



## 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 20<sup>th</sup> 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 80 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-D are available.
- Due to public tour hours, grounds are not available until after 3:00 p.m., 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..... \$2800
- 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: 9 hrs at same time ..... \$2800
- C. Lodge Rental or Grounds Rental: 4 hr minimum ..... \$700  
SUNDAY – THURSDAY, 8:00 AM-10:00 PM / FRIDAY – SATURDAYS, 8:00 AM-12:00 AM
- D. Lodge Rental or Grounds Rental: 9 hrs per location ..... \$1400

\$175 each additional hour, each additional site (Lodge or Grounds)

\$350 each additional hour for both sites (Lodge and Grounds)

## Ushers Ferry Lodge Rental Set Up & Cleanup Check List

### Ushers Ferry staff will:

1. Meet with designated person in charge of setup at the beginning of rental
2. Check all items being brought in the Lodge, logging them in on the event check list. All items will be inspected for possible scratch and dent hazards to the building and grounds; we will provide rugs and carpet squares, cardboard, tape to pad and protect if necessary
3. Meet with all outside vendors-all vendors must check in with staff upon arrival and provide a list of items brought into the lodge
4. Supervise the building and surrounding area during your rental time
5. Be available to answer questions during your rental time and will provide cell phone and contact information on the white board in the kitchen by the phone
6. Be responsible for setting out and putting away audio/video equipment, and will log all equipment used on the event check list
7. Will provide renters with cleaning supplies, tools, and garbage bags
8. Will offer direction in putting away tables and chairs

Please be aware that our staff is not available to help with set-up, take down, or cleanup. Additionally, our staff is not available to organize or supervise the parking of your guests, but will give directions for parking to your volunteers. Please assign someone in your party to do this ahead of time, to maximize parking and give clear direction to guests

### CLEANUP:

**\*1 & 2 apply to all rentals 3-6 for cleaning service, or renter if cleaning themselves\_Please allow enough time to:**

1. Take down all decorations you brought with you, including rental items, and place in designated area.
2. Pick up all garbage, inside as well as patio and area surrounding the Lodge Place in bags, and put in the dumpsters behind the wooden fence outside the kitchen door. Empty clear recycling bags into the blue recycling carts located with dumpsters, and throw empty clear bags in the dumpster
3. Wipe down tables and chairs
4. Pick up tables and chairs, and put the back on their carts. Put filled carts in the closets following directions on map on the closet wall
5. Once tables and chairs are done, wet mop all spills in the main lodge area, then dry mop the lodge area.
6. Bring in patio furniture, if used

You must sign off with UF staff at the end of your rental that all requirements have been met to guarantee your security deposit refund

**\*Caterers are responsible for cleaning the entire kitchen and wet mopping all spills. If the renter uses the kitchen after caterer leaves, renter must clean the kitchen after themselves.**

## 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 \$700 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 require a list of all equipment/furniture/fixtures being brought into our facility. We do offer the option to use a vendor for set up/clean-up for an additional fee. Set up is \$95 / clean-up \$175. Ushers Ferry staff will have a check in/check out sheet that must be used for your rental.

### Catering and Contract Vendors

Ushers Ferry does not provide catering services. You may select the caterer of your choice. Caterers and other contract vendors must 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.
- Glow sticks are allowed inside and out.
- 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 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 trees or to buildings and structures (including walls, floors and windows).
- No confetti, rice, birdseed, streamers, poppers, in buildings or on grounds.
- To protect the environment, no releasing balloons into the atmosphere.
- No artificial flower petals are to be tossed anywhere on the grounds.
- Per Fire code, 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.