

Crossroads Village & Huckleberry Railroad



2012 Facility Rental Information

G-6140 Bray Road
Flint, MI 48505

geneseecountyparks.org
810.736.7100
800.648.PARK

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To look at a facility call Village Office—810-249-3857

To reserve a facility call Reservations—810-736-7100, ext 6
Monday – Friday, 8:00 a.m. – 5:00 p.m. or 1-800-648-PARK, ext 6

**To inquire about catering call Sullivan’s Black Forest—800-890-6877
or 989-652-6400**

*Sub-Contracted Service Providers will be provided upon request.

All pricing included in this booklet is subject to change.

Facility Information

Thank you for considering the use of Genesee County Park facilities at Crossroads Village and Huckleberry Railroad for your special event. The special ambience of our late 1800s village offers a beautiful setting for weddings, family reunions, corporate outings and other events. All park facilities are smoke-free. The Mill Street Dining Room, Mill Street Warehouse and the Genesee Belle are air-conditioned. The Coldwater Road Chapel, and Fox House are not air-conditioned and the Gazebo is an outdoor facility.

Crossroads Village and Huckleberry Railroad is set in 1800s historical period. As such, the parking lots and streets are not paved, and you and your guests may encounter muddy and slippery conditions at times. No motorized vehicles are allowed inside the Village at any time during Village operating hours, 10am to 5pm. (All restrooms are handicap accessible except for the one located behind the Stanley School building.) There are ramps located at the Chapel, Train Boarding Station, and the Genesee Belle Paddlewheel Riverboat.

Unless your event includes touring Crossroads Village, you and your guests will not be charged admission for your event. If your event occurs during regular operating hours, 10am to 5pm, you will need to provide the names of your guests so they will be allowed entrance in to the Village at the time of your event. If you or your guests wish to ride the train, boat or vintage rides, the appropriate tickets must be purchased.

Because of the historical nature of Crossroads Village, we have instituted several policies that may impact your event. Please carefully review our Vehicular Access-Parking, Set-Up and Delivery Policy (pg 10-11), Facility Decorating (pg 8), and Additional Policy Guidelines (pg 10) which provide greater detail regarding facilities usage and policies. (We hope you will choose Crossroads Village and Huckleberry Railroad as the location for your special event.)

Themed events like Halloween, Christmas, Day Out With **Thomas™, movie and commercial productions are scheduled** throughout the year at Crossroads Village. Please keep this in mind as these events are highly decorated based on theme and these decorations will not be dismantled or removed.

Catering is provided by Sullivan's Black Forest of Frankenmuth, and alcohol is available. Please call them at 800-890-6877 or 989-652-6400 to discuss catering options.

Coldwater Road Chapel Rental Information



The Coldwater Road Chapel is available in three-hour time blocks:

10:00 a.m. – 1:00 p.m.

1:00 p.m. – 4:00 p.m.

4:00 p.m. – 7:00 p.m.

7:00 p.m. – 10:00 p.m.

Each three-hour rental block is \$300.00. A \$50.00 non-refundable deposit is due at the time the reservation is made.

Regular Season Availability: April 1 through July 31, the day after Labor Day through September 30, and November 2 through the day before Thanksgiving.

Christmas Season: Availability 10:00 a.m. – 1:00 p.m. only, the day after Thanksgiving through December 30, excluding Christmas Eve and Christmas Day.

The chapel seats approximately 120 guests. If the Village is open during your ceremony, you must provide a guest list at least five (5) days in advance of your wedding to ensure your guests are not charged village admission.

As you are stepping back into the 1800s, no motorized vehicles are allowed in the Village during operating hours.

It is the responsibility of the wedding party to provide the clergy and any decoration for the chapel. If you would like to have music or religious fixtures at your ceremony, you must provide these items yourself. There is a pipe organ and a piano in the chapel. Your organist may make an appointment to practice by calling Crossroads Village at 810-249-3857. There is an electrical source at the back of the Chapel. On your wedding day, you are given three (3) hours for decorating, wedding ceremony, photography session and clean up. This time period must be followed due to multiple wedding reservations.

