

Church Rental Information

CHURCH AMENITIES: *(pages 6-8)*

- 1) Capacity for Church: Total seating capacity is 135. There is a center aisle with ten (10) pews on each side of the aisle for a total of twenty (20) pews in the Church. Each pew is thirty-four (34) feet long.
- 2) Restrooms: Two single stall restrooms are located in the Basement of the Church, and are for use by the wedding party only. Wedding guests may use the stone restrooms near Main Street, or the north restrooms beside the Bristol Inn, May through October. If Rental issues arise after the Park's office hours, please contact the Security/Maintenance staff on the Park grounds. For Park hours during the Rental Seasons see page 11.
- 3) Electricity: There are two (2) Electric Sockets upstairs in the Church sanctuary, located on the step in front of the altar railing. There are no electric lights upstairs in the Church. Please schedule weddings and rehearsals during daylight hours. There are electric lights and sockets in Church Basement.
- 4) Parking: Modern vehicles are typically not allowed in the Village due to its Historic nature, but three (3) bridal party vehicles (maximum) are allowed in front of the Church on the wedding day. Parking is available at the River Lot, the Upjohn Administrative Office Building, and on the Events Green. Handicap parking is available up on the hill behind the Church.
- 5) Temporary signs may be erected on Charlton Park grounds, at the main gate, the ticket booth, and at your Rental site. Wood or wire framed signs are allowed to be placed into the ground and must be removed at the end of your visit. Use of tacks, staples, and nails on any trees or at the structure is strictly prohibited.
- 6) Church Furnishings: The Carlton Center Church is a Gothic Revival Church. The interior furnishings are period-specific to the facility and are fragile. The furnishings are not to be moved within or out of the sanctuary.
- 7) The atmosphere of an early rural Michigan Village is preserved by us not placing barriers between the artifacts and our visitors. All items displayed on shelves and counters are museum artifacts. Please do not handle or move these artifacts. Please do not open the closed cupboards or doors.
- 8) The Altar Area is equipped with the following items that are for decorative purposes only:
One Chandelier, two Pump Organs, and three Captains' Chairs.
- 9) The Altar Area is also equipped with the following items that you may utilize:
Two Candelabras that contain seven candles each (14 total candles - that are provided by Charlton Park), one piano that an adult may play during your wedding ceremony, one music stand for sheet music, one pulpit, and a steeple bell. The bell rope is located in vestibule. Please use care when handling rope and bell.
- 10) Air Conditioning: The Church and Church Basement are not air conditioned and the windows do not open. You may use your own box fans and extension cords.

CHURCH AMENITIES: (pages 6-8)

- 11) Church Basement Dressing Room is included in your Church rental fee. In the Basement of the Church there are two (2) restrooms, one large mirror, a seating area, and a coat rack. The basement is located at the south/east side of the church at the rear of the building. The Basement is not handicap accessible.
- 12) Rehearsal/Decorating the Church: The fees for using the Church and the Church Basement for up to four (4) hours the evening before the wedding are listed on the Facilities Rental Contract on page 13. Lessee and/or your florist may decorate the church. No thumb tacks, glue, staples, or scotch tape may be used. For pew bows, decorations/flowers, we recommend you use chenille-pipe cleaners or padded pew clips (available at most floral shops).
- 13) Minister, Soloist and/or Organist: Lessee provides. Lessee provides microphone, if desired. Church Piano is tuned regularly. Please do not allow children to play the piano.
- 14) Birdseed/Bubbles: Birdseed & Bubbles may be used outside the church. Please refrain from throwing rice. Nothing may be thrown inside the church or in any of the buildings.
- 15) Marriage License: Lessee provides. Historic Charlton Park is located in Hastings Charter Township, Barry County, Michigan. This information is needed to complete marriage license.
- 16) Charlton Park's summer hours are 8:00am to 9:00pm (Memorial Day - Labor Day). During these summer hours, the Park may be kept open until 11:00pm on a case-by-case basis for an additional fee. This MUST be approved by the Park's Executive Director. For pricing see the Facility Rental Contract on page 13.
- 17) SMOKING AND ALCOHOL ARE PROHIBITED in the Church and in the Church Basement.
- 18) Cake/Food: Lessee (or caterer of your choosing) provides and is allowed in Church Basement only. Visitors are not allowed to bring any of these items into any other Village Buildings.
- 19) Glass beverage containers are prohibited in the Park. Glass containers of wine and champagne will be allowed during weddings at the head table only. For beverage and container Policies see page 11.
- 20) Music: There are no restrictions for non-amplified receptions. Amplified music (DJ/Band) in the Village Green, Walnut Grove, and/or Church Basement are allowed after the Village closes at 4:00 pm. Amplified music may be used until 10:00pm. Charlton Park reserves the right to ask you to turn your music down or off if it is disturbing the surrounding neighbors.

