

Wedding
Rental Information and Application
www.forthunter.org

The following facilities at Fort Hunter Park can be rented for wedding ceremonies and receptions:

Centennial Barn - The facilities for rent are located on the first floor of this building.

West Lawn - Used for weddings only, this is the secluded area located beside the Mansion overlooking the Susquehanna River.

Heckton Church – This quaint rustic church can be rented only for wedding ceremonies April – November.

Mansion - Rental of this building is **prohibited** due to the historic and delicate nature of the Museum.

About the Facilities

Centennial Barn - This facility offers two rooms of different sizes on the first floor and the use of a kitchen. Rest rooms are located in the lobby between the two rooms and serve the entire building and other park users. The rooms may be rented between the hours of 8 a.m. and 11 p.m. They are heated and air-conditioned.

Program Room 1	31'x42'	Carpeted	Seats: 150 auditorium style, 80 - 100 at tables
Program Room 2	18'x37'	Ceramic Tile	Seats: 60 auditorium style, 30 - 40 at tables

Furniture

- * Tables and chairs are available to renters
- * Set-up and tear down are the responsibility of renter.
- * If furniture is removed from its room, it must be returned following rental.
- * Furniture may not be taken outside.
- * Current inventory
 - Chairs - 150 metal folding
 - Tables - 8 - 8 ft. x 30 in. (seats 8-10)
 - 8 - 6 ft. x 30 in. (seats 6)
 - 8 - 6 ft. round (seats 6)

West Lawn -

* Capacity is determined by accommodations for inclement weather. If the guest list is under 75, then the Heckton Church can be reserved as a poor weather site at no additional fee. If the guest list is under 150, then Program Room 1 in the Centennial Barn can be reserved as a poor weather site at no additional fee. It is the responsibility of the lessee to specify to Fort Hunter which facility should be reserved. Only one will be reserved.

* Available 8 a.m. – dusk.

* If the guest list is over 150 persons, other arrangements must be made for inclement weather.

* Facilities for changing clothes are not available.

* An outlet at the rear of the Mansion is available for use by the lessee.

* Restrooms are located in the park.

* Furniture - Ninety white wooden folding chairs are available for use on the lawn - set-up and tear down is the responsibility of the renter.

* A drop off area for attendants, supplies, etc. is located on Front Street, no vehicles are permitted in the Mansion driveway.

* Artificial flowers/petals that are scattered on the ground must be removed or security deposit will be forfeited.

Heckton Church –

- * Only available April – November, 8 a.m. - dusk.
- * Seats 75
- * Except for portable flower arrangements, decorations are prohibited.
- * Rest room facilities are located in the Centennial Barn, a short walk away.

Previewing the Facilities

Appointments to preview the facilities must be made during regular business hours - Tuesday through Friday, 10 a.m. through 4:30 p.m. During the Museum season, May through December, weekend previews are available.

Fees

- * Payment of fees constitutes reservation of facilities.
- * Rental fee is for the day of rental and (depending on availability) one (1) hour for rehearsal the evening prior.
- * Refunds are available only if notified one week in advance.
- * The Board of Trustees reserves the right to reject any request for Fort Hunter facilities.
- * Checks are made payable to: **Fort Hunter**.

	<u>Wedding Ceremony</u>	<u>Reception</u>
Program Room 1	\$300	\$500
Program Room 2	\$300	\$300
West Lawn	\$300	Not Available
Heckton Church	\$300	Not Available

- **Deposit** *A separate mandatory \$100 security deposit is required for all rentals.
 - *This deposit is to assure clean up and abidance of rules.
 - *It is typically returned to the renter within 2 weeks after rental.
 - *It will not be returned if:
 - furniture is not left as it was found
 - rooms not rented were used
 - property is damaged
 - food and/or caterers equipment is left after the rental
 - artificial flowers/petals are left on the ground
 - other situations deemed inappropriate by the Director occur

Policies and Rules

1. Alcoholic or intoxicating substances of any kind are strictly forbidden. The use of any such substances will result in immediate expulsion and forfeiture of any and all fees. Future applications for park use by individual(s) using such substances or groups associated with individuals (s) will not be considered.
2. Facilities are available on a first come, first served basis.
3. Payment of fees constitutes reservation of facilities.
4. Centennial Barn hours are 8 a.m. to 11 p.m., West Lawn and Heckton Church hours are 8 a.m. – dusk.
5. Smoking is prohibited inside the buildings.
6. Abusive, loud or offensive music that disturbs the public is prohibited.
7. Food preparation and clean-up must take place in the Centennial Barn kitchen only
8. Contents in kitchen are not available for use by lessee, only the stove, refrigerator and sink may be used.
9. Deposit will be returned within 2 weeks after function, following inspection by lessor. It will not be returned if furniture is not left as it is found, rooms not rented were used, property is damaged, food and/or caters equipment is left, artificial flowers/petals are left on the ground or other situations deemed inappropriate by the Park Manager.
10. Affixing of decorations, posters or other objects to walls is prohibited. Fort Hunter pictures may not be removed from the walls.
11. Cancellations made less than one (1) week before function are not eligible for refund.
12. Lessee assumes full responsibility for any damage caused by guests. Restitution will be made to the Board of Trustees for Fort Hunter.
13. Rental of these facilities is available for private functions only. The collection of fees or the sale of tickets, tangible goods or services on the Fort Hunter property is prohibited.
14. The lessee is reminded that this is a publicly owned facility located in a publicly owned park. The lessee is only renting certain areas of the park. Other facilities such as parking must be shared with others.
15. It must be understood that this facility is a center for the community, operated as a public service. Cooperation by lessees in the running of the facility is required.
16. Parking in front of the Centennial Barn or Church is prohibited. Centennial Barn and Church lessees may park only in the Parking Lots; parking on the street is prohibited. Unloading arrangements for the Centennial Barn must be made in advance using the gravel unloading area.
17. The Board of Trustees and its agents reserves the right to reject any request for rental of the Fort Hunter facilities.

I have read and understand the above policies and rules.

Lessee's Signature

Date

Application Procedure

1. Complete and sign both the Contract and the Policies and Rules pages.
2. Make **2** checks out to: **FORT HUNTER**
3. Mail Contract and Policies and Rules pages to: Weddings
 Fort Hunter
 100 Fort Hunter Road
 Harrisburg, PA 17110
4. A countersigned copy will be sent to you within two weeks acknowledging acceptance of application.

APPLICATION

Contact Name _____ Date _____
Contact person is responsible for set-up, managing and clean up.

Address _____ Phone Number _____
 _____ Fax Number _____

Date of Function Day _____ Date _____

Type of Function _____ Wedding Time _____

Rental Hours (Include setup and clean-up time) Open at _____ Close at _____

Rehearsal Hour (I hour limit; depending on availability) Open at: _____ Close at: _____

Will food be served at you event? _____ Please list caterer _____

Number of guests _____

Inclement Weather _____ I wish to reserve Program Room 1 in the event of inclement weather.

_____ I wish to reserve the Heckton Church in the event of inclement weather.

FEES (please circle choice of room and check fee schedule)

	<u>Wedding Ceremonies</u>	<u>Receptions</u>
Program Room 1	___\$300	___\$500
Program Room 2	___\$300	___\$300
West Lawn	___\$300	Not Available
Heckton Church	___\$300	Not Available
Plus mandatory security deposit	+ \$100	

TOTAL (Remitted on TWO checks) _____

 Lessee's Signature Date

 Agent for the Board of Trustees for Fort Hunter Date