

Weddings at the Kress



DONALD & CAROL
Kress Pavilion
& EGG HARBOR LIBRARY

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www.kresspavilion.org/weddings

Revised
Nov 2024

Celebrate your love in the Heart of Door County & make the world a better place while you're at it.

All proceeds from rental of the Kress Pavilion support the Village of Egg Harbor Library and Community Center.

Since 2018 the Kress has hosted 150 weddings and over 500 community events. The upstairs of the Kress Pavilion features the Great Hall event space with wrap-around porches that offer sweeping views of the bay and surrounding orchards. In addition to the modern, customizable Great Hall space, clients can elect to add on the rental of the first floor of the building and host part of their celebration within the Egg Harbor Library.

Located in a Green Tier community, Kress staff is committed to helping your event minimize its environmental impact. Our facility is an advocate for the elimination of single use plastic, composting, recycling, and local sourcing. The Kress Pavilion is also powered in part by renewable energy and surrounded by a pollinator prairie.



GREAT HALL EVENT SPACE

This multi-purpose room is large enough to accommodate 102 seated with a buffet, 120 with a plated or family-style dinner and a 132 person ceremony. The north wall of the Great Hall features a flat screen video wall perfect for a photo slideshow, videos or wedding monogram. On the opposite wall is a double-sided gas fireplace with a baby grand piano nestled in the corner. In the summer, for a heavy appetizer style wedding the capacity of the great hall & porches is 150.

INCLUDED WITH RENTAL:

- (20) six-foot banquet tables, (12) 60" rounds, and 132 chairs
- Sound System with two cordless microphones, lapel mic, and auxiliary cord input to play music
- 6 x 10 video wall with HDMI input
- Use of Steinway baby grand piano if appropriate with your room setup. Piano cannot be moved outside, but it is possible to mic the piano for a porch ceremony
- Gas fireplace that is enclosed in glass
- Exclusive use of wrap around porch spaces with modern patio furniture that features seating for 32
- Staff time to help with room layout diagram

- Facility staff onsite to do initial room set up and take care of building issues that arise
- Table breakdown, sweep and mop of the floor at conclusion of event. If takedown services are required, inquiry with staff regarding availability and rates

NOT INCLUDED WITH RENTAL:

- Catering, Floral, Photography, DJ Services
- Plates, Utensils, Glassware
- Day of Planning Services
- Table Linens and Napkins
- Room Flip or ceremony chair moving after initial set up

PORCHES OFF THE GREAT HALL

Weather permitting, the Great Hall includes exclusive use of wrap around porches and covered porch area with outdoor speakers, string lights, and a double-sided gas fireplace.

The covered porch space on the south end of the building and the bayside porch are both wonderful options for both ceremonies and cocktail hour.*

Coastal Casuals Furniture seating for 32.

*additional fee of \$200 is applied for moving chairs from ceremony to dinner



LIBRARY ON LOWER LEVEL

Available as an add on to the Great Hall, the library can be used as an event space after library hours.

A wonderful option for an indoor ceremony* or cocktail hour during cooler or inclement weather.

*Rental chairs must be brought in for a ceremony in the library. Set up and take down fees apply.

