

# Weddings at the Kress

2022/2023



**DONALD & CAROL**  
**Kress Pavilion**  
& EGG HARBOR LIBRARY

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[www.kresspavilion.org/weddings](http://www.kresspavilion.org/weddings)

Revised  
Jan 2022

# *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 over 100 weddings and nearly 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 rent the first floor of the building and for the first time ever, have the unique opportunity to host their celebration in a 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 132 ceremony seating. 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 has room for seated dinner of 50 or 110 for a ceremony.\* The bayside porch has room for a seated dinner of 96 and a ceremony of 140.\*

Coastal Casuals Furniture seating for 32.

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



# LIBRARY ON LOWER LEVEL

For the first time ever, you can host your celebration among the books at a Door County Library. 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 cool or inclement weather.

Seating for up to 64 for dinner, cocktail hour for 120 or a ceremony\* of 110

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

## CEREMONY FOR 110

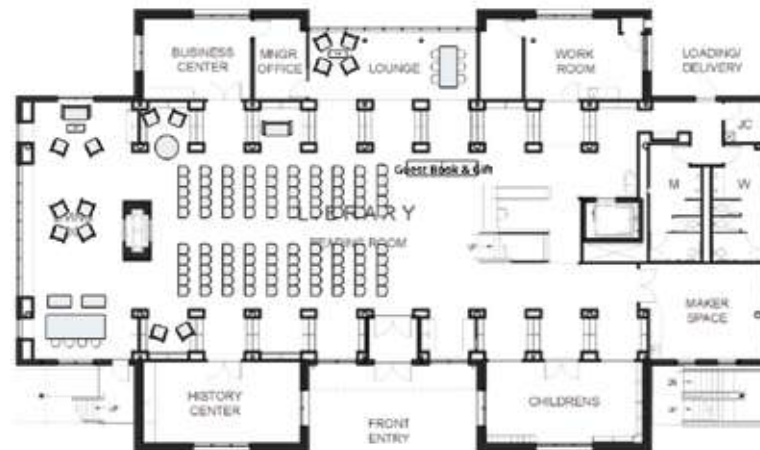


photo: tandem photography



photo: tandem photography

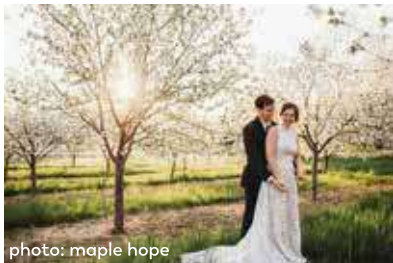


photo: laurel + prarie

# 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 and insured and complete an approved-caterer application. Visit [kresspavilion.org/catering](http://kresspavilion.org/catering) for our most up to-date list of caterers that have worked well in the space!

**Bar Catering:** Clients are able to bring in their own alcohol, but will be required to either source licensed and insured bar staff from their food catering company or through the Kress Pavilion's Event Staff. The Kress Event Bar Staff Team have over 15 years of experience and can cater your bar to suit your style.

When booking with the Kress Pavilion bar staff, clients get to take advantage of a partnership with Main Street Market in which clients are only charged for alcohol used. Ask staff for more details.