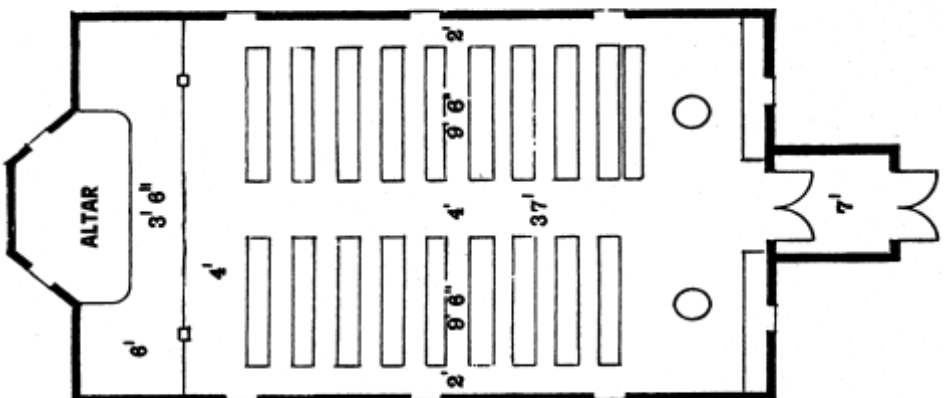
Rehearsals must be arranged with the Genesee County Parks Reservations department. Please plan your rehearsal at a time when Crossroads Village is not open. We request that you keep your rehearsals to one hour.

The Coldwater Road Chapel has no side anteroom. You may use the "bride's room" located in the Fox house on your wedding day. The bride's room has a full-length mirror, a washstand and electricity. The small bride's room is not large enough to accommodate more than three people. Brides who have a catered reception at the Mill Street Warehouse are given preference to the Fox House.

Please follow these rules when using the Chapel.

1. Do not move the antique furnishings, they are very fragile.
2. Use only non-drip candles at the altar. No other candles are permitted.
3. Only birdseed may be thrown at the bride and groom on the church steps. Rice or confetti are not allowed. If using a horse and carriage, please do not allow anything to be thrown near the horses.
4. A white aisle runner can be secured with double-faced tape.
5. Any flowers or decorations that are used may not damage any artifacts. Tacks, staples and/or nails cannot be used.
6. Please make sure all flowers and decoration are removed from the Chapel when you clean up after the wedding.

The layout and dimensions of the Coldwater Road Chapel are as follows:



Gazebo Rental Information



Available Rental Times:
5:30 – 8:30 p.m.

Rental Fee: \$100.00

Available Dates: April 1 through
July 31, and the day after Labor
Day through September 30.

There are a few wooden benches available for limited seating. You may bring in and set up your own chairs, but please remember that no vehicles are allowed in the Village during operating hours. Chairs must be removed before Crossroads Village opens the following day.

Decorations are permitted, however the use of nails, staples or tacks is not allowed.

There is an electrical source near the Gazebo.

Rehearsals may be scheduled any evening prior to your wedding. Please limit your rehearsal to one hour in length and scheduled when the Village is not open.

Mill Street Dining Room and Mill Street Warehouse

Mill Street Dining Room

The elegant Mill Street Dining Room banquet facility is carpeted in a deep burgundy flowered print. The wainscoted walls are painted in dark mauve and papered above in a pale pink muted print. Eight marble sconces and eight marble chandeliers adorn the walls and ceiling. Chairs upholstered in deep burgundy complement round dining tables. The capacity of the Mill Street Dining Room is limited to 250 guests. Restrooms are located in the adjoining Mill Street Warehouse. Should there be a scheduled event in the Warehouse, your guests will be sharing the restrooms with the Warehouse guests. Although the starting time for your event in the Mill Street Dining Room is flexible, your event must end by 1:00 a.m. and the premises must be vacated by 2:00 a.m. After 2:00 a.m., additional fees will be charged. The entire Mill Street Warehouse building (Warehouse and Dining Room) may be rented together, if available.

