

Manatee Village Historical Park Wedding Application

The Manatee Village Historical Park was established by the Manatee County Historical Commission to preserve the history, buildings and artifacts of Manatee County. The Park is open to the public weekdays and every 2nd and 4th Saturday, from 9:00 a.m. to 4:00 p.m.

The Park is maintained by public subscription under the supervision of the Commission. Buildings and facilities are available to individuals and organizations for suitable purposes, such as weddings, baptisms, church services, tours, lectures, concerts, and other appropriate uses under the regulations governing such uses.

It should be noted that the Manatee Village Historical Park is a Park designed to collect and display history. Historical displays, building restoration and maintenance are the first priorities of the Commission. Buildings and grounds are subject to change. While all care will be taken to insure that the Park remains an attractive location for special events, on occasion, restoration and maintenance may temporarily mar the appearance of certain areas of the Park.

BRIDE'S FULL NAME _____

GROOM'S FULL NAME _____

MINISTER OR OFFICIANT _____

Check one: Minister Notary Justice of the Peace

County where license will be obtained _____

Wedding Coordinator (optional) _____
(Name and Address)

Florist _____
(Name and Address)

Photographer _____
(Name and Address)

Musician _____
(Name and Address)

Manatee County Historical Commission
1404 Manatee Avenue East
Bradenton, FL 34208
(941) 749-7165

CONTACT

REHEARSAL - DATE AND TIME

STREET ADDRESS

WEDDING - DATE AND TIME

CITY, STATE, ZIP

HOME PHONE

WORK PHONE

The Church can accommodate a maximum of 150 guests. Estimated attendance: _____

Wedding will be held in the: Church Courthouse Gazebo

There are **3** tables and **30** chairs available for Gazebo Weddings and Receptions:

Please check if you will need: _____ # Tables _____ # Chairs

Booking Fee:

Weekend Wedding----- **\$479.25 total** (\$450.00 + \$29.25 tax)

Weekday Wedding----- **\$239.63 total** (\$225.00 + \$14.63 tax)

* Weekday wedding rates apply during regular park hours, and do not include the 2nd and 4th Saturdays of each month. For weekday weddings held after regular park hours, weekend rates apply.

Weekend Wedding and Reception ----- **\$798.50 total** (\$750.00 + \$48.50 tax)

Reception Only ----- **\$426.00 total** (\$400.00 + \$26.00 tax)

Each Additional Hour ----- **\$106.50 total** (\$100.00 + \$6.50 tax)

Security Deposit: A **\$200 security deposit** is required at time of booking.

Refund of the security deposit will be made in full within thirty days of the wedding, provided no regulations have been broken, no property damages have been incurred and the time limit is observed.

- Pricing subject to change -

You will be notified in writing when your application is accepted. Applications must be received by the Commission within two (2) weeks of making a reservation, accompanied by payment of half the amount due of Booking Fee and entire Security Deposit, with the balance due at least one (1) month before the date of the event.

I have read and agree to abide by the rules and regulations governing the use of the Manatee Village Historical Park:

SIGNATURE

DATE

Manatee County Historical Commission

1404 Manatee Avenue East

Bradenton, FL 34208

(941) 749-7165

Office Use Only

Date Approved _____ Date Paid _____ Receipt # _____

Rules and Regulations

1. Applications for the use of the Manatee Village Historical Park must be submitted no less than fourteen (14) days prior to the scheduled events. Applications may be obtained from the Manatee County Historical Commission, 1404 Manatee Avenue East, Bradenton, FL 34208, or by phone at (941) 749-7165. Tentative reservations will be held for two (2) weeks. The Commission must receive applications and fees within these two (2) weeks to insure a confirmed reservation. Applications will be confirmed in writing, and approved in the order received. In the event of a requested date change, prior applications for that date will be given precedence.
2. Applicants are responsible for supplying equipment such as decorations, etc., and for their proper removal. The Commission will not be responsible for equipment or personal items left in the Park.
3. The sanctuary is available for weddings, baptisms, church services, reunions, civic functions, etc. Interdenominational clergy or duly authorized persons may perform events. Food, beverages and smoking are prohibited in the sanctuary except for wine necessary to religious service.
4. **ALCOHOLIC BEVERAGES AND SMOKING ARE PROHIBITED IN THE PARK.**
5. All pets, except dogs for the sight and hearing impaired, are not allowed at the Park.
6. Applicants are responsible for the cost of repairs for any damage that may occur as a result of their activities.
7. A fee of \$450.00 plus \$29.25 tax is charged for weddings held Monday through Friday between 4:00 p.m. and 8:00 p.m., and Saturday and Sunday between 10:00 a.m. and 8:00 p.m. A fee of \$225.00 plus \$14.63 tax is charged for weddings held on Monday through Friday during the hours of 9:00 a.m. and 3:00 p.m. No events will be held on holidays. Receptions held in conjunction with weddings are limited to three (3) hours and cost \$100.00 per hour plus \$6.50 tax. No receptions will be held during the week.
8. A security deposit of \$200 is required with the booking fee.
9. Half of the wedding fee and the entire security deposit are due upon receipt of the wedding application, and the balance is due one month prior to the scheduled event. All cancellations must be made four (4) weeks prior to the scheduled event in order to receive a refund. Twenty five (\$25.00) dollars of the fee is non-refundable after sales tax is deducted. Sales tax is already paid to the state and is nonrefundable.
10. For safety purposes, a security guard will be on duty and will handle the parking.