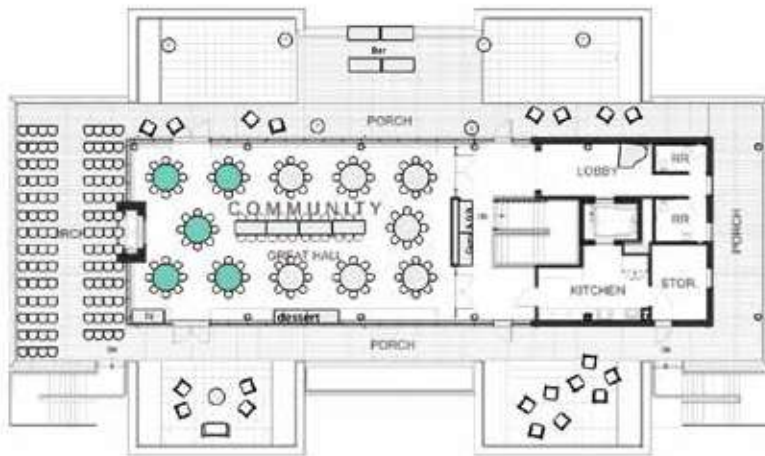


photos: kim theil photography

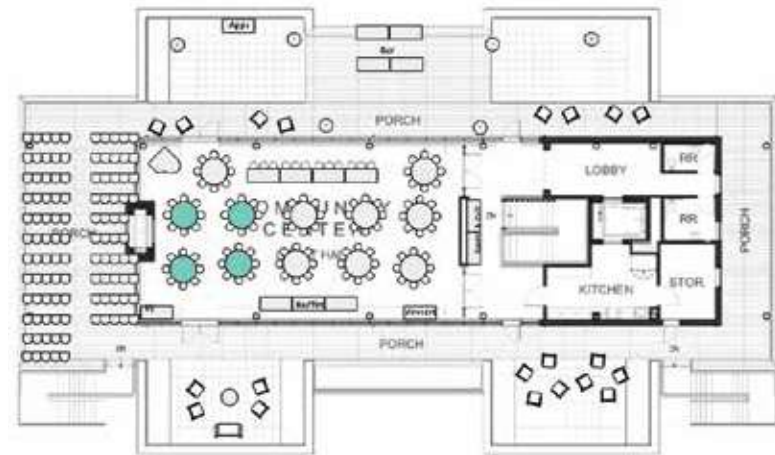


# EXAMPLE FLOOR PLANS: RENTAL OF UPSTAIRS ONLY

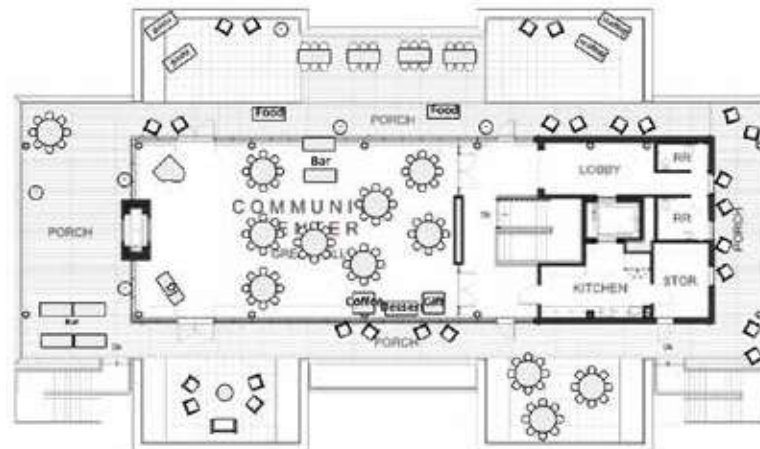
Ceremony for 108 on covered porch, cocktail hour on bayside, followed by plated dinner for 120 in Great Hall with "Kings" Head Table



Ceremony for 108 on covered porch, cocktail hour on bayside, followed by buffet dinner for 108 in Great Hall with "Traditional" Head Table



Cocktail Party Style Reception for 150 with ceremony offsite

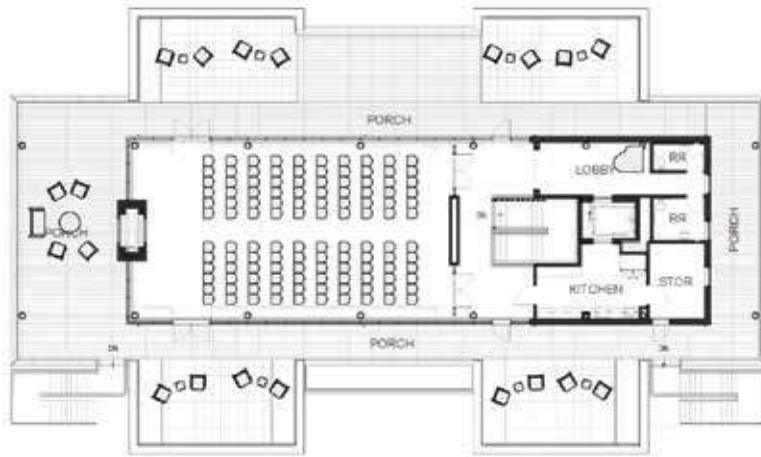


Please note, rental includes 132 chairs - If Kress Chairs need to be repurposed from Ceremony to Dinner, it is a \$200 staff fee. If you would like to rent chairs, ask staff for vendor list.