Mill Street Warehouse

With gray, wooden walls and a polished concrete floor, the roomy Mill Street Warehouse seats up to 250 people in a simple setting, with rectangular, banquet-style tables and wooden folding chairs. The facility is air-conditioned. Because the facility provides food service for Crossroads Village during regular operating hours, your event will be scheduled to start after 5:00 p.m. Your event must end by 1:00 a.m., and the premises vacated by 2:00 a.m. After 2:00 a.m., additional fees will be charged.

Both facilities are available April 1 through July 31, the day after Labor Day through September 30, and November 2 through the day before Thanksgiving.

Mill Street Dining Room and Mill Street Warehouse Rental Information

Monday through Thursday Facility Rental Fee is \$350.00

Friday, Saturday and Sunday Facility Rental Fee is \$550.00

Mill Street Complex Premium Facility Rental (Capacity 500)

Monday through Thursday, \$700.00

Friday, Saturday and Sunday \$1,100.00

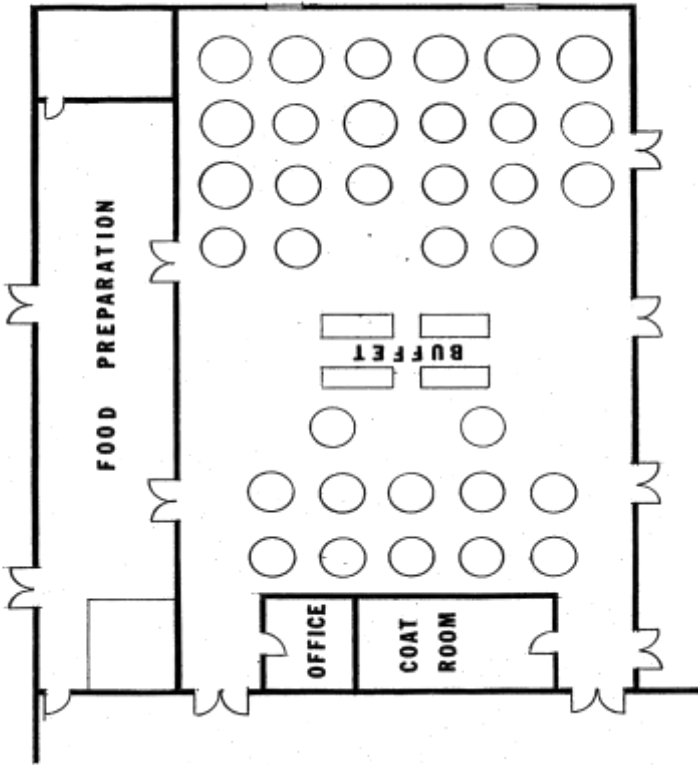
- To guarantee a facility, a \$200.00 security deposit along with a \$50.00 (non-refundable) reservation fee per building is due at the time of commitment.
- Weddings at the Mill Street Warehouse that are planning on having alcohol will require a \$125 Ranger fee. No alcohol is allowed **unless provided by Sullivan's Catering.**
- The remaining facility rental fee (made payable to Genesee County Parks) are due within 30 days of the time of commitment.
- The security deposit will be refunded within 14 business days after your event provided all fees have been paid and there are no damages.
- The Mill Street Dining Room is only available on Friday, Saturday, or Sunday when accompanied by a food function.
- Monday through Thursday non-food functions require a set-up fee in addition to rental fee.
- A wedding cake is the only outside food that may be brought into the building.
- The Mill Street Warehouse facility rental fee is waived if a group has (1) paid admission rates on a summer operating day and (2) reserved a catered meal that takes place during Village operating hours. The group does not have the exclusive use of the Mill Street Warehouse - the general public will also have the use of the Mill Street Warehouse.
- The Mill Street Warehouse is not available for use or decorating until after 5:00 p.m. on days Crossroads Village is open.