Church Basement Rental Information

Due to weddings, the Church Basement is typically not available for rent on Saturdays in May - September.

CHURCH BASEMENT AMENITIES:

- 1) The Church Basement will accommodate a maximum of sixty-eight (68) people seated. There are nine (9) tables and sixty-eight (68) chairs available.
- 2) There are two (2) restrooms, one large mirror, seating, and a coat rack located just off the kitchen. If Rental issues arise after the Park's office hours, please contact the Security/Maintenance staff on the Park grounds. For Park hours during the Rental Seasons see page 11.
- 3) The Church Basement has a full kitchen and electric. The kitchen is equipped with sink, stove, and refrigerator.
- 4) Parking is available behind Church, at the River Lot, at the Upjohn Administrative Office Building, and on the Events Green. The basement is located on the south/east side of the church at the rear of the building.
- 5) Temporary signs may be erected on Charlton Park grounds, at the main gate, the ticket booth, and at your Rental site. Wood or wire framed signs are allowed to be placed into the ground and must be removed at the end of your visit. Use of tacks, staples, and nails on any trees or at the structure is strictly prohibited.
- 6) Air Conditioning: The Church Basement is not air conditioned and the windows do not open. You may use your own box fans and extension cords.

CHURCH BASEMENT POLICIES:

- 1) Rental of the Church Basement is for a four (4) hour time spot. For additional hours and pricing, see the Facility Rental Contract on page 13.
- 2) SMOKING AND ALCOHOL ARE PROHIBITED in the Church and in the Church Basement.
- 3) Food and non-alcoholic beverages are allowed with the rental of the Church Basement, but visitors are not allowed to bring these items into any other Village Buildings. Glass containers are prohibited. For beverage and container Policies see page 11.
- 4) The atmosphere of an early rural Michigan Village is preserved by us not placing barriers between the artifacts and our visitors. All items displayed on shelves and counters are museum artifacts. Please do not handle or move these artifacts. Please do not open the closed cupboards or doors.
- 5) Modern Vehicles - The Village recreates life in early rural Michigan, when horse, buggies and wagons stood in front of homes and businesses. Please help us to preserve our historic village ambiance and visitor safety by parking in designated areas, so that other visitors may appreciate history. NO modern vehicles are allowed to be driven into or through the Village in order to preserve the Village and for the safety of visitors. Parking is in the Upjohn administrative offices parking lot or grassy areas around it.
- 6) All children must be accompanied by an adult while visiting the Village, Museum, and Gift Shop.
- 7) Amplified music (i.e.: D.J) is allowed after the Village closes at 4 pm. Charlton Park reserves the right to ask you to turn your music down or off if it is disturbing the surrounding neighbors.

Beer/Wine Permit, Additional Picnic Tables, and Additional Park Hours

KEG/CAN BEER & WINE SITE RULES & PERMIT POLICIES:

- 1) Beer/Wine Permits are issued only for the Rental Area indicated on the form. Charlton Park reserves the right to limit the number of permits issued in the Park per day. Charlton Park reserves the right to limit the number of permits issued per year to any group or persons. For pricing see the Facility Rental Contract on page 13.
- 2) The casual consumption of alcoholic beverages is not allowed at the beach, picnic area, parking lots, playgrounds, boat launch, in Village buildings, or on the Park's grounds. Keg/Can Beer and Wine permits that are issued to users are limited to the immediate area of Rental. Immediate area is defined as the site itself, and approximately a seventy-five (75) foot radius around the rental site.
- 3) Beer/Wine Permits are NOT issued for the Church, Church Basement, or the Township Hall.
- 4) Permit is valid during the Park's regular hours. For Charlton Park's open hours during the Rental seasons see below. Charlton Park reserves the right to monitor activities where beer and wine are consumed. If the privilege is abused, future use will be prohibited. Any abuse will be documented. Charlton Park may immediately revoke a permit if rules are not followed, if individuals or groups are intoxicated, creating a problem, or disturbing other Park guests. This may include being asked to leave the Park.
- 5) Minors shall not be allowed to possess or consume beer, wine or alcohol. It shall be the responsibility of the Lessee and the group as a whole to insure that the behavior and actions of all individuals associated with the group follow the rules. Permit holders shall be responsible and shall pay any damages to Charlton Park or any others, for any nuisance made or suffered. Event insurance is recommended if serving alcohol.
- 6) Glass beverage containers are prohibited in the Park. Glass containers of wine and champagne will be allowed during weddings at the head table only. Boxed wine, keg, and canned beer are allowed with Permit. Beer bottles are prohibited on the grounds of Charlton Park. The keg shall be kept as inconspicuous as possible.

