

Rental Information for Weddings/Events

To increase the public awareness and appreciation of its historic property and programs, the Norman County Historical Society (hereinafter called the NCHS) makes available, on a limited basis, Prairie Village for private and corporate functions. This agreement sets forth the terms and conditions for the use of the Prairie Village property.

Capacity and Season

The Pontoppidan Church accommodates up to 45 people. Larger parties are required to supply a rented tent and extra seating. It is understood by the renting party that it is the Pontoppidan Church and the grounds immediately surrounding the church that are being rented and that tours and other museum functions may be also going on at the same time. The rental season is from May to October, depending on weather conditions as there is no heating or bathroom facilities in the church.

The Log Museum may be rented for small meetings or family events. The museum accommodates approximately 50 people. The museum has limited availability as it is open to the public Tuesday through Thursday 9 a.m. to 5 p.m. and Saturday 1 p.m. to 4 p.m. The rental season for the Log Museum is from May through October and includes a handicap accessible bathroom and is heated.

Services Provided by NCHS

This contract guarantees the exclusive use of the Pontoppidan Church and/or Log Museum and adjacent grounds. Other amenities included with the rental are:

- One handicapped accessible restroom located in the Log Museum building, separate from the church.
- Use of a room in the Log Museum prior to and immediately after the wedding for the bridal party.
- Use of the grounds for wedding photography by a photographer hired by the renter.
- A staff representative on duty the day of the event to assist in coordination.
- Chairs for up to 50 people for events in Log Museum. Tables are not available and must be rented.
- Limited kitchen facilities for events held in Log Museum.
- Tours of the Prairie Village buildings with staff guides are not included in the contract but can be arranged in advance for an additional fee.

Terms and Conditions

1. Rentals are for 4 hours with the option of booking one or two extra hours in advance for a fee of \$25.00 per hour. Events must conclude by 10 p.m.
2. Seating in the Pontoppidan Church is limited to approximately 45 people. A rental tent is required to be set up on the grass for larger events with an additional facilities fee of \$25 per hour. The renter must also supply extra tables and seating. If the event has more than 45 people, the owner requires portable toilet facilities to be brought in and removed by the day after the event.
3. The Rental coordinator will be happy to provide a preferred list of caterers should you wish to serve food for your event. You may hire a professional caterer not on the list, however the owner has the right to approve all caterers.
4. If food is to be served, the name of the caterer will be provided to the NCHS at least one week prior to the event. Renters may bring in any food or non-alcoholic drinks themselves, if caterers are not desired.
5. The Rental coordinator may be designated as the on-site wedding coordinator for the day of the wedding. We are happy to work with you to make this day memorable. This person can also be a family member, friend or hired professional. Designating someone in this capacity will ensure the bride and bridal party does not have to worry about setup, coordination of people or troubleshooting issues that may arise.
6. Events must conclude by 10 p.m.

Other Requirements and Special Concerns

1. The renting party and all invited guests shall follow all requests of the Rental Coordinator on duty and abide by all applicable laws and regulations.
2. No alcohol may be brought onto the Prairie Village grounds unless approved by the NCHS and provided by a licensed and insured vendor. Smoking is not allowed in any of the buildings.
3. There is limited parking in the Prairie Village parking lot. Additional guest parking is available next to Prairie Village on the Norman County Fair Grounds.
4. Decorations must be approved by NCHS staff. Decorations which will damage the property may not be hung in the church with tape, nails or screws. Wire, floral wire, non-stick tape is allowed. Decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made.
5. The following are not permitted:
 - a. Rice, confetti, glitter, flower petals, balloons, pyrotechnics and sparklers are not permitted inside or outside the facility. The use of birdseed and blowing bubbles is permitted only outside for wedding farewells.;
 - b. Candles, smoking or flames in the church or other buildings. Battery powered candles are acceptable.

- c. Nails, tacks or staples may not be used in the church or anywhere on the Museum grounds unless approved by the Rental Coordinator.
- 6. Children must always be supervised while on the Village grounds.
- 7. Due to the historic and sensitive nature of the Prairie Village buildings, no pets of any kind are allowed inside the buildings. Service dogs are allowed.
- 8. Smoking is permitted in outdoor designated areas only. Please encourage your guests to use the bucket receptacles provided. A portion of the Security Deposit will be withheld if NCHS staff must clean up cigarette butts following the event.
- 9. Events must conclude by 10 p.m.
- 10. Promotional Approval:
 - Yes- NCHS has permission to use pictures taken during my event in marketing materials or website.
 - No- NCHS does not have permission to use pictures from my event in marketing or website.

Rental Deposit and Cancellations

A rental deposit of \$50.00 is due upon signing of the contract to book and hold the date. The amount is refundable for the first 10 days of the contract. Any cancellations received within 60 days of the event will result in forfeiture of the entire deposit. The balance of the full rental fee is due at least 5 days before the event. If the money is not received at that time, your event will be cancelled, and all deposits will be forfeited.

Rental Fees (Effective September 2018)

Pontoppidan Church Rental (4-hour event)	\$100.00
Extra hours (2-hour maximum)	\$25.00 per hour
Reception on property (concluded by 10 p.m.)	\$25.00 per hour
Refundable Security Deposit*	\$50.00

*Refundable after the event if the Church and grounds are left in the same condition, repair and cleanliness as before the event.