Facility Decorating

1. Management or a designated representative must approve all decorations. No tape, nails, tacks, staples, pins or sticky tape may be used at any time to fasten decoration to walls, windows, ceilings, curtains, or floors. The client will be responsible for all damage to any area of Crossroads Village and Huckleberry Railroad or other Genesee County Parks **property when such damage is caused by a client or client's invitees, employees, independent contractors, or agents.**
2. Candles are allowed, provided they are in a bowl or inside a globe.
3. The client will be required to:
 - a. Provide the approved decorations.
 - b. Provide extension cords, if necessary, for any lighted decorations.
 - c. Provide any equipment, such as a stepladder, to assist with decorating.
 - d. Provide cake knife, cake plates, napkins, and forks.
 - e. Provide a guest list of all attending. This list will be provided to the village ticket booth attendants at the front gate to ensure that your guests are allowed into the Village if your ceremony is held during operating hours.
 - f. Clean up all decorations, including all boxes that were used to bring in decorations.
4. Any banners must be lightweight and may be hung from the wall sconces.
5. If you plan to decorate, a specific decorating time must be reserved so that arrangements can be made to let you into the facility. If the facility is available, decorating may take place the night prior to the event. If the facility has been reserved by another party the night prior to your event, decorating may be scheduled to begin as early as 9:00 a.m. the morning of your event.

Decorating will go more smoothly if you prepare a list of necessary equipment/decorations in advance. Genesee County Parks will not loan you any equipment.



MILL STREET DINING ROOM

Genesee Belle Paddlewheel Riverboat

The charming Genesee Belle Paddlewheel Riverboat is available for wedding ceremonies and receptions of 50 to 80 people. The enclosed lower level of the Genesee Belle is surrounded by

windows that offer a stunning view of Mott Lake, and is heated or air conditioned, depending on the season. Ten banquet-style tables (rectangular) and 80 chairs are available for use, and restroom facilities also occupy the lower level. A canopy top covers the upper level of the Genesee Belle. For chartered cruises, including wedding ceremonies, the Genesee Belle may be rented at the rate of \$475.00 for the first hour and \$225.00 for each additional hour. If planning to decorate the Belle for an event, they will need to check on available times and restrictions.

Additional Policy Guidelines

1. Chartered cruises on the Genesee Belle that desire food services may use contracted food service provided by Genesee County Parks or contact Village Manager for approval of other licensed contractor.
2. Guests must pay the Crossroads Village admission rate if the Village is open unless they are attending a wedding or the guests have prior approval from the Genesee County Parks Director.

Please remember that all Genesee County Parks facilities are smoke-free. This includes the Genesee Belle. Your guests may smoke outside in designated areas only.

Vehicular Access – Parking, Set-Up and Delivery

Due to the unique 1800s atmosphere of Crossroads Village and Huckleberry Railroad, motorized vehicles are not allowed in Crossroads Village during regular operating hours. You should advise all interested parties such as DJ, decorator, cake provider, florist, etc., of the following information.

Mill Street Building/Coldwater Road Chapel/Gazebo Events: You and your guests must park in the front parking lot (handicap spaces are available) and enter through the main entrance gates, near the village ticket booths. If your function occurs during regular operating hours of Crossroads Village, you must provide (in advance) a list of guests attending your function so that they are allowed entrance to Crossroads Village.

Please realize that there will be other vehicles in the parking lot and depending upon the special events scheduled for the day, it may be difficult to find a close parking spot. You should advise your guests to arrive earlier than usual so that they will have plenty of time to park and walk into Crossroads Village in time for your event. They should allow at least 15 minutes to park and walk into Crossroads Village. Please keep in mind that the parking lot and streets of Crossroads Village are not paved, which may cause muddy and slippery conditions at times.

Rehearsals: Rehearsals are scheduled with the Reservation Department and they are generally during the evening hours. You and your guests must park in the front parking lot and walk to the location of your rehearsal.