CEREMONY FOR 110

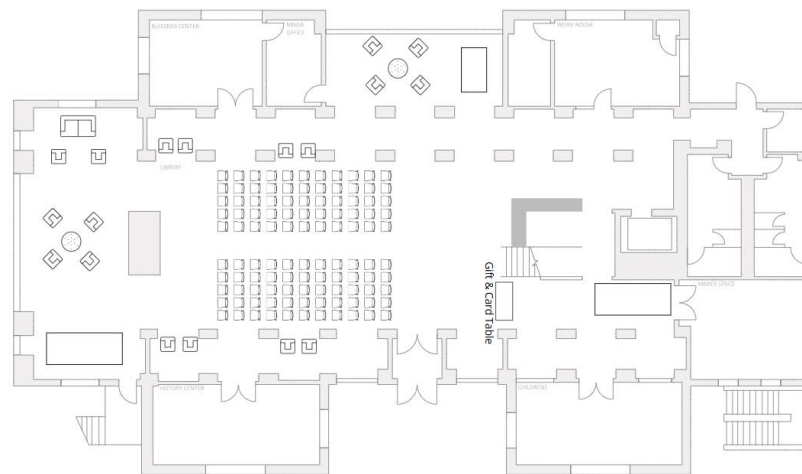


photo: tandem photography



photo: tandem photography

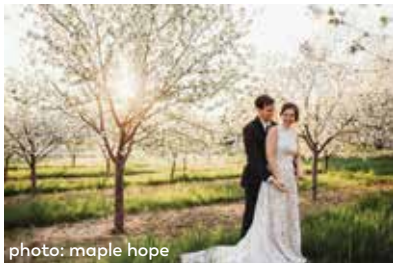


photo: laurel + prarie

KRESS PAVILION PROPERTY

Located in the heart of Egg Harbor the Kress Pavilion is surrounded by green space. Available as an add-on to the Great Hall rental, the Lawn has room for a 40x60 tent for an outdoor reception. There is no charge for lawn games, however client is responsible for set up and take down.

In addition, the Village owns the Peg Egan Amphitheater, located directly across from the Kress Pavilion. With the back drop of a Seaquist orchard, the amphitheater is the perfect location for an outdoor ceremony. Renter is responsible to bring in chairs for the ceremony. Talk with staff about options.



FOOD & DRINK

Food Catering: There are no exclusive caterers at the Kress Pavilion. However, all caterers must be licensed, insured, and complete an approved-caterer application.

Visit kresspavilion.org/catering for our most up to-date list of local caterers and bar caterers that have worked well in the space!

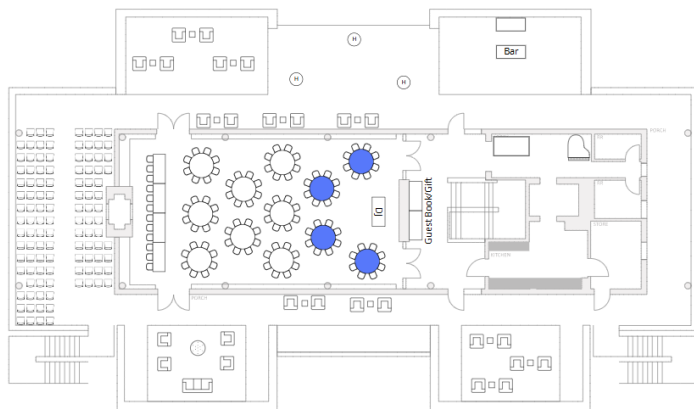
Bar Catering: Clients are able to bring in their own alcohol, but are required to either source licensed and insured bar staff from their food catering company or an approved bar catering company.



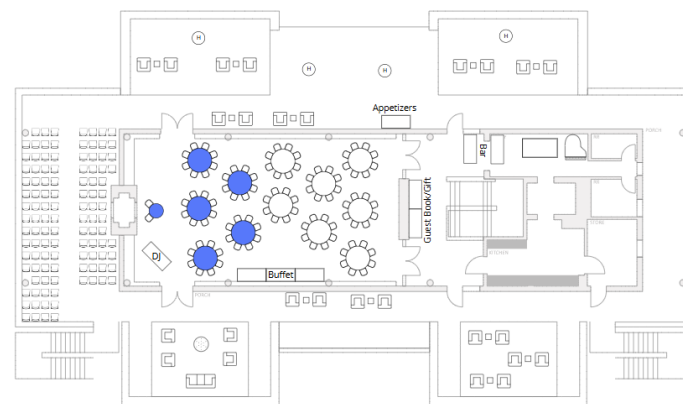
photos: kim theil photography

EXAMPLE FLOOR PLANS: RENTAL OF UPSTAIRS ONLY

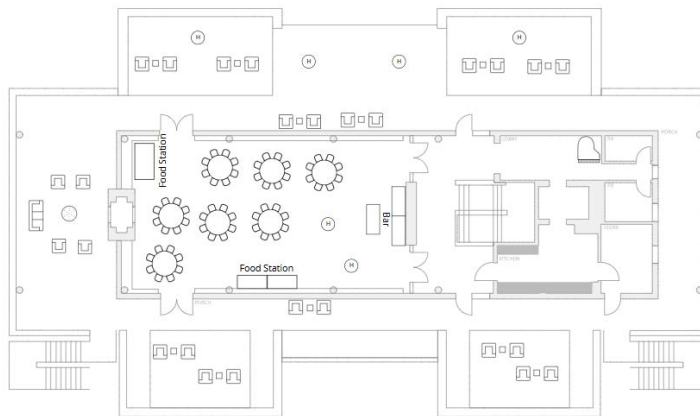
Ceremony & Reception for 110
with a plated dinner*