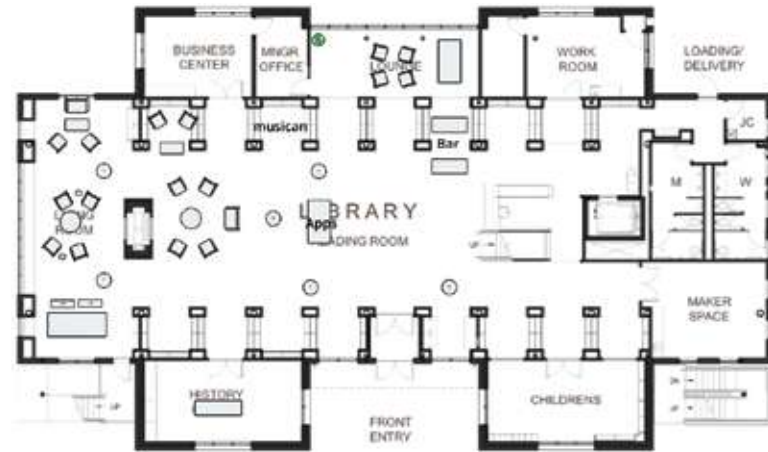


# EXAMPLE FLOOR PLANS: ENTIRE BUILDING

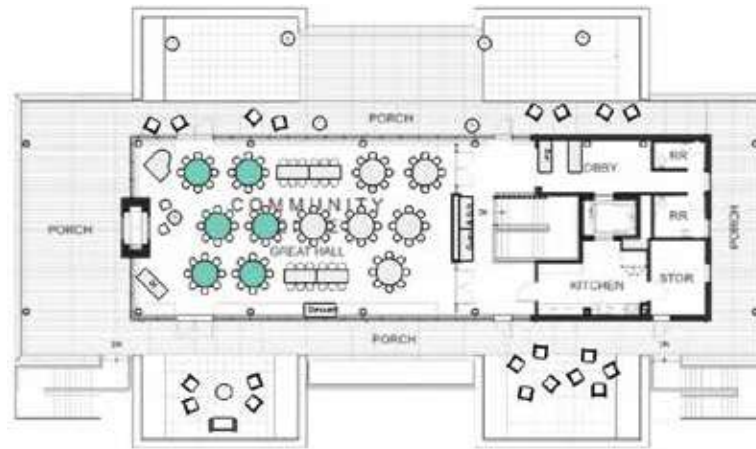
Ceremony for 120 in the Great Hall



Cocktail hour in the Library



Dinner Upstairs for 120 with Sweet Heart Table, Bar Inside



\*Subject to room flip staff fee of \$500

# RENTAL GUIDELINES

## **BOOKING TIME LINE/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 not later than midnight.

**1. Booking Date:** the Donald & Carol Kress Pavilion is available for booking 24 months in advance for Village of Egg Harbor Residents and 18 months in advance for Non-residents. Renters are encouraged to call ahead and gather rental information, visit our facility and discuss the details of the rental process.

**2. Rental Application Form:** After reviewing the Rental & Use Policy Document, applicants must complete the Rental Application form with their estimated rental time. This form can be emailed, mailed, or dropped off to the Kress Pavilion.

This agreement form is 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 agreement form is received by the Kress Pavilion staff and approved, staff will issue a contract and an invoice for the 8-hour minimum. Both the signed contract and payment are due within 7 days if 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, but cash or check is preferred.

Additional rental hours are due approximately six months from event date. Linen rental, plates, silverware, bar service and any remaining billable items are due the week of the event. Fines for excessive cleaning or damages or any incidentals will be billed within 24 hours 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 Room cancellation is made at more than six (6) 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. Ask staff for current COVID-related cancellation policy.

