

Center for Rural History Prairie Room



Center for Rural History – south side of facility with level lawn space. Orchard in the background. (Photo: Rona Neri)

The Center for Rural History (the Center) was completed in 2019 with a modern, yet rustic appearing interior. The temperature controlled ground level Prairie Room has dimmable lighting, a food preparation area, a banquet serving counter, and refrigerator. Audio visual and audio equipment is optionally available. The Center’s Prairie Room is ideal for smaller events such as wedding dinners / receptions, reunions, business and other meetings or gatherings. The Prairie Room has direct access to public-use interior modern restrooms available for all park users. The level and grassy barnyard on the south side of the building is ideal for setting up tents to accommodate larger groups.

Prairie Room seating: Pending set up, the room will comfortably accommodate:

- Banquet style set - 72 people at tables of 8 each
- Classroom style – 40 people facing same direction with a table in front of them
- Lecture style – 88 people facing same general direction with no tables

AV Equipment: The Prairie Room has an AV system with projector and screen, an all-access sound system, and a microphone – all of which are available to rent.

Hours of operation: The Center closes at 9:00 pm Monday through Thursday; 11:00 pm Friday and Saturday, and 8:00 pm on Sunday. All events must end promptly at these times, with a 45-minute allowance for clean-up. Security systems are re-armed at that time.



Prairie Room set up for wedding reception dinner. (Photo: Rona Neri)

Physical arrangement of premises: The Prairie Room is a welcoming open space decorated with select historical agricultural artifacts. It has 19 eight-foot tables and 88 chairs available for guests to arrange to fit their needs. The refrigerator and microwave are available for use. There are two sets of overhead lights that can be dimmed.

Rental Fees: The table below presents our standard rental rates throughout the week.

<u>Day/Time</u>	<u>Fee</u>	<u>Comment</u>
Monday through Friday at 5:00 pm:		
<ul style="list-style-type: none"> Per hour (minimum 2 hours) 	\$ 50 /hr	
<ul style="list-style-type: none"> First 4- hour daytime period Continuing 4-hour period Evening Premium (after 5 PM to 9:00) 	\$ 200 / period \$ 100 / period \$ 100 / evening	Evening Premium is in addition to the rates per period, when applicable
Weekends:		
<ul style="list-style-type: none"> Weekend “package” – Friday 5 pm to Sunday noon 	\$ 600	Reservation may be made any time prior to the event, if facility is available
<ul style="list-style-type: none"> Friday or Saturday 5 pm to 11 pm only 	\$ 250	Reservations may be made 2 weeks prior to the event, if facility is available.
<ul style="list-style-type: none"> Saturday – all day 	\$ 400	
<ul style="list-style-type: none"> Sunday 10 am to 8 pm 	\$ 250	
Deposit to hold the facility rental dates for 2 weeks	\$ 50	Non-refundable – will apply to final booking payment
Damage / Cleaning / and key Deposit (for parties of 50 or more people)	\$ 200	Refundable with damage free and clean return of premise, with key
<u>Equipment Rental</u> Wi-Fi Streaming & Auxiliary Input Audio AV Projector with screen and sound Microphone	Included \$ 40 \$ 20	Includes use instruction Rate is per event
Set-up assistance service (chairs, tables)	\$ 60/hour	Includes moving picnic tables for outside use
<u>Note:</u> <ol style="list-style-type: none"> All fees are payable at booking reservation. \$ 50 hold fee will be applied at that time. The damage/cleaning/and key deposit is refundable one week after the event, if the facility is returned without damage or in need of excess cleaning and the key(s) are returned the first business day after the event. Required cleaning after the event beyond the usual and customary cleaning will be subtracted from the damage deposit at the rate of \$60 per hour. Actual or estimated damage repair costs will be subtracted from the damage deposit. Key replacement and lock exchange costs will be charged at cost. The renter will be billed for excess cleaning services, damages and key/lock replacement if the total exceeds the \$200 deposited. The hourly rate will apply to time in excess of the contracted end time after the first ½ hour. 		

Cancellation: If a hold is placed on a facility without subsequently booking the facility, the hold fee is not refunded.

If the facility is booked (reserved), but later cancelled, fees are refunded according to the following table.

- 80% refunded – if cancellation notice is given more than 120 days before the event.
- 50% refunded – if cancellation notice is given between 120 and 30 days before the event.
- Not refunded – if cancellation is given less than 30 days before the event.

Questions and reservations: We invite your questions to our Park Administrator, phone 608-849-4559.