



*Weddings
at
Manatee Village
Historical Park*

THE 1887 CHURCH
This church was built in 1887 and is one of the oldest in Manatee County. It is a fine example of the Gothic Revival style and is well-preserved. The church is located on the grounds of Manatee Village Historical Park and is open to the public for tours and weddings.

DEANNA
Grace PHOTOGRAPHY



Welcome to Manatee Village Historical Park



We are excited that you are considering Manatee Village Historical Park (MVHP) for your wedding ceremony! Manatee Village celebrates local history and would be honored to become a part of your family's history.

Manatee Village Historical Park was established by the Manatee County Historical Commission, Inc. to preserve and share the heritage of Manatee County's founding period (1840-1918).



Manatee Village contains a number of historical buildings, shaded by oak trees and Spanish moss, which creates a peaceful, charming Old Florida atmosphere. There are many ways to celebrate Florida's history while making your own.

While we strive to ensure that your wedding day is your perfect day, our foremost responsibility is to protect the historical buildings and artifacts that we hold in public trust. Therefore, we ask that you read this document carefully and adhere to the guidelines that we set forth, so that these buildings and artifacts may be preserved for future generations to enjoy as well.



Please Note: Manatee Village is 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 MVHP remains an attractive location for special events, on occasion restoration activities may temporarily affect the appearance of certain areas.

Rental Venues in Manatee Village Historical Park

All wedding packages include:

- ◇ A 90 minute rehearsal and three (3) hours on the wedding day
- ◇ Access to the ready rooms in the Church
- ◇ Parking for up to 40 cars*
- ◇ Limousine driveway

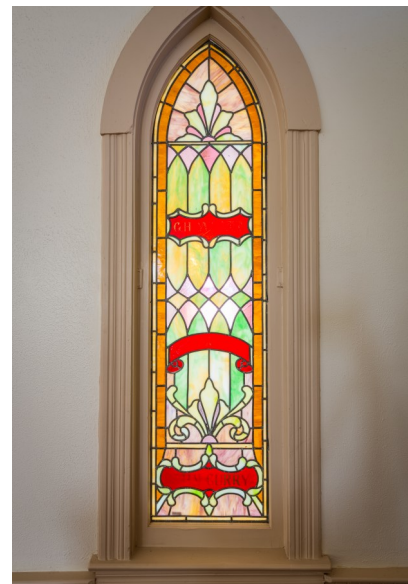
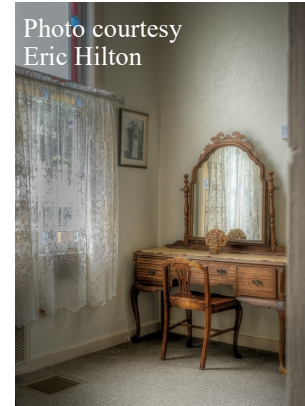
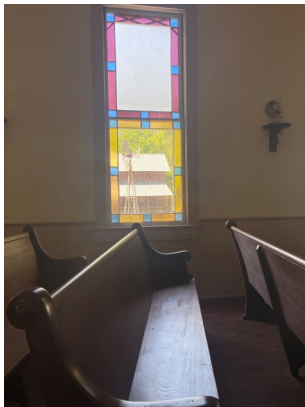
*Additional parking may be arranged by applicant with neighboring businesses, such as East Manatee Health & Wellness Center or Manatee Baptist Church, at applicant's expense.

1887 Old Meeting House Church

Features

- ◇ Old fashioned wall sconces
- ◇ Beautiful stained glass windows
- ◇ Altar
- ◇ Piano and Bluetooth enabled stereo
- ◇ Original 1887 pews
- ◇ Two ready rooms

Capacity: 125 people



Gazebo and Courtyard

Features

- ◇ Beautiful Old Florida gazebo
- ◇ Shaded by oak trees and Spanish moss
- ◇ MVHP provides 42 chairs
- ◇ Picnic tables can seat up to 60 people

Capacity: 100



Photos courtesy Deanna Grace Photography

1860 Courthouse

Features

- ◇ Manatee County's first courthouse
- ◇ The oldest building in Manatee Village and the oldest remaining building built as a courthouse in the entire state of Florida

Capacity: 25



Photographs courtesy Viletto Photography and MVHP staff

Wedding Ceremony Rental Estimates



Booking Fee:	\$675
5.5% Rental Tax:	\$37.12
Security Deposit:	\$300
Total Amount Due:	\$1,012.12

Additional Hours: \$105.50/hr (Tax Included)