ADDITIONAL TABLES:

- 1) If you request additional Picnic Tables to be moved to your Rental Site, this service must be scheduled at least five (5) business days in advance with the Park's office staff. The number of available picnic tables may be limited. A maximum of fifteen (15) Tables may be requested for relocation. For pricing see the Facility Rental Contract on page 13. The Picnic Tables that are available for moving are eight (8) foot long.

HISTORIC CHARLTON PARK OPEN HOURS: *(weather permitting)*

- Office Hours: Mon – Fri 9:00am – 2:00pm
- The North Gate opens daily at 8:00am
- During the Rental Seasons the Park's closing times are as follows:
(April 7:00pm) (May 8:00pm) (June – August 9:00pm) (Sept 8:00pm) (October 7:00pm)

ADDITIONAL PARK HOURS AFTER CLOSING TIME:

- 1) All requests for additional Park hours after closing time, MUST be Director approved! For pricing on purchasing additional Park hours see the Facility Rental Contract on page 13.

Historic Charlton Park Driving Directions and Map

2545 South Charlton Park Rd • Hastings, MI 49058-0390

Phone: 269-945-3775

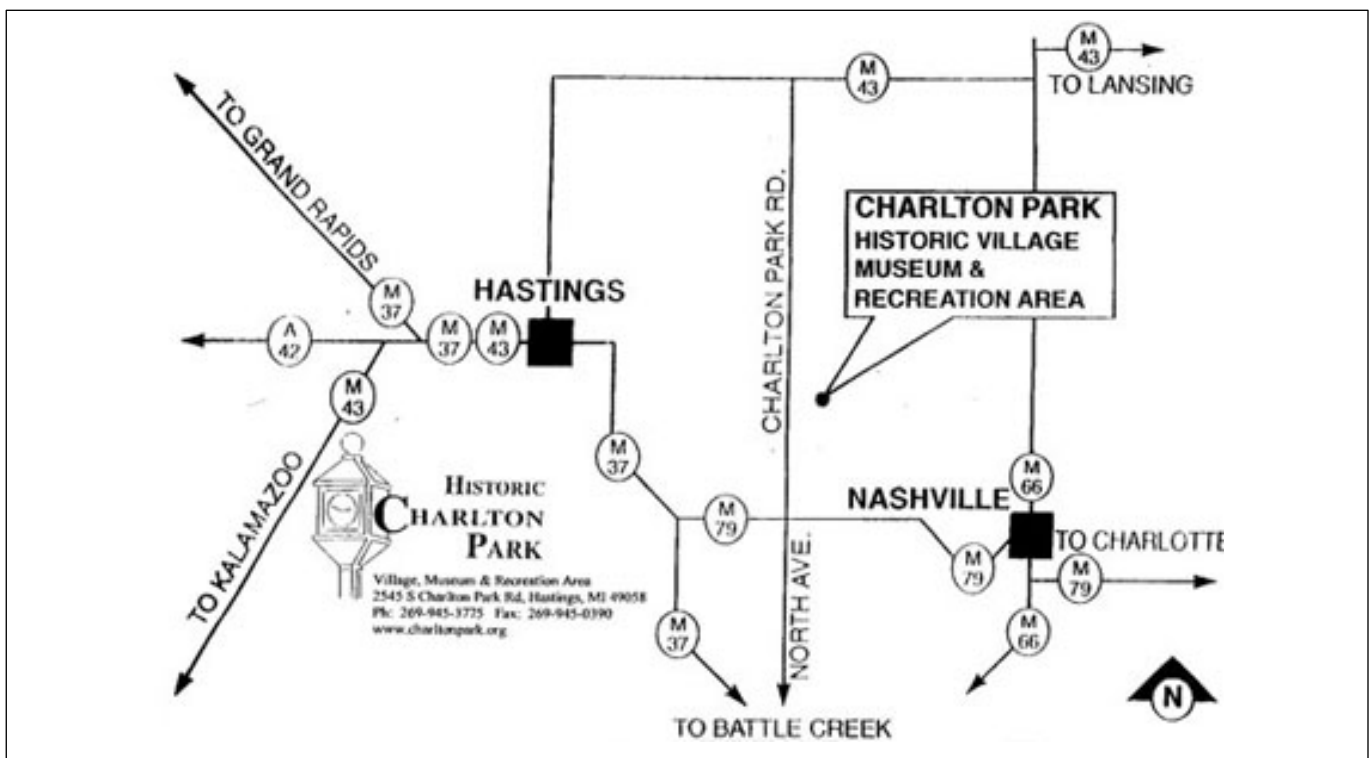
From the Grand Rapids area: Travel southbound on Broadmoor (M-37) to downtown Hastings, turn right on Broadway, left on Green St., and right on Hanover at the blinking light. A mile later, take a left onto eastbound M-79, past the red barn on the left. A mile down M-79 take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

