



Owned and Operated by the Wisconsin Historical Society  
12195 CTY VV • Cassville, WI 53806 • 608-725-5210  
stonefield@wisconsinhistory.org

## **Third Party Rental - Information Sheet**

Thank you for considering Stonefield Historic Site as a unique setting for your event! Nestled between the Cassville Bluffs and the Mississippi River, Stonefield Historic Site makes any event peaceful, natural, and historic. Please read over the following information carefully. If you have any questions, please contact Stonefield at [stonefield@wisconsinhistory.org](mailto:stonefield@wisconsinhistory.org) or (608) 725-5210.

### **Rentals at Stonefield**

Stonefield Historic Site allows wedding ceremonies in the Village Church, the Village Square, or the circle at the Wisconsin State Agricultural Museum, and events on the grounds. Dates are available between the end of May and mid-October. Actual days and times may be limited because of site-sponsored special events or other pre-scheduled activities.

A reservation must be made at least 3 months in advance. To reserve a date, a non-refundable deposit of \$150.00 is required. Before a reservation will be accepted, an on-site and face-to-face meeting between Stonefield staff and Renter(s) is required. Event rentals are between 4 and 8-hours. Set-up, ceremony, and clean-up must occur during this rental time.

A rehearsal limited to one-hour may be arranged the day before the event between 10:00am and ending no later than 4:00pm, or during the time on this rental contract, for no additional charge. One-hour rehearsals beginning or extending after 4:00pm will be charged \$100.00/hour.

Wedding photography on the grounds during the rental is included in the base fee. Taking photographs only, without renting the site, requires a \$25.00 photography permit. See Photography Only Permit on page 12.

Site staff maintains the right to review all decorations and to remove or modify those that distract or conceal buildings, steps, ramps, railings, or signs that may pose a threat to safety of visitors.

Our conditions are not intended to be restrictive and unwelcoming. They are in place to ensure the safety and security of rental guests and site visitors, as well as the historical artifacts and buildings of which we are stewards.



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### Conditions and Helpful Information

Maximum number of people	75 in the Church. This includes all members of the wedding party and guests. The Grounds are somewhat unlimited. If using the Church, site visitors the day of the event will be notified that the Church is closed for a private event.
Tents	Tents are allowed on the Village Square or the circle at the Wisconsin State Agricultural Museum due to proximity to electrical outlets and running water. Other locations may be considered if utilities are not a concern. The Renter is responsible for measuring, ordering, scheduling delivery and pick-up, and payment. All tents must be removed from Stonefield Historic Site within 48 hours of the end of the event (72 hours for Friday events).
Guests	The Renter is responsible for the behavior and actions of their guests. Any damage caused by a guest or guest(s) will be reported to the Renter. It is suggested to designate members of your party to perform the required clean-up at least one hour before end time listed on this contract.
Photography	Photography is permitted on the grounds and in buildings rented as part of this rental contract. No one is allowed to move, remove, or attach anything to artifacts, furnishings, or structure. Fasteners such as nails, thumbtacks, pushpins, duct or scotch tape are not allowed.
Food	Food is not permitted inside any buildings with the exception of the Confectionery and the Saloon in the Village.
Alcohol/Beverages	Beer and wine are permitted on site. Hard liquor is not permitted. A licensed bartender must be on premises during the rental. Stonefield does not provide a licensed bartender. Beer, wine, and non-alcoholic beverages are permitted outdoors or in the Confectionery or Saloon in the Village. Only water is permitted inside all other buildings.
Decorations	No one is allowed to move, remove, or attach any type of decoration to artifacts or furnishings within the Church or any structure. Fasteners such as nails, thumbtacks, pushpins, duct or scotch tape are not allowed. <u>Painters tape</u> is permitted to secure electrical cords or directional signs. To prevent damage, Stonefield staff will remove any artifacts from rented buildings before your event. All decorations must be removed from Stonefield Historic Site before the end time listed on this contract.
Candles	No wax candles lit with matches or lighters are allowed. Only battery operated candles are permitted. All candles must be removed from Stonefield Historic Site before the end time listed on this contract.
Glitter	Please help us keep the site and artifacts clean by not throwing glitter, and avoiding decorations and clothing with glitter.
Flowers and Greenery	Real flowers and greenery are permitted. Please sweep up and dispose of any fallen blooms and leaves. All flowers and greenery must be removed from Stonefield Historic Site before the end time listed on this contract.



