



JACKSON COUNTY PARKS + REC
MISSOURI TOWN LIVING HISTORY MUSEUM
8010 E. Park Road, Lee's Summit, MO 64064

WEDDING RESERVATION INFORMATION

Squire's House

Base fee of \$700 includes

- 4 hour rental
- Designated staff person
- Staging area for bridal party

Optional services and fees

• Rental for rehearsal	\$100	
• Reception-Outdoors only	\$100	Fee is waived if the reception is held within the 4 hour rental time.
• Catering permit	\$50	
• Filming permit (<i>video</i>)	\$75	1 st hour
• Filming permit (<i>photography</i>)	\$50	1 st hour
• Filming permit (<i>additional time</i>)	\$25	Each additional hour
• Special apparatus Permit	\$50	Tents, chairs, musicians, other needs and equipment brought to the site
• Site Cleanup	\$100	A site cleanup fee will automatically be charged if not cleaned up after the reservation.
• Additional time	\$100	Per hour

****Fees may not be waived without approval of the Site Supervisor or the Superintendent.**

Total number of guests: 150

Reservation time: The base fee for a reservation covers a 4-hour period of time. Weddings may be held before or after normal business hours. Weddings after business hours require that all wedding participants and guests must leave the site at dusk due to a lack of outdoor lighting. Additional fees will be billed to the renting party if the allotted time is exceeded.

Reservation requests: Wedding reservations must be made no less than two weeks before the day of your wedding. A 50% deposit is required to hold a wedding date.

Rehearsal scheduling: Rehearsals may be scheduled for a fee of \$100.00 per hour.

Staffing: A Jackson County Parks + Rec Associate will be at your location to assist with questions. Associates are not required to assist with preparation for the ceremony or reception.

Celebration & decoration: No fireworks or fires of any kind are allowed. Nails, pushpins, tacks or glue may not be used on any surface of the building or any furniture or fixtures inside of the building. Rice may not be thrown, however, bird seed or bubbles may be used instead.

Permits, equipment and supplies: Tables, tents, and other equipment are not provided. Jackson County requires permits for catering, chairs, tables, and other large equipment brought to the site for the wedding. There are no restrooms located near the Squire's house. Modern restrooms are located at the center of the village. Please see the list of fees for permit prices. Companies providing rental equipment to be brought to the site must provide a liability insurance certificate with Jackson County named as additional insured, \$2 million per occurrence and 2 million general aggregate.

Animals: Guests are prohibited from feeding, petting, playing with or chasing the animals at Missouri Town Living History Museum. No pets are allowed on the site.

Preparing for ceremony: The wedding party may prepare for the ceremony in one of the first floor rooms of the Squire's house. No guests are permitted inside the building. All personal belongings should be removed from the building prior to the beginning of the ceremony. No one should sit on any of the antique furnishings in the building or handle any of the exhibits or artifacts on display.

Receptions: Food and drinks are prohibited from being set up or consumed inside of any of the buildings. Alcohol may be served after 4:30 p.m., however, cash bars are prohibited.

Smoking: Smoking is not allowed in any building at Missouri Town Living History Museum.

Cancellation: Refunds are given if we are notified of cancellation at least 30 days prior to your scheduled date. All reservations are made on a "rain or shine" basis. No refunds are issued due to inclement weather unless the site supervisor determines the weather has become too severe. Should the site supervisor determine that the reservation must be cancelled notice will be given as quickly as possible to the person that made the reservation. The reservation date may be rescheduled or a full refund will be given if a new reservation date is not possible.

Parking: Guests may park in the field behind Missouri Town. No parking is allowed near the building. Handicapped parking will be available along the road. Those who have difficulty walking may be dropped off and picked near the building but vehicles must return to the designated parking area before the ceremony begins.



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Wedding Date _____ Arrival Time _____ Departure Time _____ (4 hour minimum) No of Guests: _____

Reservation Contact Information

First Name _____ Last Name _____
 Street Address _____ City/State/Zip _____
 Home Phone _____ Cell Phone _____
 Email address: _____

Bride/Groom First/Last Name _____ Phone Number _____

Bride/Groom First/Last Name _____ Phone Number _____

Site Rental (First 4 hours)		\$700.00
\$100/hour	Rehearsal #hours_____	\$_____ Date/Time of Rehearsal_____
\$100	Reception – Outdoors only <i>(Fee waived if held within the 4 hour rental time)</i>	\$_____
\$50	Catering Permit <i>(Kitchen/Catering facilities are not available on-site)</i>	\$_____
\$50	Photography Permit – 1 st hour	\$_____
\$75	Video Permit – 1 st hour	\$_____
\$25/hour	Additional time (photo and/or video) #hours_____	\$_____
\$50	Special Apparatus Permit <i>(Required for any tents, and/or other equipment brought to the site)</i>	\$_____
\$100	Site Cleanup <i>(Automatically charged if not cleaned at the end of the reservation)</i>	\$_____
\$100/hour	Additional Time (Day of wedding) #hours_____	\$_____
	Subtotal	\$_____
	Less Deposit Received	\$ - _____
Balance Due		\$_____
<i>(Please pay entire balance 2 weeks prior to your reserved date).</i>		

Payment By: Cash Check (Check No. _____) Credit Card

Credit Card Number _____ Exp. Date _____ Security Code _____

Name on card (please print) _____

Authorized Signature _____

RENTAL AGREEMENT

I have read the reservation information for Missouri Town Living History Museum. I agree to abide by the rules and take full responsibility for my guests abiding by them. I assume full financial responsibility for any damage to or loss of Jackson County property that occurs during, or as a result, of my rental. In case of accident, injury, or loss, I hereby waive and release Jackson County, Missouri and all elected or appointed officials, employees and volunteers of Jackson County, Missouri, and any other persons in any other way connected or associated with Missouri Town Living History Museum from any and all liability of any nature for injury or damage resulting from the rental of Missouri Town Living History Museum property and I expressly assume the risk of such damage or injury. I agree to pay any balance owed two (2) weeks before the rental date. I understand that I will be required to pay for any additional time before and/or after my rental time and/or rehearsal time. I agree to pay any such additional charges.

Signature _____ Date _____