



KVR VISITOR CENTER CEREMONY RENTAL AGREEMENT

Kickapoo Valley Reserve

Event Information: Private Ceremony/Wedding

Couple – list both names

Name of contact responsible for assisting/coordinator/planner

Address: Street, City, State, Zip Code

Phone

Email(s)

Dates Requested: _____ (Please list two options for wedding dates)

Weddings ONLY – Complete the following

Specify: _____ Ceremony Indoors: Time? _____ (Must be after 5:00pm)
_____ Ceremony Outdoors–Time? _____ (Must be after 5pm if on VC grounds)
_____ Dressing here? (classroom/library)
_____ Rehearsal date & time _____ (Must be after 5:00pm)

End time; no later than midnight _____ (no outdoor noise after 11pm per municipal ordinance)

Estimated number of guests: _____ (Maximum 150)

Caterer/Catering plans: _____

Equipment needs? chairs (125 in building), tables (25 – 3'X5' available), stage, projector.

Other? _____

For KVR Use Only – Leave Blank

Date Rcvd.	Staff Assigned:
By:	Check Calendar:
Cost quote:	Walk thru complete:
Deposit Rcvd:	
Approved/Denied/Unavailable	

calendar electronic calendar signs

Costs

Visitor Center Site fee	\$2,500
+ Ceremony Indoors	\$300
(Meeting room or lobby)	
+ Ceremony Deck/lawn	\$100
Ceremony only - remote	\$100
(i.e. covered bridge)	
Rehearsal	\$500

Note: A security deposit of \$500.00 is required to reserve the date. Reservations will not be confirmed until payment is received.

Cost estimate: _____

Facilities:

- The KVR Visitor Center is a public facility and property. From 8am-4:30pm the Visitor Center is open to the public and should not be impeded by this event. Ceremonies cannot be held prior to 5:00pm if using Visitor Center, Deck or Lawn. The property – trails and grounds – are always open to the public.
- The KVR Visitor Center is **not** a full-service facility. By renting this space you understand that you are responsible for your own decorating, set-up and clean up. Rental of the building is *as is*. Damage to exhibits, furniture, grounds or facility will be charged according to repair or replacement costs. Likewise, the grounds are *as is*; we do not alter vegetation for your ceremony. Leave no trace of your event after you leave; we will not accept donations of decorations, trellises or supplies.
- The KVR Visitor Center is a **Travel Green** certified location. Please minimize the use of plastic or styrofoam plates, cups and utensils. Reduce, reuse and recycle. Sparklers, fireworks, lanterns and candles are prohibited. No flower petals on aisle for indoor ceremonies; outdoor ceremonies should consider bird or prairie seed in place of throwing rice.
- Local municipality does not permit “cash bar”; if serving alcohol, please consider a shuttle service or designated drivers.
- Final cost may change based on requests of staff, condition of grounds and exceeding end time or capacity.

Agreed: _____
Participants

KVR Executive Director or Executive Assistant