



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 for residents of Rochester Hills and \$700 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 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 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 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 or \$700), payable by **MONEY ORDER, CASHIER'S CHECK, CASH, VISA, OR MASTERCARD**, is due one month before the ceremony. Personal checks will not be accepted. This wedding fee is in addition to the security deposit.
4. Rehearsals are scheduled no earlier that six weeks before the wedding date, and 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 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. Because 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.
10. I have read and agree to comply with all the guidelines set forth in this contract and in the Rochester Hills Museum Wedding Brochure. Please be aware that the above guidelines are subject to change due to special events or circumstances.

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 _____
<b>Balance Due</b> _____

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