

Prairie Church & Hanover Area History Center Facility Usage Policies & Guidelines

1010 River Road NE | Hanover, Minnesota

The Prairie Church & Hanover Area History Center facility, located at 1010 River Road NE in Hanover, Minnesota 55341, is owned and managed by the Hanover Historical Society of Minnesota – a registered 501c3 charitable organization. All facility reservations, deposit payments, and logistics for your event will be managed by the Hanover Historical Society, its members and its volunteers.

Reservations are taken on a first-come, first-served basis, with Hanover Historical Society members receiving priority in the event of a double booking.

**The official registration calendar is published online at:
<https://www.hanoverprairiechurch.org/event-calendar/>**

As a non-profit organization, the Hanover Historical Society (HHS) relies solely on donations and the generosity of groups and individuals to continue to operate the Prairie Church & History Center facility. Donations toward continuing to operate the facility well into the future are always welcome.

Typical donations range from \$100 to \$500, and also help the HHS support its mission to give back to the community.

GENERAL TERMS AND FEE DISCLOSURE¹

CLEANING & DAMAGE DEPOSIT: A fully refundable cleaning and damage deposit is required for all events with reservations that require more than three hours of exclusive access to the facility. Meetings for local organizations are exempt from these fees, and other exemptions can be made by a consensus of the HHS executive board or membership.

The deposit (or a portion thereof) will be refunded (within 14 days after event), after the facility has been assessed for any additional cleaning that may be necessary or damage that may have occurred during your event, and any damage or cleaning costs have been evaluated and deducted. A portion, or all of the deposit, shall be applied to any damage you or your guests may cause to the venue or anything that needs to be replaced. HHS reserves the right to ask for additional compensation if damage remediation or cleaning costs exceed the deposit amount.

CANCELLATIONS: You may cancel your event at any time. All cancellations must be made in writing or by email. If the reserved date is canceled 30 days in advance, **all** deposits can be refunded if already paid.

YOUR RESPONSIBILITIES: All persons associated with your event must comply with the policies outlined in this document. We want to ensure you understand that you are responsible for the actions of all your event attendees.

We reserve the right to request any person or persons that act in an unruly manner or contrary to common standards of decency and

¹ Fees are subject to change. For the latest fees see *Suggested Donation Schedule for Facility Use*.

respect, to leave the property. The HHS reserves the right to request assistance from local law enforcement agencies if requests to vacate the premises are ignored or not met.

INSURANCE: We **HIGHLY RECOMMEND** that you ask your Homeowner's Insurance Policy Agent about a day-of supplemental rider policy for your event and its attendees. The HHS can recommend local agents that will provide this insurance if your agent does not offer this type of coverage. The HHS does not endorse any specific agent.

The HHS and the facility are covered by its own insurance in the instance that a failure of the facility itself causes harm, loss or damage. However, this **DOES NOT COVER** any harm, loss or damage caused during your event for any other reason.

WHAT YOU CAN EXPECT WITH YOUR RESERVATION

With your reservation, we offer you and your guests exclusive use of all (or part) of the facility and/or the surrounding outdoor space.

You can expect the inside and outside of the facility to be maintained, clean and ready for decoration and/or immediate use. The two indoor areas have their own HVAC control system – both offering Air Conditioning and Heating (depending on the season) for your comfort.

INCLUDED ON-SITE AMENITIES:

- 74 - metal folding chairs
- 12 - child size chairs
- 35 - stacking plastic chairs
- 11 - 8' tables

9 - 6' tables

2 - 10x10 pop-up tents

OUTDOOR SPACE: The property takes up a little over one acre of land, and we encourage you to use the outdoor space creatively.

The marquee sign located in front of the building may be used to announce your event and help guide your guests. An HHS member or facility coordinator will be available to change / add the lettering. **Please provide your preferred announcement in writing to HHS when booking your event or no later than two weeks prior to your event.** Please note lengthy announcements may not fit on the marquee. We suggest a 65 character limit or less.

