

Heritage Center

1000 Heritage Drive, New Richmond, WI 54017

Phone: 715-246-3276 www.NRHeritageCenter.org or info@NRHeritageCenter.org

Wedding/Events Information & Packages

Seasonal Availability

The Farmhouse and the Pavilion are available year round.

Capacity

Farmhouse- seats up to 54 people on the first floor

Pavilion- can seat 120 people at one seating- use of a tent is would increase your seating number.

Church- seats 145

Set-Up/Rehearsal Time:

You may set-up your venue the evening before and have your rehearsal here for a additional fee of **\$50.00** This should be arranged in advance so it included on the schedule.

Availability of Buildings and Grounds The buildings and/or grounds that are rented are available from **10:00 A.M until midnight.**

Accessibility

The Pavilion and the Farmhouse are wheelchair accessible.

Tableware and Flatware

There is an additional **\$40** fee for use of the dinnerware, flatware, serving pieces, coffeepots in the Farmhouse or Pavilion. Linen tablecloths are available in the Farmhouse.

Deposit and Final Payment

A deposit of one half the rental fee is required to secure reservations with the balance due prior to the scheduled event. Deposits are non-refundable if the event is cancelled.

Security Deposit

There is a \$200. refundable security deposit required at the time of reservation. This deposit will be refunded if the rental is clean/damage-free and the renters have vacated the building(s) by the scheduled time.

Cleaning Users of the facilities are expected to pick up and remove garbage and leave the premises in the same condition as found. Cleaning supplies are available in the Farmhouse and the Pavilion. Please bring garbage to the dumpster north of the barn. Put tables, chairs & picnic tables back in place. Cleaning must be completed by noon the next day.

Photography The Heritage Center is a great place to take pictures of your wedding day or engagement photos. We ask that if you take pictures in any of the buildings and move anything, please put things back the way they were. The Heritage Center is a museum and the artifacts are cataloged to go in a specific area.

Children

Children must be supervised at all times and should not be allowed to touch or play with artifacts.

No Smoking

No smoking is allowed inside any Heritage Center building

Alcohol

You may serve alcoholic beverages to your guests of legal age, but you may not sell alcohol. The sale of alcohol requires a permit from the city.

Decorations

Tables can be decorated with flameless candles. Regular candles may **NOT** be used. Decorations attached to the walls are not permitted.

Fires or Fire Rings

Fires or fire rings are not permitted on the Heritage Center grounds.

Confetti

No paper confetti or rice may be used outside.

Tent set-up

Tents must not be set up until the laborers that are putting up the tent have spoken to Heritage Center personnel regarding location of electrical lines and cables. Tents may be put up two days in advance of the event and must be taken down no more than two days after the event unless rain or excess moisture does not allow for folding. **Please give Heritage Center personnel the name and contact numbers for the tent rental location in case of emergency.**