

# WEDDINGS AT THE KRESS



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

Read, Create, Celebrate. It **happens** here.

7845 CHURCH STREET  
PO BOX 175 - EGG HARBOR, WI 54209  
920.868.3334 ext. 3  
[www.kresspavilion.org](http://www.kresspavilion.org)



Professionally Managed By

**FOUNDERS** | **3**  
REAL ESTATE SERVICES

# ABOUT



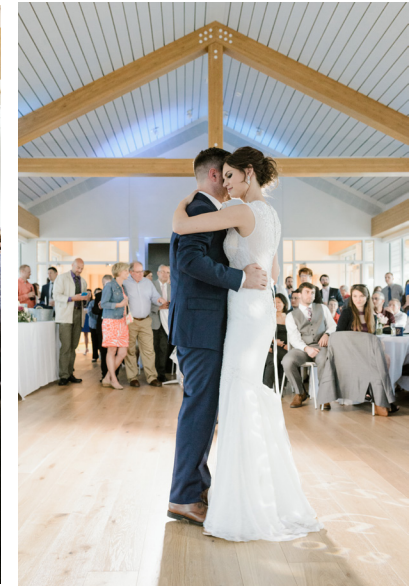
A place to read, create and celebrate the Donald and Carol Kress Pavilion is located in the heart of Egg Harbor and home to the Village Library and Community Center.

Completed in early 2018, the Kress features a second floor 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, visitors have access to two meeting spaces, a lounge and living room with a fireplace.

The Kress Pavilion features current audio-visual equipment, flat screen T.V.s, and teleconferencing capabilities throughout. On the first floor is a Makers Space, offering a space for tech and hands on programming. Residents and tourists are welcome to host a small gathering, private meeting, and celebration or simply enjoy the pavilion as a library patron.



# GREAT HALL EVENT SPACE



This multi-purpose room is large enough to accommodate 102 seated with buffet, 126 with plated or family-style dinner, and 135 ceremony seating. The north wall of the Great Hall features a flat screen video wall with teleconferencing capabilities and HDMI, VGA and Audio input. On the opposite wall is a double-sided gas fireplace with a baby grand piano nestled in the corner. Depending on your room set up, the Great Hall capacity is 272.

## **INCLUDED WITH RENTAL:**

- (27) six-foot banquet tables, (12) 60" rounds, and 132 chairs
- Sound System with two cordless microphones + lapel microphone
- 6 x 10 video wall with HDMI and auxiliary cord inputs
- Use of Baby Grand Piano
- Gas fireplace
- Catering/warming kitchen
- Wrap-around porch spaces with modern patio furniture
- Room Layout with Initial Table Set Up
- Table breakdown, Sweep and Mop of the Floor at conclusion of the event

## **NOT INCLUDED WITH RENTAL:**

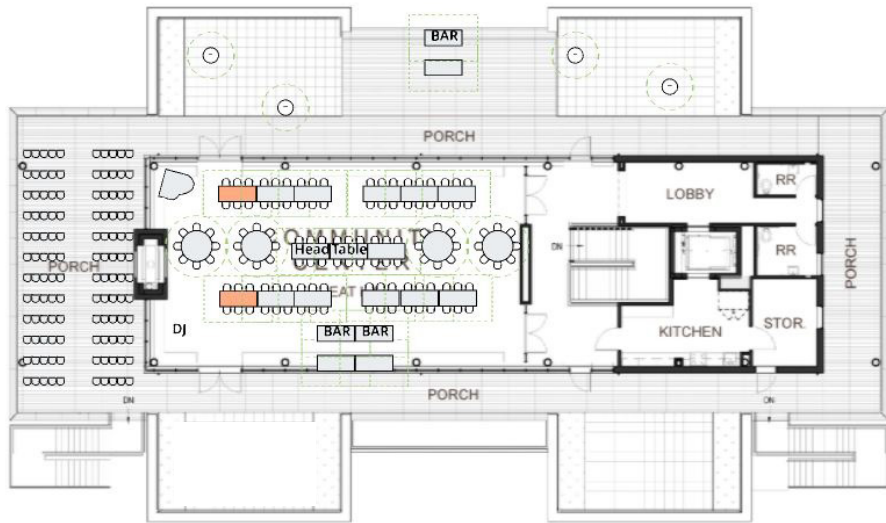
- Catering, Floral, Photography
- Plates/Utensils/Glassware for Serving
- Day of Planning Services
- Table Linens and Napkins
- Room Flip after Initial Set up