Set-Up and Delivery: We strongly recommend that all set-up and deliveries are scheduled during the time Crossroads Village is closed. All vehicles must be parked in the front parking lot, and we will provide a large, two-wheeled pushcart for equipment to be loaded on and pushed into Crossroads Village. If set-up and/or delivery is scheduled during the time Crossroads Village is closed, you may have a maximum of two vehicles in Crossroads Village at any one time, including the vehicles of your DJ, florist, decorator, etc. In order to allow vehicles access to load/unload necessary equipment, you will have to coordinate with management or a designated representative for approved delivery times scheduled only during the hours Crossroads Village is closed. Please make sure that your DJ, decorator, cake provider, florist, etc., are aware of delivery times.

Genesee Belle Events: If your Genesee Belle event does not require entrance to Crossroads Village, you and your guests may park in the parking area near the Genesee Belle dock. Our staff will provide you with directions to this parking area, which will allow you access to the Genesee Belle, but not to Crossroads Village.



Genesee County Parks Facility Rental Agreement

This Agreement is made this ____ day of _____, 20__ between the Genesee County Parks & Recreation Commission (GCPRC), (hereinafter "Commission"), whose address is 5045 Stanley Road, Flint, Michigan 48506, and _____ (hereinafter "User"), whose address is _____ phone number _____ or _____

The terms of this Agreement are set forth as follows:

FACILITY ENGAGEMENT

1. **Scope of License** User is authorized to use the Commission facility described below for the purpose of the following activity

(Name of Activity or Event)

(Location[s])

_____ from _____ a.m./p.m. to _____ a.m./p.m.

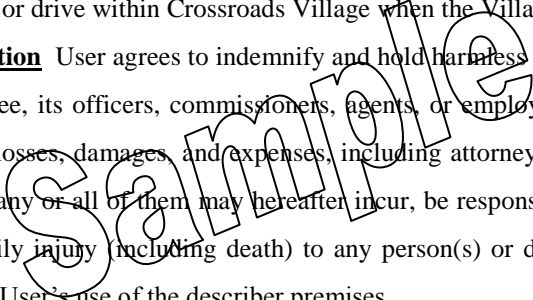
(Date & Times)

2. **Facility Rental Fee(s)** Facility rental fees are due within 30 days of commitment.

Mill Street Dining Room	\$ _____
Mill Street Warehouse	\$ _____
Entire Mill Street Building	\$ _____
Genesee Belle	\$ _____
Coldwater Chapel	\$ _____
Gazebo	\$ _____
Other	\$ _____
Total Facility Rental Fee(s)	\$ _____

The holding of any event or activity not specifically authorized shall result in the revocation of this Agreement and the immediate closing of the facility. All fees are forfeited upon this condition.

3. **Security Deposit** One \$200 security deposit and \$50 processing fee per building is due at time of commitment. The security deposit will be refunded within 14 days following the function, providing no damage has been done to the building, its contents, or other Commission properties, all outstanding balances are paid, and subject to other conditions stated below.
4. **Cancelled Facility Engagement** Functions cancelled six months prior to engagement are fully refundable, minus a \$50 processing fee per building. Functions cancelled three months prior to use date will receive a refund of the facility rental fee(s), minus a \$50 processing fee per building, and will forfeit the security deposit. Functions cancelled less than three months prior to rental date are non-refundable.
5. **Ending Time** The function must end by 1:00 a.m., and the premises must be vacated by 2:00 a.m. After 2:00 a.m., an additional fee of \$40.00 per half-hour will be assessed against the User and may be applied against the security deposit.
6. **Smoke-Free Facility** Smoking is not permitted in any Commission Facility, including the restrooms.
7. **Decorations** Decorations must be pre-approved by Commission management staff or their designee. No harsh tapes, such as duct tape, nails, tacks or staples, can be used at anytime. Nothing may be fastened to walls, windows, ceiling, curtains or floors. User is responsible for removing all decorations and debris from the facility, placing all trash in plastic bags furnished by the Commission, and disposing of trash in the nearby dumpster or other designated container. Any cleanup that must be done by Commission staff will be charged to the User at the rate of \$11.25 per hour per staff person and may be applied against the security deposit.
8. **Damages** User agrees to be responsible for all damage to any area of Crossroads Village, Huckleberry Railroad, or other Commission property when such damage is caused by User or User's invitees, employees, independent contractors, or agents.
9. **Assignment** User shall not assign this agreement to any other person, firm, company, or corporation. Further, the User agrees that it will not use or allow any others to use the premises in violation of federal, state, or local laws or ordinances, or in violation of the provisions of this Agreement or in violation of Commission rules.
10. **Other Areas** Rental of the specified facility(ies) does not include use of any other area in Crossroads Village or Huckleberry Railroad.



