



Rochester Hills Museum

at Van Hoosen Farm

phone 248.656.4663 fax 248.608.8198

e-mail: rhmuseum@rochesterhills.org

www.rochesterhills.org/museum.htm

Museum Wedding Ceremony Contract

1. Our wedding fee is \$600.00 for residents of Rochester Hills and \$700.00 for non-residents, which provides you with 3 hours use of the Van Hoosen Farmhouse and grounds and 100 white garden chairs. This 3 hours includes your rehearsal, set-up, ceremony, and time for your photographer. Any additional time will be billed at the rate of \$200.00 per hour, or any fraction of an hour. Resident status is granted if the bride or groom are residents of Rochester Hills.
2. A \$250.00 security deposit is required to reserve your wedding date and time. Your security deposit is refundable up to 9 months before the ceremony, less a \$50.00 cancellation fee. The security deposit is non-refundable if cancellation occurs within the 9 months before the ceremony. Your security deposit will be returned within 30 days after the ceremony, less any deductions made for damages, extra charges, violation of our alcohol policy, or other violation of this contract.
3. The wedding fee (\$600.00 or \$700.00), payable by **MONEY ORDER, CASHIER'S CHECK, CASH, VISA, MASTERCARD, or AMERICAN EXPRESS**, is due one month before the ceremony. **Personal checks will not be accepted.** This wedding fee is in addition to the security deposit.
4. We will contact you to schedule your rehearsal date and time. Regretfully, we are unable to confirm a rehearsal date more than 3 months prior to the wedding date. Rehearsals usually take place a day or two before the ceremony. **ALL REHEARSALS MUST BE COMPLETED BY 6:00 PM.**
5. Due to our regular hours of operation, the Museum is not available for weddings Wednesday through Saturday between 1:00 p.m. and 4:00 p.m. or on Sundays. Morning weddings must be completed by 12:30 p.m. Afternoon/evening weddings may start as early as 5:00 p.m. and must be completed by 9:00 p.m.
6. Due to the age and nature of the Museum buildings and grounds, we do not allow smoking on Museum property. Pets, food or beverages are not permitted inside any Museum buildings. Alcoholic beverages are not permitted on City grounds; Communion arrangements must be approved by Museum Staff.
7. For cleaning reasons, we do not allow confetti, rice, birdseed, or rose petals to be thrown for either indoor or outdoor ceremonies. In addition, we do not allow the application of hairspray or makeup within the Van Hoosen Farmhouse.
8. The Van Hoosen Farmhouse Library capacity for indoor weddings is 70 guests.
9. The furnishings within the Van Hoosen Farmhouse are very fragile, so we ask that you please do not handle or move any items.

Ceremony Date: _____ Number of Guests: _____

Time of Arrival: _____ Time of Ceremony: _____ 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 () _____

How did you hear about our facility? _____

LESSEES, by their signature, 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 LESSEES' special event. LESSEES also agree to pay for all damages and for excess time used in the course of the wedding. 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 _____



Fee _____
<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident
Security Deposit _____
Other _____

Total Fees _____
Deposit Paid _____
Balance Due _____