Ceremony & Reception for 100
with a buffet dinner*



Welcome Party for 150
Seating for around 50 with food stations

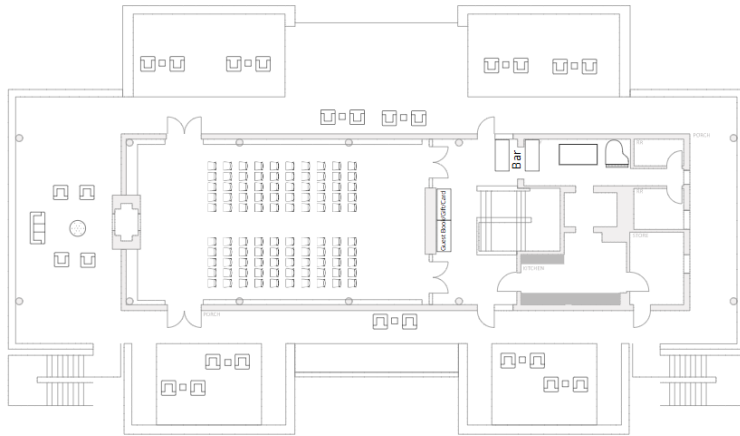


*Tables in blue would be removed following dinner for dancing

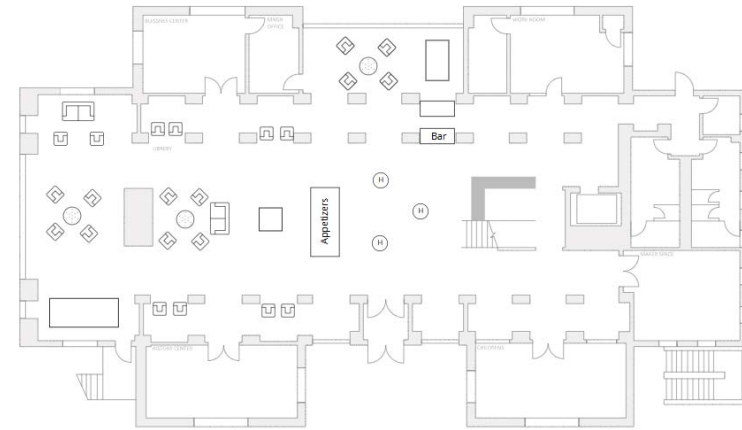
Please note, if you would like our staff to move chairs from Ceremony to Dinner, it is a \$200 staff fee. If you would like to rent additional chairs, ask staff for vendor list.

EXAMPLE FLOOR PLANS: ENTIRE BUILDING

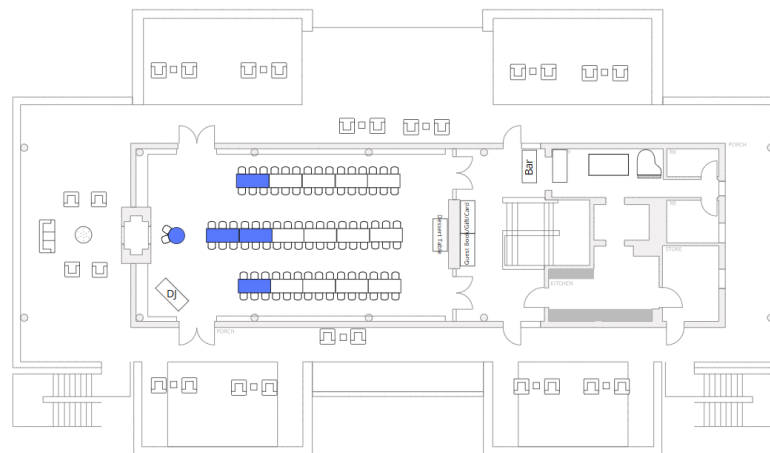
Ceremony for 100 in the Great Hall



Cocktail hour in the Library



Dinner in Great Hall with Sweet Heart Table



*Subject to room flip staff fee of \$500

*Tables in blue would be removed following dinner for dancing

RENTAL GUIDELINES

Booking Timeline & Contract Process

Kress Pavilion rental is by the hour, with an 8-hour minimum for weddings. Your rental time starts when you start setting up to when you are done taking down. Kress Pavilion staff will have your initial room layout set up by the time of your rental start time. Most couples find two hours to be sufficient set up time. Hours outside of the 8 hours are at a rate of \$250/hour. The event must be completed by 11pm, with clean up done no later than midnight.