11. **Motorized Vehicles** All motorized vehicles associated with the event shall park in designated Crossroads Village parking lots during Village operating hours. No vehicles are permitted to park or drive within Crossroads Village when the Village is open.

12. **Indemnification** User agrees to indemnify and hold harmless the Commission and the County of Genesee, its officers, commissioners, agents, or employees against any and all claims, liability, losses, damages, and expenses, including attorney fees and other costs of litigation, which any or all of them may hereafter incur, be responsible for, or pay out as a result of the bodily injury (including death) to any person(s) or damage to any property, arising out of the User's use of the describer premises.

13. **Alcohol.** No alcoholic beverages are allowed on park property unless provided by Sullivan's Catering. A Ranger fee will be applied to all events having any type of alcohol.

14. **Termination** The Commission shall have the right to terminate this Agreement in the event User violates any of the terms or conditions and to pursue any other remedies available by law.

15. **Signatures** User agrees to the terms of this Agreement as set forth.

Name of User: _____

Date & Location of Event: _____

Total Deposit Required: \$ _____ (Due at Time of Commitment)

\$ _____ (Due within 30 days of Commitment)

User

Date

Commission Representative

Date

Carriage Rides

A Special Use Permit is required for sub-contracting a horse and carriage service. The Special Use Permit fee is \$35.00 (see below).

Crossroads Village Horse and Carriage Ride Permit Application

Name: _____

Address: _____

E-mail Address: _____

Telephone Number: (Day) _____ (Evening) _____

Type of Event: _____

Location of Event: _____

Date Permit is to be in Force: _____

Time Permit is to be in Force: From: _____ (am/pm) To: _____ (am/pm)

Name of Carriage Company: _____

**Proof of public liability and property damage insurance in the amount of at least \$500,000/\$1,000,000 which names the County Of Genesee and the Genesee County Parks and Recreation Commission as an additional insured is required for your event. Insurance certificate is to be furnished to the Parks Commission along with this completed form at least two weeks prior to event.*

Carriage rides are to be used solely by the applicant and those attending the event. Selling of tickets or otherwise charging for use is not permitted. This permit may be revoked by any law enforcement officer if it is deemed necessary.

Applicant agrees to indemnify and hold harmless the Commission and the County of Genesee, and its agent and employees, against any claims, liability, losses, damages and expenses including attorney fees and other costs of litigation, which they may incur or pay out as a result of bodily injury (including death) to any person or any property damage or economic loss arising out of the performance of this Agreement.

