

# Special Events

~at~

# Manatee Village Historical Park



## Rental Policy and Pricing

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# Welcome to Manatee Village Historical Park



We are happy that you are considering Manatee Village Historical Park (MVHP) as a venue for your special event.



Manatee Village is a unique setting in which to gather your group, celebrate, reminisce, and make new memories. With a variety of settings, our grounds are versatile enough for every style of celebration. Surrounded by historic structures and picturesque settings, unique photo opportunities abound at Manatee Village. Your guests can stroll along brick paths, relax in the gazebo or on a porch swing, and get a feel for a by-gone era. Perfect for anniversaries, baptisms, memorials, family reunions, class reunions, company picnics, and many other celebrations.



Manatee Village Historical Park was established by the Manatee County Historical Commission to preserve and share the heritage of Manatee County's founding period.



Manatee Village contains a number of historical buildings, including the Wiggins General Store (1903), the Stephens Family Home (1912), the 1887 Old Meeting House Church, and an 1860 Courthouse. The collection of these unique buildings, shaded by oak trees and Spanish moss, creates a peaceful, Old Florida atmosphere.



While we strive to ensure that your special event is a perfect day, our foremost responsibility is to protect the historical buildings and artifacts that we hold in public trust. Therefore, we ask that you read this document carefully and adhere to the guidelines that we set forth, so that these buildings and artifacts may be preserved for future generations to enjoy as well.

Manatee Village Historical Park Hours  
Monday-Friday and 2nd & 4th Saturdays of the month  
9:00 a.m. – 4:00 p.m.

*Photographs courtesy of  
R. Lane Logan*



## Rental Venues in Manatee Village



### Gazebo and Courtyard

#### Features

- ◇ Beautiful Old Florida gazebo
- ◇ Shaded by oak trees and Spanish moss
- ◇ Picnic tables that can seat 60

**Capacity:** 100

### Picnic Pavilion

#### Features

- ◇ Electrical outlets
- ◇ Sink
- ◇ Covered area with overhead fans
- ◇ 4 tables & 24 chairs (on request)

**Capacity:** 24



### 1887 Old Meeting House Church

#### Features

- ◇ Old fashioned wall sconces
- ◇ Beautiful stained glass windows
- ◇ Piano and Bluetooth enabled stereo
- ◇ Altar and original 1887 pews
- ◇ Bride's and groom's rooms
- ◇ Central air conditioning

**Capacity:** 125 people



*Photographs courtesy of  
R. Lane Logan.*

### 1860 Courthouse

#### Features

- ◇ Manatee County's first courthouse
- ◇ The oldest building in Manatee Village and the oldest remaining building built as a courthouse in the entire state of Florida

**Capacity:** 25



*Photographs courtesy of  
R. Lane Logan.*



**Please Note:** Manatee Village is designed to collect and display history. Historical displays, building restoration, and maintenance are the first priorities of the Commission. Buildings and grounds are subject to change. While all care will be taken to insure that MVHP remains an attractive location for special events, on occasion, restoration activities may temporarily affect the appearance of certain areas.



## Policy 1: Small Outdoor Gatherings

This policy pertains to small gatherings of **20 people or less** that take place outdoors during regular business hours.

*\*Manatee Village does not guarantee exclusivity of the facility. Only the requested space will be reserved, the rest of Manatee Village will remain open to the public.*

### Pricing

Courtyard & Gazebo or Picnic Pavilion

**\$50.00 (plus tax) for the day**

Both Courtyard & Gazebo and Picnic Pavilion

**\$85.00 (plus tax) for the day**



### Regular Business Hours

Monday-Friday

Second and Fourth Saturdays

9:00am-4:00pm

*Please note that Manatee Village is closed on holidays and their corresponding weekends.*

### Food & Drink

Food & drink are allowed in the reserved space, but may not be carried into buildings.

Decorating the reserved space is also permitted.

*Please refer to our rules and regulations for more information.*



**Reservations and payment must be made at least thirty (30) business days in advance, and confirmed in writing by a Manatee Village staff member.**

*\*Pricing subject to change*

**Please note that this policy does not include weddings or vow renewals.** If you are interested in having your wedding at Manatee Village, please visit our website, [www.manatee-village.org](http://www.manatee-village.org), to download a wedding information packet.



## Policy 2: Regular Hours Gathering

This policy pertains to gatherings that take place during regular business hours in any of our available locations. This includes outdoor spaces when groups are larger than 20 people.

