

**HAWTHORN HOLLOW NATURE SANCTUARY & ARBORETUM**  
**880 GREEN BAY ROAD**  
**KENOSHA, WI 53144**  
**(262) 552.8196**  
**harthornhollow@wi.rr.com**  
**www.hawthornhollow.org**

**WEDDING CEREMONY CONTRACT**

**BRIDE:** \_\_\_\_\_  
**GROOM:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE: Hm:** \_\_\_\_\_  
**Bride:** \_\_\_\_\_  
**Groom:** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_  
**STARTING TIME:** \_\_\_\_\_  
**CEREMONY TIME:** \_\_\_\_\_  
**FINISH TIME:** \_\_\_\_\_  
**NUMBER OF GUESTS:** \_\_\_\_\_  
**AREA TO BE USED:** \_\_\_\_\_  
**REHEARSAL DATE:** \_\_\_\_\_  
**REHEARSAL TIME:** \_\_\_\_\_

**TERMS AND CONDITIONS**

1. The wedding ceremony shall be limited to a maximum of (100) one hundred guests.
2. The wedding party and guests shall have a (3) Three-hour maximum time at Hawthorn Hollow the day of ceremony, and a (1) One-hour maximum time the day of the rehearsal. The time allotted shall include any set-up, or decorations, the ceremony, photography, and clean-up or break down.
3. The renter may set up chairs or other rented accessories in advance with approval of Hawthorn Hollow.
4. The rental time shall be between 8:00am and 5:00pm (the hours open to the public). Any ceremony after hours ADD \$100.00. The rehearsal time may be after hours.
5. The Nature Center building may be used by the wedding party prior to the ceremony as a gathering place or dressing area.
6. The Nature Center building may be used as a contingency site.
7. The renter shall be responsible for removing any decorations immediately following the ceremony. Flower pedals may NOT be used for carpet.
8. The renter shall be responsible for removing any litter or garbage resulting from the rental of the grounds.
9. Live or recorded music is permitted for the ceremony with the approval of Hawthorn Hollow.
10. The renter shall notify Hawthorn Hollow if special wedding party transportation will be used (Cars associated with the wedding shall not be left behind).
11. Hawthorn Hollow shall provide a driver and use of its "golf cart" for transportation of elderly or handicapped guests to and from the ceremony site (usage must be pre- arranged).
12. Hawthorn Hollow shall provide assistance with parking vehicles.
13. Hawthorn Hollow is a non-smoking facility and alcohol is not allowed.
14. As a consideration for being permitted to use the property of Hawthorn Hollow, each such user agrees to assume all liability for injury and/or damage resulting from such use, and further agrees to hold Hawthorn Hollow free and harmless on any account of omission, commission or negligence on the part of Hawthorn Hollow or any of its officers, agents, or employees.

**FEES:** Please make checks payable to "Hawthorn Hollow". There is a charge of \$50.00 for checks returned for non-sufficient funds.

1. \$100.00 is required as a reservation fee / security deposit to reserve the date.
  - This fee will not be refunded if the wedding is cancelled.
  - This fee will not be refunded if adherences to the terms of this contract are broken.
  - This fee will be refunded, upon satisfactory inspection of the grounds, adherence of this contract and mailed within (14) fourteen days after the wedding.
  
2. \$500.00 rental fee is due no less than (30) thirty days prior to the rental date.

Reservation Fee / Security Deposit  
\$100.00 One Hundred Dollars

Rental Fee  
\$500.00 Five Hundred Dollars

Date Paid: \_\_\_\_\_

**Date Due:** \_\_\_\_\_

Date Refunded: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amt. Refunded: \_\_\_\_\_

Send refund to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER TERMS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned agrees to the terms of this rental contract:

**SIGNATURE OF RENTER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HAWTHORN HOLLOW AGENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Hawthorn Hollow is owned and operated by the H. Chris Hylsop Foundation a private, non-profit organization, dedicated to the cultivation, appreciation, understanding and stewardship of our natural and local heritage through environmental education and sanctuary preservation.*