

**Coffey County Historical Society & Museum**  
Bethel Church Rental Agreement

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_

Time of Rehearsal- Start: \_\_\_\_\_ End: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Time of Wedding- Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of responsible party: \_\_\_\_\_

Address of responsible party: \_\_\_\_\_

Phone number or responsible party: \_\_\_\_\_

**Rehearsal Fees**

\$50 per hour. A staff member is required to be on-site during the time of rehearsal. Charges begin 15 minutes to the start of the scheduled rehearsal time as a staff member must open the museum. Charges will continue to be assessed until the staff member is able to lock up and set the alarm to the museum.

**Wedding Fees**

\$100 for the first hour, \$50 per additional hour. Again, a staff member will be required to be on-site during this time and must unlock and lock up the museum. Charges begin 15 minutes before time requested the museum to be opened and will continue to be assessed until the staff member is able to lock up and set the alarm.

**Deposit and Payment Due**

A deposit of \$50 will be collected when all paperwork has been initialed, signed, and the rehearsal/ wedding has been approved and scheduled. The remaining balance will be due on the day of the wedding. If any additional hours have been accumulated, it is at this time that payment must be made. The person that signs this contract will be responsible for the remaining balance.

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Initial: \_\_\_\_\_

**Cancellation**

If the wedding party elects to not have the rehearsal and/or wedding at the museum, or the museum is unable to host the rehearsal and/or wedding, the \$50 deposit will be returned. One week notice must be given in order for the cancellation and return of deposit.

**Dates of Closure**

The museum is closed on National Holidays. The museum will be unable to host a wedding and/or rehearsal on the weekend before the holiday, i.e. Memorial Day weekend, Labor Day weekend, etc.

**Responsible Party**

The person who has initialed each page and signed their name at the end of this contract will be held accountable for:

- Final payment of the wedding.
- Any damages or loss to the Church, School, Gazebo, museum grounds, and all artifacts.

The person who has signed their name as the “Responsible Party” will be held accountable for any loss or damages to the Church, School, Museum, and to the Museum Grounds.

A staff member will check and sign an inspection list prior to the rehearsal/ wedding event and will do so afterwards.

If loss or damage has been made, the responsible party will pay for all necessary repair work or replacement of item.

If an artifact has been damaged, a professional conservator may be needed to be brought in, with monies being paid for by the responsible party.

The staff of the Coffey County Museum takes the preservation and integrity of all artifacts very seriously, please do the same.

This is first and foremost a museum.

Pictures will be taken prior to rehearsal/ wedding for ----verification---- of pre-damage

The Responsible Party is to hold the Museum harmless for loss or damage to the persons or property of its members or guests while at the Museum.

The user assumes responsibility and liability for illness resulting from the serving of food and drink at the Museum, and agrees to hold the Museum harmless.

The user assumes responsibility and liability for illness/ dealt resulting in the temperature.

Visit the Bethel Church during museum hours to plan where you want things and what things you may still need.

Remember, the Church is old, and there lies it beauty!

We have found that decorating the church only slightly really shows off it’s true beauty.

The Church and School are artifacts!

Please check with staff first before any “props” you might want to use and their placement.

The pews seat 50 and an additional 50 folding chairs may be set up if needed.

If you want the additional 50 folding chairs to be set up, keep in mind that it will be very crowded and tight.

Due to the Fire code, the maximum amount of people allowed in the church is 100. The center aisle has to remain accessible for a fire escape.

We will have the floor swept, cleaned, and all artifacts dusted.

The staff will remove any artifacts that you do not want in the Church during your wedding.

The altar may be moved back but only by a staff member.

Damage has been done not only to the floor, but also to the artifacts themselves due to someone moving the object by themselves or carelessly.

We cannot remove the piano, piano stool, stove, tall mirror, or pews.

The piano and mirror cannot be moved or rearranged.

We have had damage to the floors due to people moving the altar and pews. Again, only staff members are to move them.

Please make sure that someone from your party has been assigned cleanup duty.

Surface cleaning is required after your wedding has finished.

Cleaning supplies, trash bags, rags, dust mop, etc., can be located in the janitor's closet.

Check with a staff member or volunteer about where the items are located.

An inspection list has been provided in this packet as a guide for you to use during your cleanup.

Please remember that the parking lot is also included in this list.

Make sure all trash is picked up before leaving.

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Initial: \_\_\_\_\_

The only access to the Church is through the museum.

You will need to assign a few people from your wedding party as greeters/ guides.

The greeter/ guides' job will be to direct incoming guest through the correct doors and out to the Church.

It will be up to the responsible party to make sure that everybody and everything in your wedding is where it needs to be.

The staff member or volunteer worker will not be in charge of telling photographers, florists, etc., where to go and what to do.

Their job is to open and close the museum and to stay in the main office to answer any incoming phone calls and any general questions that the public may have.

Only one unity candle can be used during your ceremony.

If more than just one candle is used, it will set off the fire alarm.

If a candle is to be used, a table must be brought in, in which to set it on.

The responsible party is required to put a protective item under any candles as the wax may drip or be spilled on the wooden floor of the Church.

The tables in the Church are artifacts and may not be used.

If vases with flowers are brought in, a protective item must be placed under that as well to prevent damage to the floor from accidental spills from the water.

If you wish to have a flower girl drop petals, only silk petals are allowed due to the chance that they may get ground into the wooden floor.

The piano is an artifact and is not in tune.

There is to be no food or drink allowed in the museum, church or school.

There is to be no rice thrown or bubbles blown.

People have stepped on, slipped and hurt themselves on the boardwalk and on the brick walkway.

Birdseed is to be thrown only in the parking lot or in the grass.

Do not tape anything to the floors, walls, or artifacts.

Do not slide anything across the floor. If marks or gauges are noted you will be charged with the repairs.

There is to be no glitter. Glitter will fall between the cracks of the wooden floor and is almost impossible to get out.

The responsible party is held responsible for any damages incurred by the wedding party, guest, florist, wedding coordinators, photographers, hair stylists, etc.

It is your responsibility to make sure your florist, wedding planner, photographer, etc., know the rules.

The Church is very limited on electricity. There are only two outlets. If too much is plugged in, it will trip the breaker. Make sure to plan accordingly.

The Gazebo is very limited on electricity. If too much is plugged in, it will trip the breaker. Make sure to plan accordingly.

The School is very limited on electricity. If too much is plugged in, it will trip the breaker. Make sure to plan accordingly.

The Gazebo lights can be turned on at dusk.

The boardwalk lights can be turned on at dusk.

The bride may use the schoolhouse to dress and wait for the service to begin.

There is very little heat in Church.

There is no air conditioner in the Church.

There is very little heat in the School.

There is very little heat in the Church.

The windows to the Church do not open.

The windows to the School do not open.

The wooden floors can get slick during cold weather or high humidity.

The boardwalk can get slick during cold weather and when wet from the rain and/or humidity.

It is wise to plan a wedding during the earliest part of morning excluding winter months.