### Pricing

#### For gatherings of less than 50 people

**\$85.00 for the day**

(Includes the Picnic Pavilion, Courtyard & Gazebo, 1887 Church, or 1860 Courthouse.)

#### For gatherings of 50-120 people

**\$85.00 (plus tax) for the day**

**\$35.00 additional parking fee**

**\$20.00 per hour security fee (\$80.00 min.)**

(Includes the Picnic Pavilion, Courtyard & Gazebo, 1887 Church, or 1860 Courthouse.)



### Food & Drink

Serving food and drink is **not** permitted.

Decorating the reserved space is allow.  
*Please refer to our rules and regulations for our decorating policies.*

**Reservations and payment must be made at least thirty (30) business days in advance, and confirmed in writing by a Manatee Village staff member.**

\*Pricing subject to change

**Please note that this policy does not include weddings or vow renewals.** If you are interested in having your wedding at Manatee Village, please visit our website, [www.manateevillage.org](http://www.manateevillage.org), to download a wedding information packet.



### Regular Business Hours

Monday-Friday  
Second and Fourth Saturdays  
9:00am-4:00pm

*Please note that Manatee Village is closed on holidays and their corresponding weekends.*

*\*Manatee Village does not guarantee exclusivity of the facility. Only the requested space will be reserved, the rest of Manatee Village will remain open to the public.*



## Policy 3: After Hours Gathering

This policy pertains to gatherings of any size that take place after business hours in any of our available locations.

### Pricing

Includes the Picnic Pavilion, Courtyard & Gazebo, 1887 Church, or 1860 Courthouse.

Please note that the rest of Manatee Village's buildings will be locked.

**\$100 (plus tax) per hour (2 hr. min.)**

**\$20.00 per hour security fee (\$80.00 min.)**

**\$200 security deposit** (refundable if no damage is incurred and you stay within your reserved time)

*\*The Manatee Village parking lot can accommodate 40 cars. If additional parking is needed, a \$35 fee will apply.*

### Food & Drink

Serving food and drink is permitted, as is decorating the reserved space.

*Please refer to our rules and regulations for more information.*

### Regular Business Hours

Monday-Friday, and Second & Fourth Saturdays  
9:00am-4:00pm

**After hours events must end by sunset.**

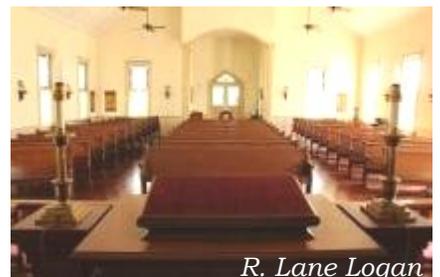
**Events that begin before 4pm, but run later, will be subject to after hours prices.**

*Please note that Manatee Village will not host events on holidays and their corresponding weekends.*

**Reservations and payment must be made at least thirty (30) business days in advance, and confirmed in writing by a Manatee Village staff member.**

*\*Pricing subject to change*

**Please note that this policy does not include weddings or vow renewals.** If you are interested in having your wedding at Manatee Village, please visit our website, [www.manateevillage.org](http://www.manateevillage.org), to download a wedding information packet.





## Rules and Regulations

The buildings in our park are historical, some over 100 years old, and so they need special care. Please help us preserve them for future generations.

- 1) **No smoking in Manatee Village.** Smokers are asked to stand outside of the gate on the 15th Street East sidewalk or in the parking lot, where cigarette receptacles will be provided.
- 2) **No pets** allowed in the buildings, with the exception of service animals.
- 3) **No food and drinks** allowed in the buildings. While events that fall under Policies 1 and 3 may feature food and drinks, guests are asked not to bring their refreshments into any of the buildings. Wine is allowed in the Church for religious ceremonies only.
- 4) Alcoholic beverages are not allowed on Manatee Village grounds, except for use in religious ceremonies.
- 5) The Manatee County Historical Commission will not be responsible for equipment or personal items left in Manatee Village. After 30 days, items left behind may be disposed of.
- 6) Applicants are responsible for the cost of repairs for any damage that may occur as a result of their activities.
- 7) All cancellations must be made thirty (30) days prior to the scheduled event in order to receive a refund. Sales tax and \$25.00 dollars of the fee are non-refundable.
- 8) For safety purposes, for events of more than 50 people or that take place after hours, Manatee Village Historical Park will book a security guard through an agency approved by the Manatee County Clerk of Circuit Court Historical Resources Department.
- 9) If an after hours event runs over the scheduled time, a fee of \$120.00 plus tax will be charged for each additional hour.
- 10) **Do not move furniture and equipment in the buildings**, such as the piano, organ, pulpit, bible, flags, and stanchions in the Church and Courthouse. You may rearrange picnic tables in the courtyard, but they must be returned to their original location before the end of the event.
- 11) **No flames are permitted** in or near the buildings. Candles in buildings must be battery powered, with the exception of unity candles. Lit candles are permitted outside, but they must be contained with at least 4" of glass above the flame. Caterers must approve their equipment with Manatee Village staff at least 30 days prior to the event.
- 12) The piano in the Church is tuned when possible; however, if you wish to have it tuned prior to your event, you may do so at your own expense. Please contact Manatee Village to review a list of approved piano tuners.
- 13) **No standing on pews, benches, picnic tables, or other furnishings.** A small step stool may be provided for the use by a professional photographer.
- 14) No tents, canopies, etc. are allowed on Manatee Village grounds.
- 15) Vehicles are not allowed to be driven anywhere on property, except for the parking lot.