From the Kalamazoo area: Travel M-43 to M-37 in Hastings. Turn right on Broadway, left on Green St., and a right on Hanover at the blinking light. A mile later, take a left onto eastbound M-79, past the red barn on the left. A mile down M-79 take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

From the Battle Creek area: From M-37: Travel north on M-37, turn right onto eastbound M-79, take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge. From M-66: Go North on M-66, turn left on westbound M-79, take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

From the Charlotte area: Travel M-70/E. Lawrence Ave., turn right on M-66/M-79, turn left on westbound M-79 when M-66 continues. Take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

From the Lansing area: Travel I-96 East to I-69 South. Take exit 61 towards I-69-BR/Charlotte. Turn right on M-79/Lansing Rd. Turn right on M-79/M-66. Turn left on M-79 when M-66 continues on. Take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.





2021 Facility Rental Contract

Historic Charlton Park
 2545 S. Charlton Park Rd
 Hastings, MI 49058-0390
www.charltonpark.org
 Phone: 269-945-3775
 Fax: 269-945-0390

Rental Date: ____ / ____ / ____
 Circle week day: Sun Mon Tue Wed Thur Fri Sat

Prior Date: ____ / ____ / ____
 Circle week day: Sun Mon Tue Wed Thur Fri Sat
 (If also renting for rehearsal, decorating, etc.)

Renter's FULL mailing address with numbered street, city, state, and zip code is required and must match payment:

Name: _____ email: _____

Full Address: _____

Phone # _____ Is this a Barry County Residence? Yes No

Prices are listed as: (In-Barry-County Resident / Out-of-County Resident) Please check box and circle rate for each Rental request:

Village Area Rentals

- Village Green Area (\$500 / \$600)
- Walnut Grove Area (\$150 / \$200)
- Township Hall – 4 hours (\$75 / \$100)
- Gas & Steam Barn (\$1,300 / \$1,500)
- Church and Church Basement (\$500 / \$600)
- Church for rehearsal and decorating – 4 hours (\$75 / \$100)
- Church Basement Only – 4 hours (\$75 / \$100)
- Water Spigot set-up at G&S Barn – no additional cost*

Recreation Area Rentals

- Pavilion 1-220 Guests (\$150 / \$200)
- Pavilion 220+ Guests (\$300 / \$400)
- Horseshoe Stakes set-up ONLY at the Pavilion
- Mini Shelter West (\$75 / \$100)
- Mini Shelter East (\$75 / \$100)
- Volleyball Net set-up at Pavilion, MSW, or MSE

Additional Rental Information

- Beer/Wine Permit (\$50)
 - Extra Hours for the Church Basement (# _____ x (\$35 / \$50 per hour) = \$ _____)
 - Extra Hours for the Township Hall (# _____ x (\$35 / \$50 per hour) = \$ _____)
 - Moving or adding Picnic Tables: Max of 10 Tables moved (# _____ x \$15 per table = \$ _____)
 - Additional Park Hours after Closing Time (# _____ x \$30 per hour = \$ _____) ← Director's Approval is Required
- Park Closing Times during the Rental Seasons: (April 7:00pm) (May 8:00pm) (June – August 9:00pm) (Sept 8:00pm) (October 7:00pm)*

Total Rental Fees: \$ _____ Payment Type: _____ Date Paid: _____

Contact Person at the Rental Site: _____

Phone Number: _____ Type of Activity at Rental Site: _____

Number of people expected: _____ Arrival Time: _____ Departure Time: _____

INDEMNIFICATION AGREEMENT

I, _____, agree to defend and indemnify and hold harmless Charlton Park and the County of Barry from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from Charlton Park and the County of Barry sustained by any person whomsoever and which the performance of the contract and regardless of which claim, demand damage, loss, cost of expense is caused in whole or in part by the negligence of the undersigned, or by third parties or by the agents, servants, employees, or factors of any of them.

CANCELLATION POLICY: Payment is due to Charlton Park, postmarked no later than seven (7) working days from date of reservation was placed. Failure to meet postmarked date will automatically result in cancellation of your reservation. If payment is received by date, and reservation is cancelled at least six months prior to reservation date, reservation fee will be refunded. Otherwise, no refunds are given.

I have read the "Rental Amenities & Policies" document and agree to the rules contained within regarding this Rental Site Reservation/Alcohol Permit Rules. Please sign and date:

Signature _____ Date _____

Please return this form with your payment. Mail check or money order to the Park using the address above.

You may also pay online at: <https://www.govpaynow.com/gps/user/plc/7997>