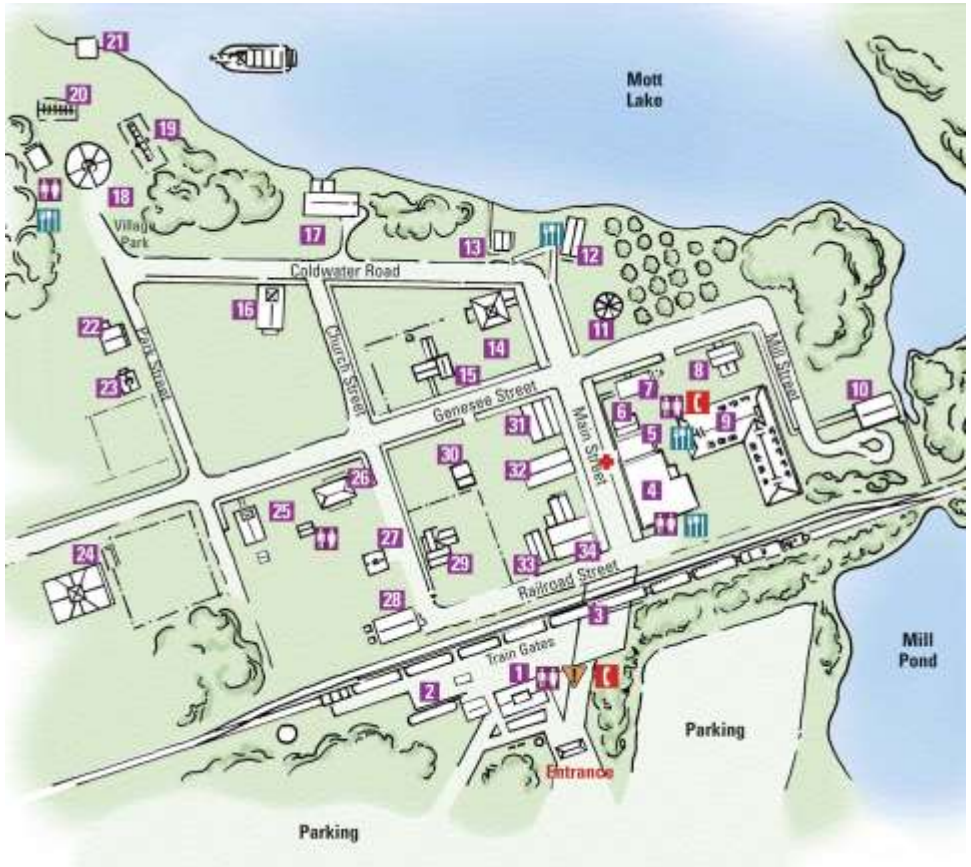
Applicant shall abide by all applicable federal, state and local laws, ordinances and regulations. Applicant agrees to abide by the rules and regulations of the Commission which are presently in effect or which may be put into effect during the term of the Agreement. Applicant acknowledges receipt of these rules.

Applicant/Representative

Date

Genesee County Parks & Recreation Commission

Date



- | | |
|---|---|
| 1-Davison Depot | 2-Pere Marquette Caboose A621 |
| 3-Huckleberry Railroad | 4-Horton-Colwell Building |
| 5-T.N. North & Son Bank & Locy's Dental Rooms | 6-Fowler Barber Shop |
| 7-Clayton Township Hall-Train Station Gift Shop | 8-George H. Durand Law Office |
| 9-Mill Street Warehouse & Dining Room | 10-Atlas Grist Mill |
| 11-Gazebo | 12-Master's Cider Mill |
| 13-Ice House | 14-Wisner Carriage Barn-Leather & Tin smith |
| 15-Buzzell House | 16-Coldwater Road Chapel |
| 17-Crossroads Lumber Company- Sawmill | 18-Charles W. Parker Carousel |
| 19-Charles W. Parker Superior Wheel | 20-Venetian Swings, Pony Cart |
| 21-The Genesee Belle Dock | Mott Lake Flyer Miniature Train |
| 23-Salter Log House | 22-Blacksmith Shop |
| 25-Stanley School House | 24-Calkins Barn and Donahue Chicken Coop |
| 27-Fenton Carriage Barn-Broom Making | 26-Fox House & Crawford Windmill |
| 29-Eldridge House | 28-Flint Township Meeting Hall |
| 31-Mason Inn | 30-Durant Barn-Toy Making |
| 33-J.E. Barbour, M.D. | 32-Manwaring Building- Print Shop |
| 35-Lake Side Grill (Carousel Area) | 34-Attica Hotel |