



USHERS FERRY HISTORIC VILLAGE RENTAL EVENTS

What is Ushers Ferry?

Ushers Ferry Historic Village is a facility of the Cedar Rapids Parks and Recreation Department. This beautiful 10 acre site provides a venue for fun, family friendly activities that teach, promote and build community from the historical perspective of a small Iowa town at the turn of the 20th Century. Consisting of 20 historic buildings restored to the 1890-1910 time period, the scenic village setting also features a Gazebo, pavilion, modern restrooms and parking as well as a Lodge capable of hosting receptions, meetings and parties of up to 300 people.

What We Have to Offer...

Lodge Rental Amenities

- Banquet accommodations including tables and chairs for 300
- Catering Kitchen includes refrigerator, freezer and double convection oven, microwave
- Patio and limited grounds surrounding Lodge (Patio furniture included)
- A/V Projector, screens and Podium
- Available dressing area for bridal couple
- Ample parking in parking lot and on grass.

Grounds Rental Amenities

- Village grounds and select village buildings open May-October to tour on your own
- Benches with seating up to 150
- Grounds capacity 2,000
- Gazebo or Church (maximum capacity of 75) available for wedding ceremonies
- Dressing areas for bridal couples if applicable
- Pavilion with picnic tables to accommodate 100 under cover and additional 20 in immediate area
- Modern Restrooms
- Ample parking in parking lot and on grass.

Please note: A UFHV Staff member will be onsite for your entire rental time. (Supervision only, staff is not responsible for actual clean up or set up).

What is the date you have in mind?

The date of your event will affect the package options available to you.

- Premium Package "A" is the ONLY rental option offered for Saturdays, May-October.
- For all other rentals/dates, Packages A-E are available.
- Due to public tour hours, grounds are not available until after 3:00 p.m. Monday-Friday and after 7:00 p.m. Wednesdays, June-August.
- Hours reserved include your time allowed for set up and clean up.

Ushers Ferry Lodge/Grounds Rates

- A. Premium Package: Lodge: 8:00 A.M – Midnight + Grounds for 4 Hrs..... \$2700
- 1 hr on grounds during open hours Mon-Fri for engagement pictures.
 - Includes grounds and select buildings for 4 hrs. of your choice for touring and/or ceremony.
- B. Both Lodge and Grounds Rental: 4.5 hrs on same day \$1300
- C. Both Lodge and Grounds Rental: 9 hrs at same time..... \$2600
- D. Lodge Rental or Grounds Rental: 4 hr minimum..... \$650
SUNDAY – THURSDAY, 8:00 AM-10:00 PM / FRIDAY – SATURDAYS, 8:00 AM-12:00 AM
- E. Lodge Rental or Grounds Rental: 9 hrs per location \$1300

\$162.50 each additional hour, each additional site (Lodge or Grounds)

\$325 each additional hour for both sites (Lodge and Grounds)

Ushers Ferry Lodge Rental Cleanup Check List

Please be aware that our staff is not available to help with set up, take down, cleanup, or parking. Additionally, our staff is not available to organize or supervise the parking of your guests. If over 57 cars are expected, please assign someone to be in charge of directing parking overflow cars. (See attached parking map). Please assign someone in your party ahead of time to do this, so your guests are not confused on where to park, and to maximize parking space.

Clean Up Please...

- Wipe any dirty tables and chairs using Glance spray bottle and rags.
- Pick up tables and chairs and put them back on carts. Leave the filled carts in the Lodge event space.
- Pick up all garbage, inside and out, including back patio and surrounding area. Bag it and put in dumpsters located behind wooden fence outside kitchen door.
- Empty all plastic recycling bags into the blue recycling bins located with the dumpsters. No plastic bags allowed in blue recycling bins.
- Caterers or kitchen help are responsible for cleaning the entire kitchen, which includes all counters, sinks, refrigerators, freezer, convection oven, and microwave, and sweeping and damp mopping any spills.
- Take down all decorations you brought with you.
- Once tables, chairs and decorations are removed, please wet mop any spills and dry mop the main Lodge area.
- Bring in patio furniture stools if used and leave in corner by fireplace. Staff will bring in patio tables.

Ushers Ferry Staff Will

- Pull out the requested number of tables and chairs and set them in the room for you to set up.
- Put away empty chair and table carts and bring them out again at end of rental time for clean-up.
- Supervise the building and grounds during your rental time.
- Be responsible for setting out and putting away audio/video equipment if used.
- Provide renters with cleaning supplies, tools and garbage bags.

Reservation Time Period Includes

Set Up / Clean Up

Set up / clean-up is the responsibility of the renter or contracted vendor. Rental time periods include set up through clean up. For early set up of the lodge the day before an event, a minimum rental fee of \$650 for 4 hrs. will apply. Early set up and delivery of equipment for grounds rentals must be approved by staff and will incur additional charges. We do offer the option to use a vendor for set up/clean-up for an additional fee. Set up is \$75 / clean-up \$150. Check with your vendors (i.e. caterers and decorators) to see if they offer this service as well.

Catering and Contract Vendors

Ushers Ferry does not provide catering services. You are welcome to select the caterer of your choice. Caterers and other contract vendors will need to be listed on your event details sheet and may be required to provide proof of insurance.

Decoration Policy

All decorations must be approved in writing and signed off by Ushers Ferry staff 30 days prior to the event.

We Allow

- Real flower petals may be tossed inside or outside.
- Bubbles are allowed outside only.
- Balloons, however broken fragments that are on the ground must be picked up.
- Ladders, 6 ft. or shorter, may be brought in and used on the grounds. Ladders taller than 6 ft. must be approved by Ushers Ferry staff.
- Pop-ups are allowed on the grounds, but must be weighted down properly. Any tents requiring stakes must be approved and location determined by Ushers Ferry staff prior to your event.
- Extension cords may be used with the approval of Ushers Ferry staff as long as they are not a safety tripping hazard. However, we are unable to provide extension cords.
- Lights and other decorations may be hung from the lodge rafters with prior approval from Ushers Ferry staff.

Not Allowed

- No nails, tacks, tape (including 3M products) may be used to fix decorations to buildings, structures or trees.
- No confetti, rice, birdseed, streamers, poppers, in buildings or on grounds.
- No artificial flower petals are to be tossed anywhere on the grounds.
- Lighted candles, tiki torches, luminaries or wish lanterns are not permitted inside or out. No flames.
- No pyrotechnics (including sparklers) are allowed.
- The use of fog or smoke machines is not permitted.