## **CATERING:**

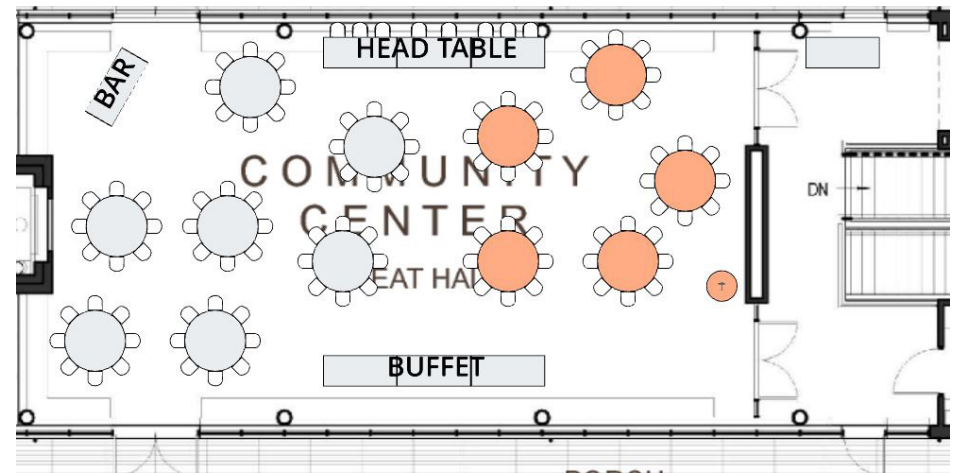
- There are no exclusive caterers at the Kress Pavilion. However, all caterers must complete an approved-caterer application. Please ask for our most up-to-date list.

# GREAT HALL FLOOR PLAN

Seating for 122 with ceremony of 120 on porch

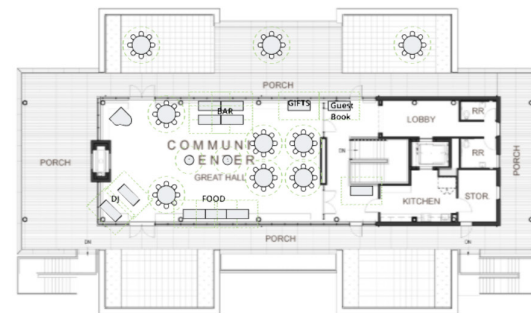
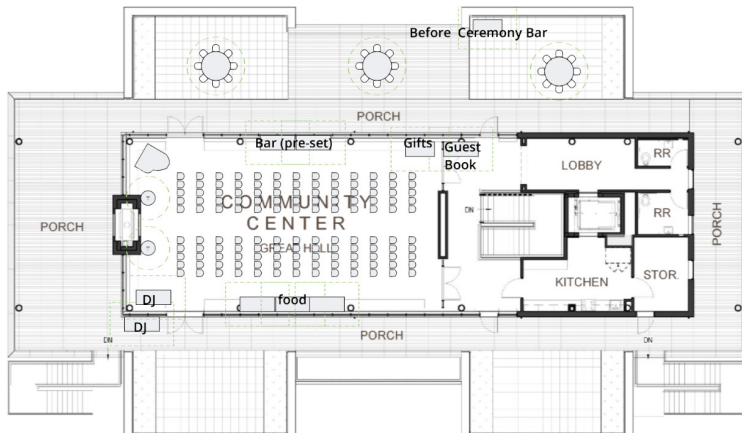


Seating for 104 with Buffet



Ceremony inside for 135

Transitioned to Heavy Appetizer Reception for 150





# PORCHES

## PORCHES OFF THE GREAT HALL:

Weather permitting, the Great Hall includes rental of wrap around porch spaces with a capacity of 171 and a covered porch area with the double- sided fireplace.

The Covered Porch space has room for a seated dinner of 50 or 120 for a ceremony. The Bayside Porch has room for a seated dinner of 96 and a small performance or ceremony for 102.

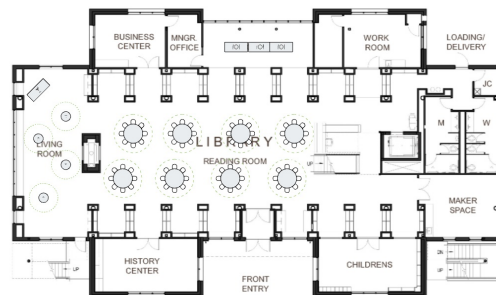


Coastal Casuals Furniture throughout, with bayside and orchard views

# LIBRARY ON LOWER LEVEL

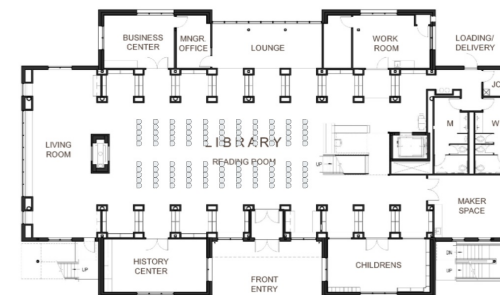


**Seating for 64**



First Floor Plan  
EGG HARBOR LIBRARY and COMMUNITY CENTER

**Ceremony for 100**



First Floor Plan  
EGG HARBOR LIBRARY and COMMUNITY CENTER

For the first time ever, you can host your celebration among the books at a Door County Library. Available as an add-on rental to the Great Hall, the Library can be converted into an event space with seating of up to 64 or a ceremony for 110. Additionally, the room can host a standing cocktail reception for 200+