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### **Conditions and Helpful Information 2**

Smoking	No smoking, including smokeless tobacco and vaping, is allowed anywhere on site.
Rice	Throwing rice, paper confetti, or fabric flowers is not allowed inside any building or outdoors. Consider blowing soap bubbles outdoors.
Bridal Party Space	The bridal party may use the Stonefield Bank to prepare. The Bank is also the only restroom located in the Village. Please use care with hairspray, make-up, pins, etc. Only water is permitted. All personal belongings must be removed from Stonefield Historic Site before the end time listed on this contract.
Restrooms	The only restroom located in the Village is in the Stonefield Bank. It is not designed to be handicap accessible. Portable restrooms are recommended for groups of 30 or more people. The Renter is responsible for ordering, scheduling delivery and pick-up, and payment. Stonefield recommends Schmitz Sanitary Service, LLC in Bloomington (608) 794-2495. All portable restrooms must be removed from Stonefield Historic Site within 48 hours of the end of the event (72 hours for Friday events).
Parking	A limited number of vehicles are allowed on site to transport the wedding party and individuals who have trouble walking. Parking areas for these vehicles will be given. The remaining vehicles will park in the gravel Stonefield entrance lot (92 spaces) and/or the paved State Park lot (75 spaces) across the road. Guests will walk into the site.
Electricity	The Church does not have electric lighting. There is one (1) electric outlet behind the altar.  Electricity is available outdoors via the Village streetlamps and several of the sheds at the Agricultural Museum. The Renter is responsible for notifying staff if outside outlets are required 36 hours before event. The Renter must provide outdoor grounded extension cords. All personal equipment must be removed from Stonefield Historic Site before the end time listed on this contract.
Air Conditioning	Only the Agricultural Museum, Stone Barn (admissions), Confectionery, and Saloon have air conditioning. Windows in the Church may be opened but must be closed prior to leaving.
Wi-Fi	Due to State Department of Administration and University of Wisconsin security policies, Wi-Fi is unavailable to visitors, guests, or volunteers.



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## **Third Party Rental - Information Sheet**

### **Conditions and Helpful Information 3**

Use of Confectionery in Village	The Confectionery may be used for food or drink service, or for other activities for an additional \$100.00/hr. The same Conditions for Decorations, Candles, Glitter, Flowers and Greenery, Smoking, and Rice above apply. You are required to remove all personal equipment, personal belongings, candles, flowers, food, drink, decorations, guests, etc. from the Confectionery before the end time listed on this contract. Sweep the floor with the broom in the building. Stonefield Historic Site is open to the public after your event so it is appreciated and important to leave the buildings in the condition in which you found them.
Use of Saloon in Village	The Saloon may be used for food or drink service, or for other activities for an additional \$100.00/hr. The same Conditions for Decorations, Candles, Glitter, Flowers and Greenery, Smoking, and Rice above apply. You are required to remove all personal equipment, personal belongings, candles, flowers, food, drink, decorations, guests, etc. from the Confectionery before the end time listed on this contract. Sweep the floor with the broom in the building. Stonefield Historic Site is open to the public after your event so it is appreciated and important to leave the buildings in the condition in which you found them.
Wisconsin State Agricultural Museum	Guests can explore how land use changed from small scale harvesting wild rice and planting beans, squash, and corn, to large scale farming with machines. The Wisconsin State Agricultural Museum can be open after 4:00pm (regular site closing time) but no later than 6:00pm for event guests for an additional \$100.00/hr.
Village Buildings	To keep both guests and artifacts safe, Village buildings will not be open past 4:00pm (regular site closing time). The only exceptions are the Church, Bank (restroom), Confectionery, and Saloon, if applicable.
Other Buildings on Site	Buildings with the exception of the Stonefield Bank (for restroom and wedding party) will not be open unless rental takes place during regular hours (10:00am- and ending before 4:00pm) or the Renter has arranged to have them open. See above for details.  The Farmstead and Dewey Home Site are not available at this time for rental use.