- ◇ **A \$300 security deposit is required with 10 business days of booking.** The deposit is not subject to tax. Refund of the security deposit will be made within 60 days of the wedding, provided no regulations have been broken, no property damages have been incurred, and the contracted time limit is observed.
- ◇ Weddings consist of a 90-minute rehearsal and three (3) hours on the wedding day.
- ◇ Additional time may be booked in advance at a rate of \$100/hour plus 5.5% rental tax (\$105.50/hour).
- ◇ Contracted time must start at least 30 minutes before the ceremony and end by civil twilight. MVHP does not host special events or weddings on Sundays, holidays or their associated weekends.
- ◇ The rehearsal may be scheduled between 9 AM and 5 PM Monday-Friday the week before the wedding. Rehearsal time is not transferrable to the day of the wedding.
- ◇ Dates and times must be confirmed and all fees paid no less than thirty (30) days prior to the scheduled rehearsal date.
- ◇ All cancellations must be made a minimum of thirty (30) days prior to the rehearsal date in order to receive a refund, minus any taxes remitted to the state and a \$25 cancellation fee. Events not paid in full by thirty (30) days prior will be cancelled and any booking fees paid will be refunded, minus the \$300 deposit and any taxes remitted to the state.
- ◇ For safety purposes, MVHP has the discretion to book extra security. The applicant will be charged an additional fee of \$19/hour (4 hour minimum).
- ◇ Cash, check made out to Manatee Village Historical Park, or money order are accepted.
- ◇ All pricing is subject to change.



Manatee Village Historical Park

1404 Manatee Avenue East, Bradenton, FL 34208

941-749-7165 | manateevillage.org

Wedding Venue Rental Application

Manatee Village Historical Park (MVHP) was established by the Manatee County Historical Commission, Inc. to "preserve and share the heritage of Manatee County's founding period." MVHP is open to the public Monday-Friday and the 2nd and 4th Saturdays, from 9 AM to 4 PM (excluding holidays and their associated weekends).

It should be noted that the Manatee Village Historical Park is a museum. Historical exhibits, educational programs, building restoration, and maintenance are Manatee Village's first priorities. Buildings and grounds are subject to change.

Requested Wedding Date: (Choice 1) _____ (Choice 2) _____

Requested Time of Ceremony: _____ Contracted Time: _____
(Contracted wedding time is for 3 hours and must begin at least 30 minutes before the ceremony)

Requested Rehearsal Date: _____ Contracted Time: _____
(90 minute rehearsal may be scheduled between 9 AM and 5 PM Monday-Friday the week before the wedding)

Applicant 1 (full name) _____

Applicant 2 (full name) _____

Contact Name _____

Street Address _____

City/State/Zip _____

Cell Phone _____ Email _____

Minister/Officiant _____

Check one: Minister Notary Justice of the Peace

County where license will be obtained: _____

Estimated attendance: _____ (the Church accommodates a maximum of 125 guests)

Wedding location choice: Church Courthouse Gazebo Other: _____

(Outside weddings) How many chairs will you need: ____ # Chairs (max. 42)

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Wedding Coordinator: _____
(Name, Phone Number & Email Address)

Florist: _____
(Name, Phone Number & Email Address)

Photographer: _____
(Name, Phone Number & Email Address)

Musician: _____
(Name, Phone Number & Email Address)

Please designate the individual (the "go to" person) who will assume responsibility for seeing that the wedding 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 (including all cars being removed from the parking lot by the end of the rental period).

Contact Name: _____

Cell Phone: _____

Security Deposit Return:

Please provide information for the return of the security deposit, provided all conditions of the contract have been met.

Full name of the person to whom
the check should be made out: _____

Street Address _____

City/State/Zip _____

You will be notified in writing when your application is accepted. Applications must be received within two (2) weeks of making a reservation, accompanied by payment of a \$300 Security Deposit. The balance due must be paid no less than thirty (30) days prior to the scheduled rehearsal date. All cancellations must be made a minimum of thirty (30) days prior to the rehearsal date in order to receive a refund, minus any taxes remitted to the state and a \$25 cancellation fee. Events not paid in full at least thirty (30) days prior will be cancelled and any booking fees paid will be refunded, minus the \$300 deposit and any taxes remitted to the state.

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

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

Office Use Only

Date Approved _____ Date Deposit Paid _____ Balance Due _____ Date Balance Paid _____

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Rules and Regulations

The buildings that comprise our museum campus are historical, some over 150 years old, and require special care. Help us preserve them for future generations. Please initial next to each line item to indicate that you understand that any violation of MVHP rules and regulations will result in the loss of your security deposit. Applications will not be accepted unless every line is initialed.

