



# *Special Events*



## **Rental Policy and Pricing**

### **Manatee Village Historical Park**

1404 Manatee Ave. E., Bradenton, Florida 34208 | 941-749-7165 | [manateevillage.org](http://manateevillage.org)

Hours: Monday–Friday and 2nd & 4th Saturdays, 9 AM–4 PM

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Manatee County Clerk of the Circuit Court Historical Resources Department  
Supported by Manatee County Historical Commission, Inc.

# *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. 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 family gatherings, anniversaries, baptisms, memorials, 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 (1840-1918).



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.

# Rental Venues in Manatee Village



## Courtyard and Gazebo

### Features

- ◇ Beautiful Old Florida gazebo
- ◇ Shaded by oak trees and Spanish moss
- ◇ Picnic tables that can seat up to 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
- ◇ Two ready rooms
- ◇ Central air conditioning

**Capacity:** 125 people

## 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



## Wiggins Store Conference Room

### Features

- ◇ 1903 General Store features exhibits on Manatee County's history
- ◇ Central air conditioning
- ◇ 4 tables & 20 chairs

**Capacity:** 20



*Food and drinks are not allowed in any of the buildings, except the Wiggins Store Conference Room. Any parties wishing to serve food or drinks may do so in the Courtyard or Picnic Pavilion.*

# Rental Estimates

## Policy 1: Pavilion/Courtyard Facility Use Reservation

This policy pertains to facility use of outdoor space for groups of up to 20 people that take place during regular business hours.

<b>Pricing:</b> Courtyard & Gazebo –or– Picnic Pavilion	\$50 (plus tax)
Courtyard & Gazebo –and– Picnic Pavilion	\$85 (plus tax)

## Policy 2: Large Group Facility Use Reservation

This policy pertains to facility use for groups of up to 125 people that take place during regular business hours, or facility use of outdoor space for groups of more than 20 people.

<b>Pricing:</b> Courtyard & Gazebo, Picnic Pavilion, 1887 Church, 1860 Courthouse, or Wiggins Store Conference Room	\$85 (plus tax)
Additional Security Fee (at discretion of MVHP)	\$19/hour (4 hour minimum)

*Please note: Reservations during regular business hours are not guaranteed exclusivity of the facility. The museum and all buildings, exhibits and open space will remain open and the public will have access. Exclusive use of the facility is only available for private rentals scheduled after hours.*

## Policy 3: After Hours Private Rental

This policy pertains to private events for up to 125 people that extend beyond or take place after regular business hours. There is a two hour minimum for private rentals after hours.

<b>Pricing:</b> Courtyard & Gazebo, Picnic Pavilion, 1887 Church, 1860 Courthouse, or Wiggins Store Conference Room	\$100/hour (plus tax)
Additional Security Fee (at discretion of MVHP)	\$19/hour (4 hour minimum)
Security Deposit (due at time of booking)	\$200

*The deposit is not subject to tax and will be refunded within 60 days of the event, provided no regulations have been broken, no property damages have been incurred, and the contracted time limit is observed.*

Parking is available on-site for up to 40 cars. Additional parking may be arranged by the applicant with neighboring businesses, such as East Manatee Health & Wellness Center or Manatee Baptist Church, at the applicant's expense.

For safety purposes, MVHP has the discretion to book extra security. The applicant will be charged an additional fee of \$19/hour (4 hour minimum).

**Reservations and payment must be made at least thirty (30) business days in advance**, and confirmed in writing. Cash or check made out to Manatee County Historical Commission are accepted. All pricing is subject to change.

**Regular hours are 9 AM–4 PM, Monday–Friday and 2nd/4th Saturdays of the month.** MVHP does not host events on Sundays, holidays or their corresponding weekends.

**Please note that this policy does not include weddings or vow renewals.**

If you are interested in having your wedding at Manatee Village Historical Park, please visit [manateevillage.org](http://manateevillage.org) to download a wedding information packet.

# *General Rules and Regulations*

Manatee Village Historical Park is designed to collect and display history. Some of the buildings in our park are over 150 years old. Historical displays, building restoration, and maintenance are Manatee Village's first priorities. 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. Please help us preserve these treasures for future generations.