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## **Third Party Rental - Information Sheet**

### **Conditions and Helpful Information 4**

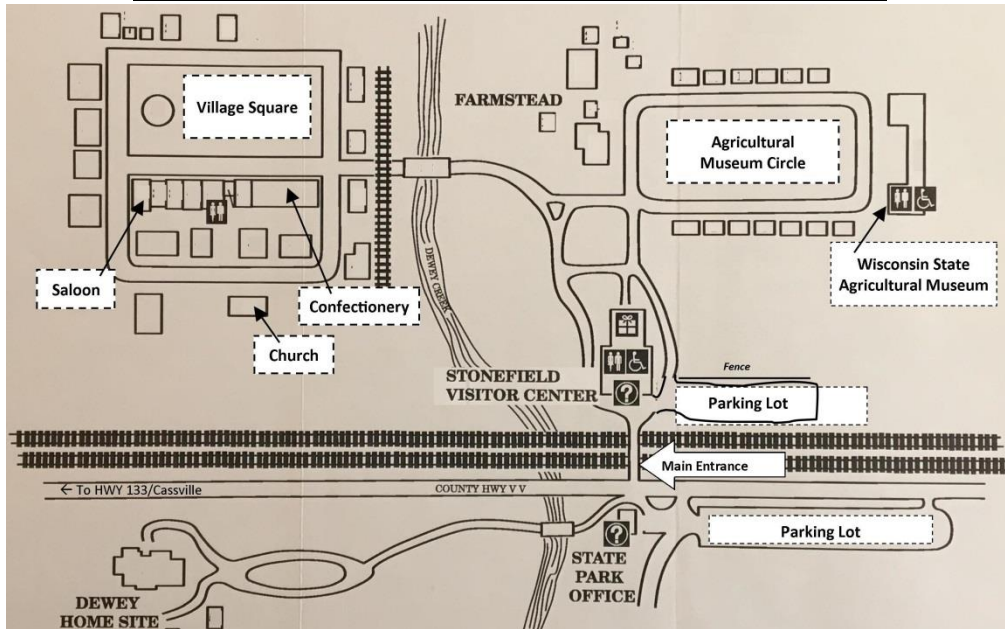
Tables and Chairs	Stonefield Historic Site has five 6 foot tables and 24 cushion chairs that may be used by rentals for no additional fee. Please make arrangements with staff prior to the event date to use tables and chairs. Any additional or different tables and chairs are the responsibility of the Renter.
Garbage and Recycling Receptacles	Stonefield Historic Site will provide garbage and recycling receptacles and liners, and dispose of trash following the event.
Other Equipment	Stonefield Historic Site does not have/provide the following equipment to rentals: microphone, speakers, projector, laptop, extension cords, lectern, easels, and lighting of any kind.
Equipment Delivery and Set-up	Stonefield understands that equipment rental companies have to schedule many deliveries the same week or day. However, there is very limited space to store items indoors and the Site is open to the public. Equipment can be delivered no earlier than 48 hours before the event. Communicate with site staff dates and times to ensure a smooth event.
Clean-Up	<p>You are required to remove all personal equipment, personal belongings, candles, flowers, food, drink, decorations, guests, etc. from any buildings and grounds used during the event before the end time listed on this contract. This may include the Church, Bank, Confectionery, and Saloon. Sweep the buildings used. Close windows in Church if opened. Remember, Stonefield Historic Site is open to the public after your event so it is appreciated and important to leave the buildings in the condition in which you found them.</p> <p>All rented equipment such as tables, chairs, tents, and portable restrooms must be removed from Stonefield Historic Site within 48 hours of the end of the event (72 hours for Friday events).</p>
Refunds	If the event is cancelled by the rental party at any time for any reason, only the refundable damage deposit will be returned. If Stonefield Historic Site or Wisconsin Historical Society cancels due to conditions at the site or another reason, the entire amount paid to date will be refunded.