BATHROOMS: The bathroom facilities are located in the lower level of the Hanover Area History Center portion of the building. Currently, they are only accessible by using the existing staircase.

If there is anyone attending your event who is unable to easily access the bathrooms, we suggest either renting a portable unit for outdoor use, or ensuring there is another person willing to assist those who cannot easily navigate staircases.

PARKING: Paved parking is limited to the few parking stalls located in front of the facility with two handicapped-designated spots. We allow parking anywhere on the premises, and suggest using the large lawn space on the North side of the property for additional parking. If your event has even more parking requirements, the City of Hanover allows parking in the open field just South of the cemetery. On-street parking is technically allowed, but highly discouraged in the interest of safety for your guests.

SPECIFIC FACILITY AND EVENT POLICIES

ALCOHOLIC BEVERAGES: The use of alcoholic beverages is allowed at the Prairie Church & History Center. You are solely liable for any and all legal responsibilities related to the distribution and consumption of alcohol, and must remove all containers from the facility when your event is over. Furthermore, by agreeing to these policies you absolve the HHS of any responsibility or liability for any harm, loss or damage related to any alcoholic beverages available, offered and/or consumed on the premises during your event.

We highly suggest you hire a catering service, beverage company or organization that already has the proper licensing and staff members available to properly manage the distribution and consumption of alcohol during your event.

SMOKING: Smoking of any type of tobacco product or other substance that is not legal for use in the State of Minnesota, County of Wright or the City of Hanover is **not** allowed anywhere in or on the premises. E-Cigarettes and “vaping” devices are not allowed indoors, and can only be used outdoors at least 25’ from any outside surface of the building.

CHILDREN: Children must be in the company of, or within sight of, an adult during your event.–We encourage using the outdoor spaces as well as the available AV equipment. Children may browse the historical displays in the lower if they are supervised by adults.

PETS: Pets are allowed outdoors, but not indoors. All pets must be on a leash, in a cage or otherwise controlled at all times. The pet must also have a caretaker to care for them and clean up any food, mess or waste the pet may leave behind. Any damages resulting from pets will be deducted from the damage deposit amount, or charged in addition

to the deposit if damage exceeds the deposit amount. All Certified Service Animals are exempt from this policy.

FOOD AND BEVERAGES: All activities related to food preparation, presentation, serving, clean up, and disposal of related garbage must be performed by you or your caterer. You may select any caterer of your choosing.

Whether you have your event catered or provide food yourself, **all food needs to be prepared before it arrives.** Your catering service is responsible for the setup, breakdown, and cleanup of the catered site. Please allow appropriate time for breakdown and cleanup. We offer our standard refrigerator and a server's window for your convenience and use.

VENDORS: ALL vendors (florists, bakers, caterers, musicians, photographers, wedding coordinators, rental company, etc.) must adhere to our terms and policies. **It is your responsibility to share these guidelines with them.** All electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are welcome to inspect the locations and number of outlets prior to the event.

DECORATIONS: Decorations can be of any type but may not contain messages or symbols that convey messages of hatred or prejudice in any way. The HHS reserves the right to remove any decorations not consistent with this policy. Nails, staples, screws, duct tape, and masking tape cannot be used. We will have nails and hangers in various places for your use and may add more for you at our discretion. String and ribbon may be used. No confetti, rice, silly string, etc., are allowed. Bubbles and birdseed are allowed outside. Sparklers will be allowed outdoors if weather permits. Open flame

candles are not allowed unless requested by you in advance and approved by the HHS. Approval will be on a case-by-case basis.

REHEARSAL: You may schedule to have any necessary rehearsals for your event at any time during your reservation. Cleanup after rehearsal is also your responsibility.

MUSIC AND NOISE FACTOR: NO MUSIC OR LOUD NOISE IS ALLOWED AFTER 10:00 P.M. Sound must be kept at a reasonable level during all events.

PERSONAL PROPERTY: Prairie Church & History Center is not responsible for lost or stolen property. Anything damaged or stolen will be the sole responsibility of the person(s) renting the facility.

