the structures or statuary.**

Rollerblades, skateboards, bicycles and other sports are not allowed in the gardens. All pets must be kept on a leash at all times.

Damage to MacCallum More property could result in fines and the cost of repairs.

We appreciate your cooperation in following these guidelines. They have been created for your safety as well as for the preservation of MacCallum More.

**Board of Directors
MacCallum More Museum & Gardens**

Garden Weddings Contract

Date of Wedding: _____ Time: _____

Names: _____

Address: _____

Phone: _____ Email: _____

Member: yes _____ no _____ Permission to use photos of wedding: _____
(For wedding discount, member must join under family status \$35.00)

New Membership: _____ Date Paid: _____

Total Cost: \$ _____ * including extras

Deposit: \$ _____ Date Paid: _____

Balance: \$ _____ Date Paid: _____

Reception: Yes _____ No _____ Number of Guests: _____

If yes, Location in Gardens: _____

Extras*:

Table rental: _____ at \$5.00 each Total \$ _____

Table cloths: _____ at \$5.00 each Total \$ _____

Canopies 10X20 _____ at \$50.00 each Total \$ _____

10X10 _____ at \$15.00 each Total \$ _____

Chairs: Metal # _____ White wood: # _____ \$ _____

(See price list below for chairs.)

Total all Extras \$ _____

Special Requests: _____

Comments: _____

- 3 - 10x 20 Canopies available, 5 - 10 x 10 canopies available, 12 - 6' Tables available, plus 3 card tables
- White wood chairs (check for availability) \$1.50 each

For your benefit, please read the following contract guidelines carefully!

The deposit is due immediately upon reserving the property in order to secure the date.

Remainder of Property Rental *must* be paid **IN FULL** no later than ONE MONTH prior to the rental date.

For Rental discount, member must join under Family Status (\$35.00)

The rental fee is nonrefundable.

*The renter agrees to be responsible for his guests and *any* damage they may incur. (Please see addendum.)

The renter is responsible for the placement and return of any chairs and tables used.

The renter is responsible for all clean-up and garbage removal throughout the property. Trash receptacles with liners will be provided upon request.

The renter must designate a person to be available to walk throughout the property with MacCallum More personnel after the event is over to verify that the property is clean and undamaged.

If any damage is found, all damage costs will be assessed by the board and a bill will be sent to the responsible party.

Only birdseed is to be used at wedding parties (no rice) Bubbles are permitted also.

Nothing will be moved to other areas of the Garden unless pre-approved by MacCallum More personnel.

MacCallum More property must be cleaned, inspected, and vacated by 9PM or dark, whichever comes first.

Any violation of this rental agreement may result in fines or penalties assessed by the Board of Directors of MacCallum More.

THE UNDERSIGNED HEREBY AGREES TO BE RESPONSIBLE FOR ANY PROPERTY DAMAGE AND NECESSARY CLEAN-UP AND TO INDEMNIFY AND HOLD HARMLESS MACCALLUM MORE MUSEUM AND GARDENS FROM ANY LIABILITY, COURT COSTS, AND LEGAL FEES ARISING FROM THE USE OF THE ABOVE FACILITIES.

DATE

RENTER(S)

TOTAL RENTAL COST

MUSEUM REPRESENTATIVE

Notes, Special Requests or Needs:

Wedding Party: _____

Date of Wedding: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Please call MMMG with any of the above information.

Ini. _____