11. Rehearsals are limited to one (1) hour. The wedding is limited to two (2) hours. Example:
 - 1:00 p.m. - 2:00 p.m. Prepare for wedding
 - 2:00 p.m. - 3:00 p.m. Wedding ceremony, pictures and clean up
 - 3:00 p.m. - Park Closes
12. If any additional time is needed, a fee of \$100.00 plus tax will be charged for any part of the next hour.
13. Furniture and equipment, such as the piano, organ, pulpit, bible, flags and stands are a permanent part of the Church and Courthouse and are not to be moved. The altar table and candelabra may be rearranged, but must be picked up while moving to avoid damage to the floor. These items must be returned to the original location following the ceremony.
14. Two (2) candelabra with spring loaded candle casings are available and candles are provided. A unity candle holder is also available. However, you must provide your own unity candles. No other open flames will be permitted. Floral tape may be used on the candelabra if it is removed after the ceremony.
15. Ribbons, rubber bands, wrapped floral wire, or floral tape may be used to attach bows, greenery, arrangements, or other decorations to the church pews, altar railing, and candelabra. No adhesive tape or “raw” floral wire is permitted, in order to protect the building and furnishings.
16. Any holiday or special event decorations in the buildings cannot be removed.
17. If flowers, potted trees, etc are brought into the buildings, paper or plastic must be placed under them to protect the tables, furnishings and floors.
18. The piano in the Church is tuned when possible; however, if you wish to have it tuned prior to your wedding, you may do so at your own expense. Please have the piano tuner contact the Park office. The Historical Commission has a list of approved piano tuners for you to choose from.
19. A small step stool is provided for the use of the photographer. Pews are to be used for seating only.
20. The courtyard is acceptable for the throwing of birdseed or bubbles. If flower petals are to be used, please sweep up immediately following the ceremony. No tents, canopies, etc. are allowed in the Park or on the grounds.
21. Bridal parties are requested to inform the photographers of the time allowed for the ceremony and picture taking. There is a strict two hour time limit for the event. If you, or your photographer, feel that this is not enough time to stage all of the photos you desire, consider purchasing an additional hour. If you run over your allotted time, you will be billed for the additional hour.

Parking

Parking at the Manatee Village Historical Park is limited to approximately 35 cars. Below are the different locations where guests may park for weddings and special events:

- Brick street in front of Wiggins Store
- Space as directed by security guard
- North lot adjacent to Wiggins Store (10 cars)
- Parking lot (25 cars)

The Manatee Baptist Church, located on the corner of 7th Avenue East and 15th Street East, has agreed to make its lot available for a modest donation, if they are not planning to hold a service or an event of their own. If you feel that additional parking will be necessary for your wedding or event, please contact the Manatee Village Historical Park.

A separate check in the amount of \$35.00 should be made payable to the Manatee Baptist Church and submitted to the Historical Park office.

_____ Yes, we will need additional parking at the Manatee Baptist Church

Date of event _____ Time _____

Approximate Attendance _____

Name _____

Address _____ Phone Number _____

Please detach and submit with check and application to the Park office.

Manatee Village Historical Park
1404 Manatee Avenue East
Bradenton, FL 34208
(941) 749-7165

Addendum to Park Use Contract

In order that there is no confusion on your Park Use Contract, please read the following:

The contract stipulates that you are allowed one (1) hour for the rehearsal and two (2) hours for your wedding. We are required to have a security guard on duty, so we schedule his time accordingly.

As an example, if your rehearsal is at 6:00 p.m., the Church is available from 6:00 p.m. to 7:00 p.m. We will expect your party to exit the Park at 7:00 p.m. If your wedding is scheduled for 4:00 p.m., the Church is available from 3:00 p.m. to 5:00 p.m. One (1) hour before, for preparation, and one (1) hour after, for the wedding and picture. We will expect your party to exit the Park at 5:00 p.m. We cannot leave the Park open without the presence of a security guard, and he will be scheduled to leave at 5:00 p.m. If you feel you need additional time, arrangements can be made at the rate of \$100.00 an hour plus tax.

We will bill the parties who remain beyond the two-hour (2) limit at the rate of \$100.00 an hour.

- Please designate the individual (the “go to” person) who will assume financial responsibility for seeing that the bridal party, guests and any contracted vendors adhere to the rules and regulations set forth in this contract as well as observe the time allowance set for this rental.

_____ (Name
and Address)

By signing this form We [I] agree to its content:

SIGNATURE OF BRIDE AND/OR GROOM

DATE