- _____ **Smoking is not permitted on the museum campus**, including the restrooms and parking lot. Smokers can stand outside of the gate on the 15th Street East sidewalk.
- _____ **Alcoholic beverages are not allowed** on Manatee Village grounds, including the restrooms and parking lot, except for use in religious ceremonies.
- _____ **Food or drinks are not permitted in the buildings**, with the exception of bottled water. A table for drink containers will be provided outside the Church. Wine is allowed in the Church for religious ceremonies only.
- _____ **Pets are not allowed in any of the buildings**, with the exception of service animals. Pets must remain leashed at all times. Guests must clean up after their pets.
- _____ **Open flames (including unity candles), grills or pyrotechnics, including sparklers**, are not permitted on museum grounds. Candles in buildings must be battery powered. Lit candles are permitted outside, but they must be contained with at least 4" of glass above the flame. Vendors must approve their equipment with MVHP at least thirty (30) days in advance.
- _____ Contracted time must start at least 30 minutes before the ceremony and end by civil twilight. The rehearsal are scheduled between 9 AM and 5 PM Monday-Friday the week before the wedding. Rehearsal time is not transferrable to the day of the wedding and must be completed by 5 PM. MVHP is not able to provide a rain location in case of inclement weather. **Manatee Village is a ceremony-only venue** and receptions are not permitted.
- _____ If the wedding party, vendors, or guests remain beyond the contracted time, the applicant will be billed at a rate of \$150/hour (plus tax), deducted from their security deposit. This will be prorated in 30 minute increments (ex: \$75 for 15–34 minutes over time; \$150 for running 35 minutes–1 hour over time). The \$19/hour security guard fee will also be applied. This includes cleanup and all cars being removed from the parking lot by the end of the contracted time. If security and staff are unable to stay past the contracted time, all persons will be asked to vacate the premises and any cars left behind will remain until the next business day.
- _____ MVHP does not guarantee exclusivity of the facility during regular hours. Weddings scheduled during regular museum hours: all buildings, exhibits, and open space will remain open to the public and only the requested location, for example the 1887 Church, will be reserved for exclusive use during the contracted time. Weddings scheduled after hours: all buildings will be closed and locked during the contracted time, except for the requested location.
- _____ **Outside vendors:** Before you hire outside vendors, you are required to notify staff and must disclose all vendor requirements (electrical outlets, space needs, accessibility to the space, etc.). Manatee Village cannot facilitate certain requests and has the right to refuse vendors who need certain additional accommodations. Any payment to outside vendors is the renter's responsibility. Manatee Village will not negotiate or make arrangements on your behalf. Vendors cannot set up prior to the rental period and must complete clean up and be off the property by the end of the rental period. Two weeks prior to the event, all vendors must submit a certificate of liability naming Manatee Village Historical Park, Manatee County Clerk of Circuit Court and Comptroller, and Friends of Manatee Village Inc as additionally insured. Food vendors must also provide a certificate of health. Failure to submit these documents will result in being turned away day-of.
- _____ Decorating, occupying the ready rooms, seating guests, etc. is only allowed on the day of the wedding within the contracted time, even if MVHP is open to the public during the event. Decorating is not allowed during the rehearsal.
- _____ Tents, canopies, etc. are not allowed on MVHP grounds.

Rules and Regulations (continued)