# KRESS PAVILION PROPERTY



Located in the heart of Egg Harbor, the Kress Pavilion is surrounded by Green Space. Available as an add-on rental to the Great Hall, the Lawn has room for a 40 x 60 tent for an out door reception. Additionally, there the option to dine among the cherry trees in the orchard.

# RENTAL GUIDELINES

## BOOKING TIME LINE/CONTRACT PROCESS

- 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 Agreement Form:** After reviewing the Rental & Use Policy Document, applicants must complete the Rental Agreement form at least two weeks (14 Days) in advance of request date. 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, full payment is due to secure the date. Payment can be made in cash, check or cashiers check payable to Village of Egg Harbor. Rental is not confirmed until both the agreement form are complete and payment is received. In addition, any incidentals incurred (extra hours, incidentals, damages) will be billed within 24 hours of event completion.
- 4. Insurance Requirements:** A certificate of insurance is recommended for events serving alcohol. For private events, please provide a Certificate of Insurance, showing liability limits of \$1,000,000. For events open to the public, a Certificate of Insurance naming the Village of Egg Harbor as an additional insured. Must be provided one week prior to event. A certificate of insurance can be obtained through Homeowners Insurance.

## CANCELLATION POLICY

**Great Hall Cancellation :** If a Great Room cancellation is made at more than six (6) 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 four (4) 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 four (4) months prior to the scheduled event. All cancellations must be submitted in writing. All fees and dates are non-transferable.

## 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 and must be free standing. 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 4" 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 unless written permission has been granted for storage.



# RENTAL GUIDELINES (cont)

## FOOD SERVICE

**1. Self-Catered:** Food may be prepared at home and brought to the pavilion.

**2. 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. If you use the kitchen to self cater, you must clean it and complete the cleanup checklist before you leave with a staff member.

**3. Caterers:** Food may be provided by a 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.

## ALCOHOL

You are permitted to bring in your own alcohol for the event. However, the alcohol must be served by bartenders supplied by the caterer or Kress Pavilion. In addition, if you source your own alcohol, we can help you coordinate quantities and an order with our local vendor Main Street Market. You may not charge for drinks. Please ask for Jess for more information.

## LITTER/REFUSE/RECYCLING/COMPOST

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 applicant if self catering. 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 and compost. 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. 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.

## OTHER GUIDELINES & RESPONSIBILITIES

The Village of Egg Harbor is not responsible for any equipment or other items left at the Community Center 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 ROOM

Rental Includes Porches & Kitchen

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

Holidays & the day before and day after are considered "peak"

RESIDENTS		NON-RESIDENT FLAT FEE
PEAK * May 24-Oct 14	OFF-PEAK Oct. 15- May 23	

	PEAK * May 24-Oct 14	OFF-PEAK Oct. 15- May 23	NON-RESIDENT FLAT FEE
<b>SATURDAY -</b> 6 Hour Rental Minimum (two hours of set up & one hour of tear down required)	\$2,500	\$1,500	\$200
Additional hours	\$250	\$250	
<b>FRIDAY &amp; SUNDAY</b> 6 Hour Rental Minimum Required (two hours of set up & one hour of tear down required)	\$2,000	\$1,000	\$175
Additional hours & hourly rate	\$200	\$150	

## 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)	\$.40/ piece
Stemless Wine Glasses and Water Glasses (120) available	.50/person
Linens for 6' tables, available in white, ivory or black	\$7 each
Linens for 60" round tables and cocktail tables	\$10 each
Linen napkins available in multiple colors at .50 each with a minimum order of 60	.50 each

**\*Prices do not include tax, tax will be added to the total.**

## 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 24-Oct 14	OFF-PEAK Oct. 15- May 3
	FLAT FEE	

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 re purposed, or a room needs to be transitioned, it is a \$100 staff fee.

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



# THANK YOU!



For more information, tours or to book the Kress Pavilion:  
Contact Event Director, Jess Reinke at [jreinke@founders3.com](mailto:jreinke@founders3.com)  
Or, 920.868.3334 ext. 3