1. Booking Date: The Donald & Carol Kress Pavilion is available for booking 24 months in advance. Renters are encouraged to call ahead and gather rental information, visit our facility and discuss the details of the rental process.

2. Rental Application & Contract: After reviewing the Rental Guidelines within this packet; applicants must complete the Rental Application form with their estimated rental time. This form can be emailed, mailed or dropped off at the Kress Pavilion. After the rental application is received a rental contract will be issued by Kress staff and is due back, signed within 7 days. This contract and the application are to be completed by the individual who is to be on site at the event and must be 21 years of age or older.

3. Payment: Once the application and agreement forms have been received by the Kress Pavilion staff and approved, staff will issue an invoice for the 8-hour minimum. The deposit payment is due within 7 days of issuance to secure the date. Payment can be made in cash, check or cashier's check payable to Village of Egg Harbor. Credit card payment is also available and will have a 3.5% processing fee applied. Additional rental hours are due approximately six months from event date. Linen rental, plates, silverware, and any remaining billable items are due the week of the event. At the final event meeting, we will require a copy of your credit card to keep on file in the event of excess cleaning or damages. You will be notified within 5 days of the event if any extra charges are incurred. Fines for excessive cleaning, damages or any incidentals will be billed within 5 business days of rental completion. Tax will be totaled on the final invoice.

Great Hall Cancellation:

If a Great Hall cancellation is made at more than nine (9) months prior to the scheduled event, 100% of the fee is returned, less a \$10.00 processing fee. If a Great Hall cancellation is made at more than six (6) months prior and less than nine (9) months prior to the scheduled event, 50% of the fee is returned, less a \$10.00 processing fee.

All fees are non-refundable if cancellation is made less than six (6) months prior to the scheduled event. All cancellations must be submitted in writing. All fees and dates are non-transferable.

RENTAL GUIDELINES (CONT)

Set-Up & Decorating:

1. Event Contact: The person/organization signing the rental contract must be present from the time the rental begins (or designate someone in charge), while the event is in progress, and must wait until all event guests have vacated the premises.
2. Decorating: All decorations must be put up and taken down by the renter within their paid rental time. Nails, tape, tacks, staples and screws are strictly prohibited. Glitter, confetti, rice, silly string and artificial flower petals are not allowed at any time. If these items are used, fines will be imposed.
3. Candles: The only open flame allowed in The Donald & Carol Kress Pavilion are candles with an adequate glass covering of at least 2" of headspace, or small votive candles. They must be approved by the Kress staff prior to the event. Candles are not allowed on the floor. Tapered candles without the appropriate glass covering are not allowed.
4. Signage: Signage may be displayed on portable sign holders, bulletin boards or easels. The renter is responsible for the provision, installation and removal of such supplies.
5. Decor Removal: Any decor, supplies, etc. belonging to the renter must be removed from the facility and grounds at the conclusion of the event. Takedown service is available, inquire with Kress staff if interested.

Food Service:

1. Catering Kitchen: A catering kitchen is available for the renter's use at no additional charge when renting the Great Hall. Kitchen includes; refrigerator, freezer, oven, stove top, microwave and sink with garbage disposal. No cooking is allowed on site, but any appliances may be used to warm up food items. Plateware, silverware and glassware are available for up to 120 for an additional charge.
2. Caterers: Food must be provided by a licensed and insured caterer. A caterer is defined as providing food and service for events a professional capacity. A listing of pre-approved caterers is available. Alternate caterers may be contracted once they have completed the application, provided proof of applicable licenses and insurance and received approved from Kress staff. This paperwork must be received by staff at least six months prior to event.
3. Late Night Snacks/Supplemental Food: At the approval of your caterer, couples may wish to add supplemental food to their event. Renter is responsible for set-up and clean-up of food if not provided by/taken care of by caterer. If food items require extra clean up by Kress staff, additional cleaning fees will be charged.