# RENTAL GUIDELINES (CONT)

## SET-UP AND DECORATING:

- 1. Event Contact:** The person/organization signing the rental contract must be present from the time the building is opened or designate someone in charge, while the event is in progress, and must wait until all event guests have vacated the premises and has reviewed the Facility Closing Checklist with Kress Staff.
- 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 or natural 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 small votive candles with an adequate glass covering of at least 2" of headspace. They must be approved by the pavilion event staff prior to the event. Candles may not be placed on the floor.
- 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 materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity. Takedown service is available, inquire with 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. Included in this fee is the use of all major kitchen equipment including refrigerator, freezer, oven, stove top, microwave and sink with garbage disposal. Service ware, glassware and/or utensils are available for up to 120 for an additional charge. Renters or Caterers must bring their own soap, dishcloth/towel and other clean-up supplies.
- 2. Caterers:** Food may be provided by a licensed and insured caterer. A caterer is defined as providing food and service for events at 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 approval. This paperwork must be received by staff at least six months prior to event.
- 3. Late Night Snack/Supplemental Food:** At the approval of your caterer, couples may wish to add supplemental food to their event. Renter is responsible for clean up if food is not provided by caterer. If food items require extra clean up by Kress staff, cleaning fees may be charged.

# RENTAL GUIDELINES (CONT)

## **ALCOHOL:**

You are permitted to bring in your own alcohol for the event. However, the alcohol must be served by licensed and insured bartenders supplied by your food caterer or Kress Pavilion. In addition, if elected, our experienced staff will help you coordinate a bar menu and alcohol quantities. We will also coordinate an order with our local vendor Main Street Market. You may not charge for drinks.

## **LITTER/REFUSE/RECYCLING:**

The applicant and / or group will be responsible for any and all damage to The Donald & Carol Kress Pavilion. Any litter or refuse generated by the group and activity must be collected and disposed of in appropriate trash receptacles and removed to the dumpster outside of the building at the conclusion of the reservation- 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.

In addition, the Kress Pavilion has commingled recycling. 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 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.

The renter assumes all responsibilities for injuries that may occur to persons or participants.

# PRICING

## GREAT HALL

Rental Includes Porches & Kitchen

**(132) Chairs & Banquet tables**  
(12 - 60" round and 20 - 6' banquet)

\*Holidays & the day before and day after are considered "peak".  
Event activity over by 11 pm |  
Clean up done by Midnight.

\*Village of Egg Harbor Tax Payers are granted reduced rates. Ask staff for details.

	PEAK* May 1 - Oct 31	OFF-PEAK Nov 1 - April 30
<b>SATURDAY &amp; SUNDAY</b> 8 Hour Rental Minimum (two hours of set up & one hour of tear down required)	\$5,000	\$4,000
Additional hours	\$250	\$250
<b>FRIDAY</b> 8 Hour Rental Minimum Required (two hours of set up & one hour of tear down required)	\$4,500	\$3,500
Additional hours	\$250	\$250

## 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 Workroom.

	PEAK* May 1 - Oct 31	OFF-PEAK Nov 1 - April 30
Entire Building	\$750	\$500
Lawn	\$250	N/A
"Get Ready" Room	\$50	\$50

## CEREMONIES AT KRESS

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 is subject to availability.

## PRICING (CONT)

### **Additional Services** Other services we provide/things we offer should you choose to use them:

Bistro Tables (6 available)	\$10 each
Metal Easels (2 available)	\$2 each
Jaliska Dinner (white), Salad (gray) and 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, ask staff for available colors	\$20 each
Linens for 60" round tables and cocktail tables	\$17 each
Linen napkins available in multiple colors at .60 each with a minimum order of 60	.60 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 services pricing is subject to change. Please ask staff for most up-to-date list as items often get added.**

### **Kress Bar Staff**

The Kress has a bar staff with over 15 years of experience. Their service comes with the tools to pull off any event. Their service is available at \$35/hour and one bartender is recommended per 50 people.

# THANK YOU

For more information, tours or to book the Kress Pavilion:  
Contact Event Director, Jess Reinke at  
[kresspavilion@villageofeggharbor.org](mailto:kresspavilion@villageofeggharbor.org)  
or 920.868.3334 ext. 3

