



Rochester Hills Museum at Van Hoosen Farm  
 Phone 248.656.4663 fax 248.608.8198  
 Email rhmuseum@rochesterhills.org  
 www.rochesterhills.org

Outdoor Reception Contract

1. Our fee is \$600 for residents of Rochester Hills and \$700 for non-residents, plus an additional \$200 reception fee, which provides you with 3 hours use of the Museum grounds and 100 white garden chairs. Any additional time will be billed at a rate of \$200 per hour or fraction thereof.
2. We require a \$200 deposit to reserve your reception date and time, which is refundable up to 9 months before the reception. There is a \$50 cancellation fee for returned deposits.
3. A minimum \$250 security deposit and the remaining balance for the reception, payable by MONEY ORDER, CASHIER'S CHECK, CASH, VISA, OR MASTERCARD, is due two weeks before the ceremony. Personal checks will not be accepted. The security deposit amount may be increased due to additional time scheduled. Your security deposit will be returned within 30 days after the reception less any deductions made for damages, extra charges, violation of our alcohol policy or any other violation of this contract.
4. The Museum has two 20' x 30' white tents available for rent at \$300/tent. Advance notice of a Museum tent rental is required.
5. Due to the Museum's regular hours of operation, the wedding party, guests, and caterer must leave the Museum grounds no later than 2:00pm in the afternoon or 9:00pm in the evening. Set up time for afternoon receptions will be determined by Museum staff.
6. Due to the age and nature of the Museum buildings and grounds, we do not allow smoking, pets, food, or beverages inside any Museum buildings. Alcoholic beverages and smoking are prohibited on all City grounds.
7. The caterer must be completely self-sufficient. Absolutely no food, drinks, dishwashing, or the storage of supplies are permitted inside any Museum building. The caterer must provide his/her own water, as Museum water is not available.
8. I have read and agree to comply with the guidelines set forth in this contract and in the Rochester Hills Museum Wedding Brochure.

*All of the above guidelines are subject to change due to special events.*

Requested Reception Date \_\_\_\_\_ Number of Guests \_\_\_\_\_

Time of Arrival \_\_\_\_\_ Time of Departure \_\_\_\_\_

Name of Bride \_\_\_\_\_ Name of Groom \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email address \_\_\_\_\_ Email address \_\_\_\_\_

How did you hear about our facility? \_\_\_\_\_

Special Instructions: \_\_\_\_\_

LESSEES, by their signatures, agree to hold the City of Rochester Hills safe and harmless from any loss or damage that may arise during the rental term or as a result of a LESSEES' special event. LESSEES also agree to pay for all damages and for excess time used in the course of their event. LESSEES understand that their party may be sharing the Museum's facilities with other programs and exhibits, and that alcoholic beverages are prohibited.

\_\_\_\_\_  
 Bride's Signature Date

\_\_\_\_\_  
 Groom's Signature Date

Please make checks payable to: **The City of Rochester Hills**  
 and send this contract and your payment to:  
 Rochester Hills Museum at Van Hoosen Farm  
 1005 Van Hoosen Road, Rochester Hills, MI 48306



Fee _____
<input type="checkbox"/> Resident
<input type="checkbox"/> Non-resident
Security Deposit _____
Other _____
Total Fees _____
-Deposit Paid _____
<b>Balance Due</b> _____