

THE CONRAD MANSION
P.O. Box 1041, Kalispell, MT 59901
406-755-2166 / 406-755-2176 FAX

Contract/Guidelines for Weddings/Events
On Conrad Mansion Grounds

COST

- \$500.00 Event rental with set up and take down same day of the event. Includes all lawns.
\$250.00 extra for set up the day prior to the event.
\$250.00 extra for takedown the day after the event, unless done before 9:30am
- CMM requires the “renter” to purchase an Insurance Policy covering event and naming Conrad Mansion Museum as an “Additional Insured.” The Insurance Policy will provide \$750,000 in coverage per occurrence and \$1,500,000 in coverage aggregate. If alcohol being served, Insurance Policy must include coverage for alcohol. A copy of Policy must be provided one month in advance of event.
- A \$250.00 event deposit is required at the time of the reservation (non-refundable).
- Balance due a month in advance of event.
- Fee (except deposit) will be refunded in case of inclement weather.
- There will be a \$100.00 minimum damage fee if any damage is incurred (i.e. sprinklers damaged, flower beds trampled, trash left on grounds, etc.) you will be billed accordingly.

MANSION OBLIGATIONS:

- Grass will be cut and bagged.
- Sprinklers will be turned off.
- Gazebo electricity and exterior outlets will be turned on.
- Restrooms will be clean and are available in Heritage Park (across Woodland Ave).
- Walkways will be clean.
- 70 chairs are available to rent for \$500

WEDDING PARTY OBLIGATIONS:

- Wedding/reception must be over by midnight. Music must be turned down by 9:30pm.
- Renter will provide tables, chairs and tents.
- Grounds must be left clean.
- No photography or gathering on front porch between a quarter to the hour and a quarter after the hour during operating hours (10am – 4 pm).
- Front sidewalk and porch must remain clear for Mansion guests.
- No putting up reserved parking signs for wedding guests. The street on the (front) east side of the house is reserved for Mansion customer parking only. Wedding guest parking is on the north, south and west side of the mansion.
- No parking in the driveway in back of the house. It is an emergency lane and only to be used for loading and unloading.
- No alcohol may be sold on the grounds but you may provide it for guests.
- Notify mansion personnel if using canopies or tents. We must mark sprinkler heads prior to set up.
- No Port-A-Potties are allowed on the grounds without Mansion approval. Restrooms available mid-May – mid-October.

ADDITIONAL INFORMATION:

- There are no changing facilities at the Mansion, so please plan accordingly.
- We suggest renting a microphone and speakers so guests can hear the ceremony. There is electricity in gazebo.

Client Initials _____ / _____

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Please take into consideration this is a museum located in a residential neighborhood. This is also a place of business and will remain open during regular business hours. Mansion guests will be entering through the front door. Please be respectful of their presence.

The Conrad Mansion also reserves the right to charge an extra fee for not following the specified guidelines. The amount of any additional fees will be determined by the Manager on duty at the time of the event. The minimum charge for any damage or failure to adhere to guidelines will be \$100.00.

Please print clearly and legibly:

I, _____ (print name) agree to follow the specified guidelines.

Address: _____

Phone #: _____

E-Mail: _____

Date of Event _____

Amount Due \$ 500.00

Estimated Time of Event _____

Set up day prior to the event (\$250.00) Yes No Amount Due \$ _____

Take down day after the event (\$250.00) Yes No Amount Due \$ _____

Total Amount Due \$ _____

Signature _____ **Date** _____

Deposit Paid - Date _____ **Staff initials** _____ **Amount paid \$** _____

Balance Paid - Date _____ **Staff initials** _____ **Amount paid \$** _____

Paid in Full - Date _____ **Staff initials** _____ **Amount paid \$** _____