



Jefferson County Historical Society

Weddings at the Paddock Mansion

Wedding Packages

Ceremony at the Paddock Mansion – 2 hour slot

Cost

\$150.00 Non-Refundable Deposit, to be paid upon date reservation.

Basic Admission cost for Children and Adults

- Children Under 4 : FREE
- Children Ages 5 – 11: \$4.00
- Adults: \$6.00

The number of guests will be recorded the day of the wedding by head count during the ceremony, and a bill will be presented after the ceremony that must be paid via Credit Card, Check or Cash before leaving the property. A major credit card must be provided before the ceremony to be held until payment is made to a JCHS staff member.

Weddings Include:

- Use of the Victorian Gardens and 1st Floor of the Mansion for ceremony or reception
- Dress rehearsal during business hours, Tuesday – Saturday 9am – 4:00pm
- Dressing rooms for bridal parties
- Complimentary chair set-up, archway, Bluetooth sound system, and podium – all other items must be set up and brought onsite and tore down the day of the wedding
- Wedding photography is permitted during the event

Tents may be brought onto the property and must be torn down the day immediate following the wedding. Additional time to tear down the tent must be requested 2-weeks prior to the wedding.

The Victorian garden seats up to 150 people comfortably, if you would like to reserve rooms on the first floor of the Paddock Mansion for your wedding or other private event, please arrange their use with the Executive Director at the time of your reservation.

Full Receptions with Catering: \$500.00

- Space rental for receptions are set at a \$500.00 flat rate and must be paid 2-weeks prior to the event.
- Refunds may be offered upon review by the Executive Director but are not guaranteed.
- Weddings with catered receptions must take place on Saturday evenings, after 4:00pm and may go no later than 11:00pm. Sundays and Mondays must be take place between 10:00am – 8:00pm.
- Set-up may not take place before 4:00pm on Saturdays or before 10:00am on Sundays and Mondays.
- Tear-down must be completed by 12:00am for Saturday night rentals, and by 9:00pm on Sunday and Monday night rentals.
- Catering and alcohol services must be contracted by a legally licensed operating business who can provide a certificate of liability insurance covering the Jefferson County Historical Society up to \$1 Million.
- The JCHS does not offer catering services.
- Catering staff is responsible for set-up, tear-down, and clean up of the rented facility. Items brought in must be brought out.

Wedding Contract
Contact Information

Name: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Wedding Information

Room Requested for Event Catering: _____

Event Date: _____ Event Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Number Guests Attending Event (estimate):

Number of Changing Rooms Needed: _____

Additional Requests*: _____

*Pending approval of the Executive Director

Terms and Conditions for Paddock Mansion Property

In Case of Rain: Events in the Victorian Gardens may use the 1st Floor of the Mansion if not reserved for another event.

Payment: Full payment of the applicable fees is due **two weeks** prior to the event.

Limitations: No automobiles are permitted on grounds. No cooking or preparation facilities available. Only products such as birdseed and flower petals are to be used in the garden. No paper confetti, rice, or synthetics allowed due to the danger to wildlife and excessive clean up time. JCHS staff can move exhibits to accommodate events, but guests may not touch exhibits. Additional limitations may be necessary at the discretion of JCHS staff on site.

Liability: All public entities using Society facilities will agree to indemnify and hold harmless the Jefferson County Historical Society, its Board of Trustees, and staff against all claims, liability, costs, and expenses arising from any negligent act on the part of the using entity or their guests.

By signing this document, I acknowledge and accept the terms of use for hosting an event on the Paddock Mansion property.

Signature: _____ Date: _____

JCHS Signature: _____ Date: _____

Payment Information

Payment

Date: _____ Amount: _____

Method of Payment: _____

Remaining Balance: _____

Received by: _____

Refund (if necessary)

Date: _____ Amount: _____

Method of Payment: _____

Approved by: _____