- **MVHP does not guarantee exclusivity of the facility during regular hours.** Exclusive use is only available for private rentals scheduled after hours. Events scheduled during regular museum hours: all buildings, exhibits, and open space will remain open to the public. Events scheduled after hours: all buildings will be locked except for the requested location.
- **Smoking is prohibited on the museum campus,** including the restrooms and parking lot. Smokers can stand outside of the gate on the 15th Street East sidewalk. Cigarette receptacles will be provided outside of the gate and in the parking lot.
- **Alcoholic beverages are not allowed** on Manatee Village grounds, including the restrooms and parking lot, except for use in religious ceremonies.
- **Food and drinks are not permitted in the buildings,** with the exception of bottled water. A table for drink containers will be provided. Wine is allowed in the Church for religious ceremonies only. Serving food and drink is permitted only in outdoor spaces. MVHP is not able to provide a rain location in case of inclement weather.
- **Pets are not allowed in any of the buildings,** except for service animals. Pets must remain leashed at all times. Guests must clean up after their pets.
- **Open flames, grills or pyrotechnics, including sparklers, are not permitted** on museum grounds. 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 MVHP staff at least thirty (30) days prior to the event.
- For safety concerns, all events must end by civil twilight, including clean up and all cars being removed from the parking lot by the end of the reserved time.
- Private rentals must adhere strictly to their reserved time. If an event runs past the reserved end time, a fee of \$150/hour (plus tax) will be charged, deducted from the security deposit. Events that run later than 4 PM will be subject to after hours pricing.
- Applicants are responsible for supplying their own decorations. All decorations and equipment must be removed and the parking lot clear by the end of the reserved time. Decorations must not harm the buildings or trees/landscape.
- **Tape, adhesives, nails, uncovered wires, or other potentially damaging material may not be used** to decorate the buildings. Aisle runners are not permitted. Do not staple any type of papers, tablecloths, or information onto the Picnic Pavilion, Gazebo, picnic tables or other structures. Acceptable ways to secure decorations include ribbons, rubber bands, wrapped floral wire, or floral tape.
- **Fresh flowers and live plants are not permitted in buildings** due to the risk of pest infestation. Floral arrangements and decorations must consist of artificial/synthetic (plastic, silk, etc.) flowers and materials.
- If outside tables, chairs, furniture, etc. are brought into the buildings, plastic, felt or rubber bases must be placed under them to protect tables, furnishings, and floors. All deliveries, set up and removal of items must be completed within the reserved time.
- No standing on pews, benches, picnic tables, or other furnishings. Due to possible injury, all decorations must be hung from places that are within arm's reach.

## **General Rules and Regulations** *(continued)*

- Professional decorators (with proof of insurance) will be allowed to decorate using ladders. The certificate of insurance must reference Manatee Village Historical Park, Manatee County Historical Commission, Inc., Manatee County Clerk of the Circuit Court and Comptroller, and the City of Bradenton as additionally insured, at their own expense.
- **Do not move furniture, equipment, decorations, or artifacts in the buildings**, such as the piano, organ, pulpit, bible, flags, and stanchions. Handling of artifacts will result in the loss of the security deposit and may be subject to additional charges for conservation. Picnic tables in the Courtyard may be rearranged, but they must be returned to their original location before the end of the reserved time.
- **Holiday and special event decorations cannot be removed or altered.** MVHP is decorated for the holidays from around November 15 to January 15, and other events throughout the year may feature special decorations.
- Manatee Village grounds and pathways are uneven and some of the buildings are only accessible by stairs. Please use caution.
- Tents, canopies, etc. are not allowed on museum grounds. Amplified music is prohibited.
- Vehicles are not allowed to be driven anywhere on property, except for the parking lot. Parking on 15th Street East for unloading/loading at side gates is not permitted.
- Photographs are allowed in all of the MVHP buildings. To ensure the safety of the buildings and artifacts, a staff member must be present during the photography session. Please advise at time of booking which buildings should be opened for photographs.
- If a professional photographer plans to use any photographs for commercial or promotional purposes, they must contact Manatee Village staff in advance of the event to complete and sign the necessary paperwork and pay the appropriate fee.
- The piano in the Church is tuned when possible; however, applicants can have it tuned prior to their event at their own expense. Please contact Manatee Village to review a list of approved piano tuners.
- Groups are responsible for cleanup of any facility used and for the actions of their guests. Proper attire, including shoes, must be worn by all parties at all times. All garbage must be disposed of in the proper containers. Do not climb on outdoor exhibits, artifacts, or trees, and do not handle objects or artifacts in the buildings or on the museum's grounds. Children must be closely supervised by an adult at all times.
- Applicants are responsible for the cost of repairs for any damage that may occur as a result of their activities. The security deposit will not be returned and additional fees may be charged, depending on the cost of repairs.
- All cancellations must be made thirty (30) days prior to the scheduled event in order to receive a refund, minus any taxes remitted to the state and a \$25 cancellation fee. Events not paid in full by thirty (30) days prior will be cancelled and any booking fees paid will be refunded, minus the \$200 deposit and any taxes remitted to the state.
- MVHP assumes no responsibility for loss, theft, or damage to equipment. MVHP or the Manatee County Historical Commission are not responsible for equipment or personal items left. After 30 days, items left behind may be disposed of.

***Ready to book your event?***

Contact our Special Events Coordinator at  
[manatee.village@manateeclerk.com](mailto:manatee.village@manateeclerk.com) or call 941-749-7165