- _____ Vehicles are not allowed to be driven anywhere on property, except for the parking lot. Parking on 15th Street East for unloading/loading at side gates is not permitted.
- _____ In the event of extreme weather or a site-declared emergency, MVHP withholds the right to move or cancel scheduled events or rentals. If the event or rental cannot be rescheduled, all funds will be returned including deposit.
- _____ MVHP assumes no responsibility for loss, theft, or damage to equipment. Manatee County Historical Commission and MVHP are not responsible for equipment or personal items left. After 30 days, items left behind may be disposed of.
- _____ **Applicants are responsible for supplying their own decorations** and for their proper removal within the contracted time. The MVHP Pinterest board offers decorating ideas that meet its preservation standards. Please feel free to share any wedding photos for MVHP's marketing and social media purposes.
- _____ **Tape, adhesives, nails, uncovered wires, or other potentially damaging material may not be used** to decorate the buildings. Aisle runners are not permitted. Do not staple any type of papers, tablecloths, or information onto any of the buildings or other structures. Acceptable ways to secure decorations include ribbons, rubber bands, wrapped floral wire, or floral tape.
- _____ **With the exception of a bouquet, fresh flowers and live plants are not permitted in the buildings** due to the risk of pest infestation. Floral arrangements and decorations must consist of artificial/synthetic (plastic, silk, etc.) flowers and materials. Artificial flower petals may be used in the Church, but must be swept up following the ceremony by the rental party. The Courtyard is acceptable for bubbles or throwing of birdseed. No rice is allowed.
- _____ If outside tables, chairs, furniture, etc. are brought into the buildings, plastic, felt or rubber bases must be placed under them to protect the tables, furnishings, and floors. All deliveries, set up and removal of items must be completed within the contracted time.
- _____ **No standing on the pews or other furnishings.** Due to possible injury, all decorations must be hung from places that are within arm's reach. Professional decorators who can provide proof of insurance in advance will be allowed to use ladders to decorate. The certificate of insurance must reference Manatee Village Historical Park, Manatee County Historical Commission, Inc., Manatee County Clerk of the Circuit Court and Comptroller, and the City of Bradenton as additionally insured. Professional decorators will incur any associated expense and must work with Manatee Village staff to ensure that decorations will not harm buildings or the trees/landscape.
- _____ **Do not move furniture and equipment**, such as the piano, organ, pulpit, bible, flags, and stanchions. Special requests to have something moved must be submitted to MVHP in advance of the scheduled event. Some requests cannot be granted due to the size or condition of the object. Handling of artifacts will result in the loss of the security deposit and may be subject to additional charges for conservation.
- _____ **Holiday and special event decorations cannot be removed or altered.** Manatee Village Historical Park is decorated for the holidays from around November 15 to January 15. Other events throughout the year may also feature special decorations on a smaller scale.
- _____ Photographs are allowed in all of the MVHP buildings, such as the Church, Courthouse, Schoolhouse, or Stephens House. To ensure the safety of the buildings and artifacts, a staff member must be present during the photography session. Please advise at time of booking which buildings should be opened for photographs. If the wedding photographer plans to use the photographs for commercial or promotional purposes, they must contact Manatee Village staff in advance of the scheduled event to complete and sign the necessary paperwork and pay the appropriate fee.
- _____ The piano in the Church is tuned when possible; however, applicants can have it tuned prior to their wedding at their own expense.
- _____ Amplified music is prohibited.
- _____ Applicants are responsible for cleanup of any facility used and for the cost of repairs for any damage that may occur as a result of their activities. All garbage must be disposed of in the proper containers. Do not climb on outdoor exhibits, trees, etc. and do not handle objects or artifacts in the buildings or on grounds. Children must be closely supervised by an adult at all times. The security deposit will not be returned and additional fees may be charged, depending on the cost of repairs.
- _____ All cancellations must be made a minimum of thirty (30) days prior to the rehearsal date in order to receive a refund, minus any taxes remitted to the state and a \$25 cancellation fee. Events not paid in full by thirty (30) days prior will be cancelled and any booking fees paid will be refunded, minus the \$300 deposit and any taxes remitted to the state.

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Agreement to Adhere to Reserved Time

So that there is no confusion about your Manatee Village Historical Park Use Contract, please read the following:

The contract stipulates that you are allowed 90 minutes (1.5 hours) for the rehearsal and three (3) hours for your wedding. Rehearsals must take place Monday–Friday, between 9 AM and 5 PM. Time must be strictly observed due to the planning of staff time and security. Rehearsal time is not transferrable to the day of the wedding.

As an example, if your rehearsal is at 3:30 PM, the gates to the parking lot will be open and the Church will be available from 3:30 PM to 5 PM. Your party will need to exit the Church and all cars vacate the parking lot by 5 PM, at which time the gates to the parking lot will be locked.

If your contracted time for the wedding runs from 2 PM to 5 PM, staff will unlock the gates to the parking lot and the doors to the Church at 2 PM. The gates to the parking lot will be locked at 5 PM and we will expect all cars in your party to have exited the grounds. We cannot leave the museum grounds open without the presence of staff and a security guard, and they will be scheduled to leave at 5 PM.

Please note that Manatee Village Historical Park’s parking lot is gated. If all cars have not been removed from the parking lot by the end of your contracted time, this will result in the loss of the security deposit and all cars will remain until the next business day. Additionally, all materials rented from a contracted vendor, such as decorations, tables and chairs, must be removed by the end of your contracted time. Equipment should not be left on our grounds overnight. MVHP is not responsible for vehicles or materials left overnight.

You are responsible for the actions of your guests and vendors. Proper attire, including shoes, must be worn by all parties at all times. You will be billed for those who remain beyond the contracted time at a rate of \$150/hour. This will be prorated in 30 minute increments (ex: \$75 for running 15–34 minutes over time; \$150 for running 35 minutes–1 hour over time). The \$19/hour security guard fee will also be applied. The amount will be deducted from your security deposit. You will additionally be responsible for further fees that exceed the \$300 security deposit.

By signing below, the applicant(s) agrees to adhere to these rules and regulations, as well as all rules and regulations set forth in the Manatee Village Historical Park Wedding Application and Information Packet.

Signature _____ Date _____

Signature _____ Date _____



Ready to book your wedding?

**Contact our Special Events Coordinator at
Rebecca.Bohlender@ManateeClerk.com
or call 941-749-7165**

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Bradenton, Florida 34208

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Hours: Monday-Friday and 2nd & 4th Saturdays, 9 AM-4 PM

Follow us: @manateevillage



Manatee County Clerk of the Circuit Court Historical Resources Department
Supported by Manatee County Historical Commission, Inc.

Updated: 05/08/2024

DEANNA

Grace

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