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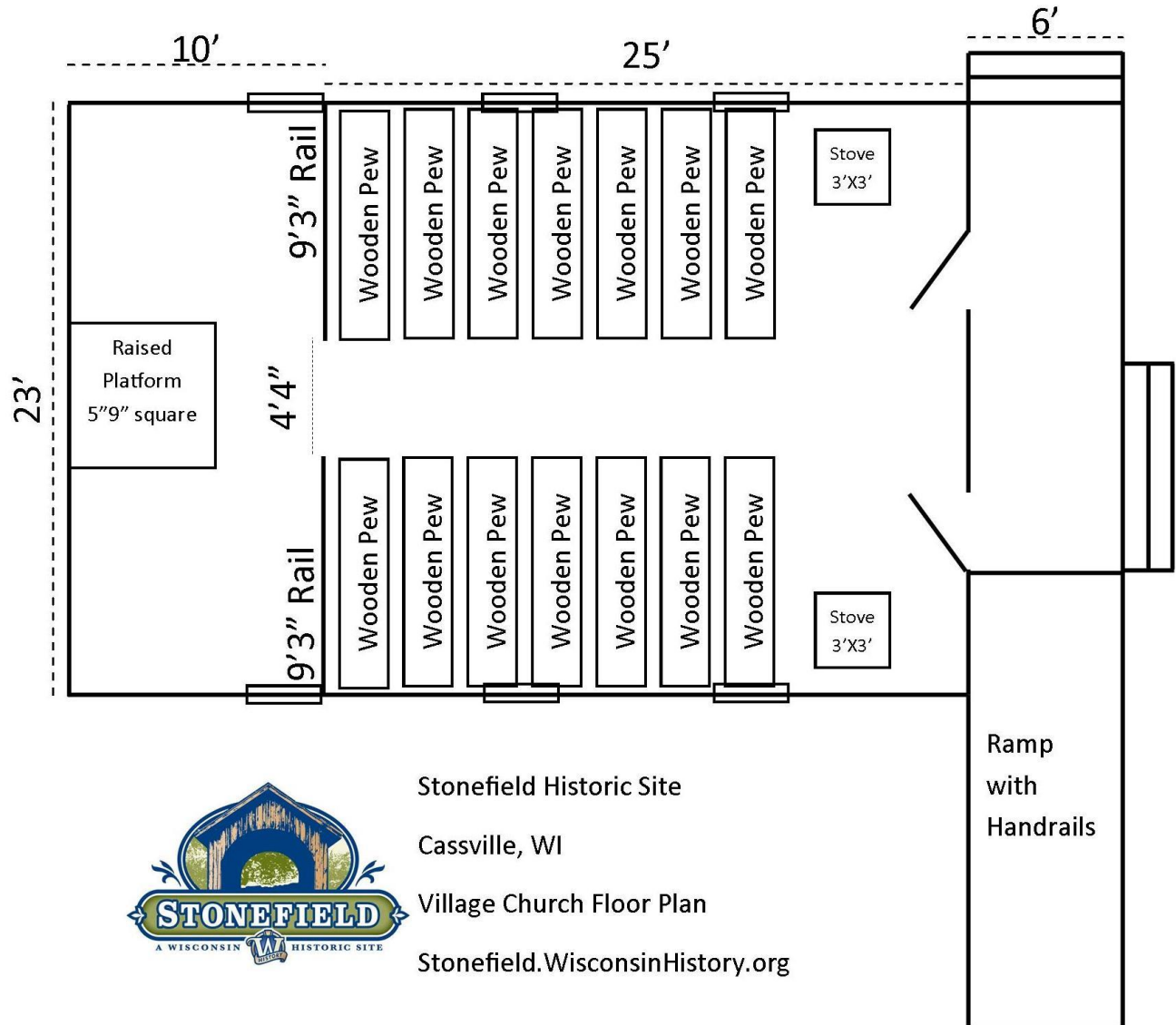
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## Third Party Rental - Information Sheet



Stonefield Historic Site  
Cassville, WI  
Village Church Floor Plan  
Stonefield.WisconsinHistory.org



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## Third Party Rental - Information Sheet

### Summary of Fees

<i>Base Fee for 4-hour rental of the Church and/or Grounds for event</i>	\$500.00 for 4-hour rental (any 4-hour block between 10:00am and ending no later than 10:00pm)	
<i>Non-refundable deposit</i>	\$150.00 to hold date. This security deposit will be applied to base fee.	
<i>Refundable damage deposit</i>	\$200.00. This deposit, or a portion, will be returned to you if no damage occurs during rental.	
<i>1-hour rehearsal</i>	\$0.00 between 10:00am and ending no later than 4:00pm the day before, or during rental time on this contract.	\$100.00/hr if extends past 4:00pm the day before
<i>Photography Permit</i>	\$0.00 photography on the grounds during rental	
<b>Total Cost</b>	<b>\$700.00 minimum (\$200.00 of which is refundable)</b>	

### Optional Add-Ons

<i>Additional Rental Time</i>	\$150.00/hr up to 4 additional hours (8 hours maximum) (event and clean-up must end no later than 10:00pm)
<i>Agricultural Museum Open for Guests to Tour</i>	\$100.00/hr between 4:00pm (regular site closing time) and 6:00pm
<i>Use of Confectionery or Saloon for Food/Drink Service or other activity</i>	\$100.00/hr each

Refundable damage deposit and non-fundable deposit are due 90 days prior to rental date. Any remaining balance, including rehearsal and photography fees, are due no later than 48 hours before rental date. Payment may be made by cash or credit card.





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### Renter Information (Please print clearly.)