Alcohol:

You are permitted to bring in your own alcohol for your event. However, the alcohol must be served by licensed and insured bartenders supplied by your food caterer or bar catering company. You may not charge for drinks.

RENTAL GUIDELINES (CONT)

Litter/Refuse/Recycling:

The applicant or group are responsible for any and all damage to The Donald & Carol Kress Pavilion. Any litter or refuse generated by the group must be collected and disposed of in appropriate trash receptacles and removed to the dumpster outside of the building at the conclusion of the rental; either by the Caterer or the renter. The Donald & Carol Kress Pavilion may assess a fee for damages or additional cleaning if the area is not returned to original condition and reserves the right to deny future applications if these conditions are not met.

As a part of the Green Tier Community, guests are asked to sort accordingly. In addition, we are passionate about creating less waste and have the ability to source disposables such as fallen palm leaf plates and compostable service wear. Styrofoam is not allowed and single use plastic is discouraged. If styrofoam is used, a fine will be imposed.

Parking:

There are 38 parking spaces at The Donald & Carol Kress Pavilion, in addition there is overflow parking at the adjacent Bertschinger Building and free street parking throughout the village.

If supplies must be dropped off, the service entrance may be used to unload items. The vehicle must be moved to an appropriate parking location immediately after unloading. Supplies cannot be loaded in the front door.

Other Guidelines:

The Village of Egg Harbor is not responsible for any equipment or other items left at the building at any time. Smoking is prohibited inside the building, on the porches, and within 100 feet of the building at all times. This includes cigarettes, cigars and electronic vaping devices. The renter assumes all responsibilities for injuries that may occur to persons or participants.

PRICING

GREAT HALL

Rental Includes Porches & Kitchen

Chairs & Tables

132 chairs
12 - 60" round tables
20 - 6' banquet tables

- * Holidays, the day before and the day after are considered "peak."
- *Event activity over by 11pm & clean up completed by Midnight.
- * Village of Egg Harbor Tax Payers are granted reduced rates. Ask staff for details.

Other Property Rentals:

Rental can only be done in conjunction with Great Hall rental outside of Library Hours and does not include Children's Library or Maker Space.

Ceremonies:

If you would like to host your ceremony at the Kress, we will not charge a ceremony fee. However, if chairs need to be moved from the ceremony site to dinner, it is a \$200 staff fee.

If your ceremony is in the library and your dinner is in the Great Hall, you will be required to rent chairs for the ceremony. Ask staff for details.

If a room needs to be flipped from ceremony to dinner it is a \$500 staff fee.

In addition, there is no charge for a ceremony rehearsal. However, the space/timing is subject to availability.

Latest rehearsal walk-through time is 4pm.

PEAK* **OFF-PEAK**
May 1 to Oct 31 Nov 1 to April 30

	PEAK*	OFF-PEAK
FRIDAY & SATURDAY 8 Hour Rental Minimum (two hours of set up & one hour of tear down required)	\$5,000	\$4,000
Additional hours	\$250	\$250
SUNDAY 8 Hour Rental Minimum Required (two hours of set up & one hour of tear down required)	\$4,500	\$3,500
Additional hours	\$250	\$250

PEAK* **OFF-PEAK**
May 1 to Oct 31 Nov 1 to April 30

	PEAK*	OFF-PEAK
Entire Building	\$750	\$750
Lawn	\$250	N/A
"Get Ready" Room	\$50	\$50

PRICING (CONT)

Additional Rental Items:

Bistro Tables (6 available)	\$10 each
Metal Easels (2 available)	\$2 each
Juliska Dinner (white), Salad (gray) & Dessert Plates (white) and Silverware (120 available)	.75/piece
Stemless wine glasses, cocktail, martini, water glasses, and champagne flutes	.50/glass
Linens for 6' tables (White, Ivory or Black)	\$22 each
Linens for 60" round tables and cocktail tables, ask staff for available colors	\$22 each
Linen napkins, ask staff for available colors (minimum quantity 60)	.75 each
Eco Friendly Disposables - Ask staff for most up-to-date price list	TBD

Prices do not include tax, tax added to final bill. Additional rental item pricing is subject to change.

THANK YOU

For more information, tours or to book the Kress Pavilion:

Contact Event Staff at

kresspavilion@villageofeggharbor.org

or 920.868.3334 ext. 3