## Decorating For Your Celebration

Please help us preserve our historical buildings by following these rules:

- 1) Do not move furniture and equipment in the buildings, such as the piano, pulpit, bible, flags, and stands. If you would like an object moved, please alert a staff member.
- 2) The picnic tables in the courtyard may be rearranged, but you are responsible for arranging them and then moving them back to their original locations.
- 3) Bringing in outside tables and chairs for use in the courtyard or other outdoor spaces is permitted, however, they must be delivered and set up during the contracted time.
- 4) If you rent or bring your own furniture (ex: chairs or stands) to place inside the Church or the Courthouse please make sure that the feet have felt or rubber bases to keep from scratching the floors.
- 5) **No tape, adhesives, nails, uncovered wires**, or other potentially damaging material may be used to decorate the buildings. Aisle runners are not permitted.
- 6) Accepted ways to secure decorations include: ribbons, rubber bands, wrapped floral wire, or floral tape.
- 7) If flowers, potted trees, etc. are brought into the buildings, plastic must be placed under them to protect the tables, furnishings, and floors.
- 8) Due to possible injury, guests are not permitted to stand on stools or ladders to hang decorations. All decorations must be hung from places that are within arm's reach.
- 9) Professional decorators who can provide proof of insurance will be allowed to decorate using ladders. Professional decorators must work with Manatee Village staff to ensure that decorations will not harm buildings or the trees/landscape.
- 10) Applicants are responsible for supplying their own decorations and for their proper removal within the contracted time.
- 11) The Commission is not responsible for equipment/personal items left at MVHP. After 30 days, items left behind may be disposed of.
- 12) Applicants are responsible for the cost of repairs for any damage that may occur as a result of their activities.
- 13) Manatee Village's holiday and special event decorations cannot be removed.



## Other Aspects to Consider

### Parking

Parking at the Manatee Village Historical Park is limited to approximately 40 cars. Manatee Baptist Church, located on the corner of 7th Ave. E. and 15th St. E., has agreed to make its lot available for a modest donation of \$35, if they are not planning to hold a service or an event of their own. If you feel that additional parking will be necessary for your wedding or event, please let Manatee Village staff know at least thirty (30) days in advance.

### Commercial Photography

If you plan to have a professional photographer at your event, please provide their contact information to Manatee Village Historical Park staff.

### Join Our Social Media

Tag us in your photos @ManateeVillage on Facebook and Twitter. If you would be willing to let Manatee Village use photographs of your event and/or decorations for our marketing materials, and Pinterest, Twitter, and Facebook accounts, please let us know.

### Civil Twilight

Manatee Village Historical Park is not currently equipped with adequate lighting for night-time events. Due to this, we highly recommend that your reserved time ends at or before civil twilight (true dark). If not, you are required to provide additional lighting, which must be approved by MVHP staff at least 30 days in advance of the ceremony.

### Holiday Decorations

Manatee Village Historical Park is decorated for our Spirit Voices performances in October and for the winter holidays from around November 20 to January 15. Other special events, such as upcoming festivals, may also feature decorations on a smaller scale.



### Holiday Weekends

Manatee Village will not host events on the following holidays and their corresponding weekends:

- ◇ New Year's Day
- ◇ Martin Luther King Jr. Day
- ◇ Presidents' Day
- ◇ Good Friday and Easter
- ◇ Memorial Day
- ◇ Independence Day
- ◇ Labor Day
- ◇ Veterans' Day
- ◇ Thanksgiving (Thursday-Sunday)
- ◇ Christmas Eve
- ◇ Christmas Day