Name		Today's Date
Address		
City	State	Zip
Phone	Email	
<b>Event Information</b>		
<b>NOT VALID</b>		
Type of Event <input type="checkbox"/> Wedding <input type="checkbox"/> Other _____		Requested Event Date
Start Time	End Time <i>No later than 10:00pm</i>	
Event Location <input type="checkbox"/> Church <input type="checkbox"/> Outdoor Location _____		
Rehearsal Time <input type="checkbox"/> Day before @ time _____ Fee (if applies) \$ _____		Number of Guests Requested?
<b>MEET WITH STONEFIELD STAFF BEFORE SUBMITTING CONTRACT</b>		
<b>Options</b>		
<input type="checkbox"/> Agricultural Museum Open <i>between 4pm-6pm</i>		
From _____:_____ to _____:_____		
Fee (if applies) \$ _____ \$100.00/hr		
<input type="checkbox"/> Use of Confectionery	<input type="checkbox"/> Use of Saloon	
From _____:_____ to _____:_____	From _____:_____ to _____:_____	
Fee (if applies) \$ _____ \$100.00/hr	Fee (if applies) \$ _____ \$100.00/hr	



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### Third Party Rental - Information Sheet

<b>Notes</b>	
<b>Fees</b>	
Base Fee for 4-hour rental	<b>NOT VALID</b> \$500.00
Refundable damage deposit	\$200.00
1-hour Rehearsal	\$
Photography Permit	\$0.00
Additional Rental Time	\$
# of Hours _____ X \$150.00 up to 4 additional hours	\$
<b>MEET WITH STONEFIELD STAFF</b>	
# of Hours _____ X \$100.00	\$
Use of Confectionery for Food/Drink Service or other activity	\$
# of Hours _____ X \$100.00	\$
<b>BEFORE SUBMITTING</b>	
Use of Saloon for Food/Drink Service or other activity	\$
# of Hours _____ X \$100.00	\$
<b>CONTRACT</b>	
<b>TOTAL DUE</b>	\$
<i>Discount(s) Explain _____</i>	\$
<b>Non-Refundable Deposit</b> DATE PAID _____	\$
<i>No later than 90 days before rental date</i>	
<b>BALANCE DUE</b>	\$
<i>No later than 48 hours before rental date</i>	
<b>Payment</b> DATE PAID _____	



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As a condition of signing this Third Party Rental Contract, I accept responsibility for any damage or loss of property and will indemnify and hold the Wisconsin Historical Society from and against all loss, damaged, costs, and expenses incurred by me because of any injury to property or injury to or death of any person occurring by reason of your use of the property under this Third Party Rental Contract. I agree to all conditions and penalties stated in this Third Party Contract.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

**NOT VALID**

\_\_\_\_\_  
Stonefield Historic Site Staff Signature

\_\_\_\_\_  
Date

**MEET WITH STONEFIELD STAFF  
BEFORE SUBMITTING  
CONTRACT**



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### Photography Only Permit

Taking photographs only, without renting the site, requires a photography permit.

1. No props, supplies, or equipment of any kind are provided by Stonefield Historic Site.
2. Photography shoots are limited to 2 hours.
3. The fee for photography is \$25.00.
4. If the photo shoot is cancelled by the rental at any time for any reason, the amount paid will be refunded. If Stonefield Historic Site or Wisconsin Historical Society cancels due to conditions at the site or other reason, the amount paid to date will be refunded.
5. Payment is due no later than 48 hours before shoot date. Payment may be made by cash or credit card.
6. No one is allowed to move, remove, or attach anything to artifacts, furnishings, or structure. Fasteners such as nails, thumbtacks, pushpins, duct or scotch tape are not allowed.
7. A staff member will be on site for the safety of visitors and artifacts.

Contact Information (Please print)

**NOT VALID**

Name	Today's Date
------	--------------

Address		
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City	State	Zip
------	-------	-----

Phone	Email
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**MEET WITH STONEFIELD STAFF  
BEFORE SUBMITTING CONTRACT**

Name of Photographer		Requested Photo Shoot Date	
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Start Time	End Time	Number of Guests
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As a condition of signing this Photography Only Permit, I accept responsibility for any damage or loss of property and will indemnify and hold the Wisconsin Historical Society from and against all loss, damaged, costs, and expenses incurred by me because of any injury to property or injury to or death of any person occurring by reason of your use of the property under this Photography Only Permit. I agree to all conditions and penalties stated in this Photography Only Permit.

Renter's Signature	Date
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Photography Fee Amount/ Date Paid	\$
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