CLEAN UP: Anything and everything that belongs to you must be taken at the end of your event including all boxes and containers used to transport items to our facility. All trash should be removed off site by the user of the facility. **ALL DECORATIONS MUST BE REMOVED WITHOUT DAMAGES.** Be kind and leave the property as you found it. Refer to **CLEANING AND DAMAGE DEPOSIT** section for more information.

PHOTOS: Prairie Church & History Center allows photography, videography, and drone videos to be taken anywhere on the premises. Drones must comply with all state and local regulations, and may be subject to needing a flight plan filed with the appropriate authorities. Unless you take exception in writing, the HHS reserves the right to take and use photos of your event for promotional purposes.

LIMITED INDEMNITY (LIABILITIES)

UNFORESEEN EVENTS: The HHS will not be held responsible for failure to provide the basic utilities and services in the event of emergencies, catastrophes or interruptions of public utilities. The HHS cannot be held responsible for power outages beyond their control. If the capabilities of the facility create a situation where your event needs to be postponed or rescheduled, the HHS will give you priority to reschedule your event on any open dates listed on the official event calendar. Sometimes there are unforeseen problems that might not be resolved in time for your event; however, we will do everything within reason to correct issues that may arise, and assist with relocation or rescheduling of your event.

ACTS OF GOD: Prairie Church & History Center will not be held responsible for Acts of God, including resulting damage to persons or property.

INCLEMENT WEATHER: Every outdoor venue, at some point and time, is at risk of being impacted by inclement weather. Because of the nature of our business, we understand the importance of being prepared for the unexpected. We have tried to put an inclement weather policy in place that provides a responsible resolution for all parties concerned.

We suggest that you purchase “wedding insurance” to cover any expenses relating to postponement of your wedding.

IF YOUR WEDDING WILL BE AFFECTED BY AN INCLEMENT WEATHER EVENT, THE FOLLOWING POLICIES WILL BE IMPLEMENTED:

- You will be offered the option to reschedule to a date that is open on the venue's calendar.
- In the event that you prefer to move forward with the ceremony, we ask that you consider the safety of your event patrons as the highest importance and postpone, cancel, or move any outdoor activities to one of the indoor areas as soon as possible.
- In the event of a major storm, you will have the option to reschedule your event to another open date. In the event of a sudden major storm, our venue does not have a designated 100% safe area for you and your guests. We recommend having the facility evacuated if there is time, or direct everyone to the lower level of the facility.
- If you do not have the flexibility to reschedule on another date, your original contract will be forfeited with a refund amount granted on a case-by-case basis.

RISKS AND RESPONSIBILITY: Prairie Church & History Center will not be held responsible for any loss, stolen, missing or damaged property incurred by you or your guests. You are responsible for all guests that enter Prairie Church & History Center during your reserved time. Guests agree to release and hold Prairie Church & History Center harmless, including any attorney fees and costs incurred from all claims, demands, suits or judgments from use of any indoor or outdoor facilities provided for your event, including, but not limited to, any damages incurred, injury, or even death. Outside areas consist of grassy areas, areas with loose gravel, uneven walkways, sidewalks, and other obstacles that should be traversed with caution. No valuables should be left unattended, and the Hanover Historical Society is not responsible for any items lost or stolen.

JURISDICTION: This Prairie Church & History Center contract shall be construed under the laws of the State of Minnesota. Further, by

entering into the contract, the parties agree that they are subjecting themselves to the jurisdiction of Wright County, Minnesota, and agree that Wright County, Minnesota is the proper venue for any legal issues that may arise regarding this contract.

RESERVATION PROCESS: These terms serve as a contract between the Hanover Historical Society, and this agreement must be signed, and appropriate deposits submitted in order to confirm your reservation and exclusive use of the Prairie Church & History Center.

Requestor Name (Printed)

HHS Representative (Printed)

Requestor Signature & Date

HHS Rep. Signature & Date

Deposit Received Date

Event Date

Requestor Phone #

Requestor Email (Optional)