CROSSROADS VILLAGE &
HUCKLEBERRY RAILROAD

Facility Rental Information
geneseecountyparks.org | 800.648.PARK
FACILITY RENTAL 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 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 policies which provide greater detail regarding facilities usage.

Themed events like Halloween, Christmas, Day Out With Thomas™, etc. 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 for rentals.

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

Available Dates:  April 1 through July 31, and the day after Labor Day through September 30.
Available Rental Times:  The Coldwater Road Chapel is available in three-hour time blocks:

  10:00 a.m. – 1:00 p.m.
  1:00 – 4:00 p.m.
  4:00 – 7:00 p.m.
  7:00 – 10:00 p.m.

Rental Fee:  Each three-hour rental block is $300.00. A $50.00 non-refundable deposit, that will go toward your rental fee, is due at the time the reservation is made.

SEATING

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 the possibility for multiple wedding reservations.

REHEARSALS

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.

THINGS YOU SHOULD KNOW

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 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.

- Do not move the antique furnishings, they are very fragile.
- Use only non-drip candles at the altar. No other candles are permitted.
- Only birdseed may be thrown at the bride and groom on the church steps. Rice and confetti are not allowed. If using a horse and carriage, please do not allow anything to be thrown near the horses.
- An aisle runner can be secured with double-faced tape.
- Any flowers or decorations that are used may not damage any artifacts. Tacks, staples and/or nails cannot be used.
The layout and dimensions of the Coldwater Road Chapel are as follows:

GAZEBO RENTAL INFORMATION

Available Dates: April 1 through July 31, and the day after Labor Day through September 30.
Available Rental Times: 6:00-9:00 p.m.
Rental Fee: $200.00 along with a $50.00 non-refundable deposit due at the time of the commitment

THINGS YOU SHOULD KNOW
There are a few wooden benches available for limited seating. You may bring in and set up your own chairs, but please remember 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
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.
MILL STREET COMPLEX

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.

Available Dates: April 1 through July 31 and the day after labor day through September 30.

Available Rental Times: 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.

Rental fee:
Monday through Thursday Facility Rental Fee is $350.00
Friday, Saturday and Sunday Facility Rental Fee is $550.00

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.

Available Dates: April 1 through July 31 and the day after labor day through September 30.

Available Times: 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.

Rental fee:
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
This includes both the Warehouse and Dining room sides in your rental for a total capacity of 500 guests.

Available Dates: April 1 through July 31 and the day after labor day through September 30.

Available Rental Times: 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.

Rental Fees:
Monday through Thursday, $700.00
Friday, Saturday and Sunday $1,100.00
THINGS YOU SHOULD KNOW

- The Mill Street Dining Room is only available on Friday, Saturday or Sunday when accompanied by a food function.
- A wedding cake is the only outside food that may be brought into the building.
- You will be asked to provide a guest list of all attending. This list will be provided to the village ticket booth attendants at the front gate to ensure your guests are allowed into the Village if your ceremony is held during operating hours.

FACILITY DECORATING

- The Mill Street Warehouse is not available for use or decorating until after 5:00 p.m. on days Crossroads Village is open.
- 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.
- Candles are allowed, provided they are inside a globe.
- The client will be required to:
  - Provide the approved decorations.
  - Provide extension cords, if necessary, for any lighted decorations.
  - Provide any equipment, such as a stepladder, to assist with decorating.
  - Provide cake knife, cake plates, napkins and forks.
  - Clean up all decorations, including all boxes that were used to bring in decorations.
- Any banners must be lightweight and may be hung from the wall sconces.
- 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.

DEPOSITS AND PAYMENTS

- 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 $125.00 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.
- Monday through Thursday non-food functions require a set-up fee in addition to rental fee.
- 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.
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. A canopy top covers the upper level of the Genesee Belle.

Available Dates:
Memorial Day weekend through October 31st.

Available Times:
8:00 am-11:00 pm

Rental Fees: For chartered cruises, including wedding ceremonies, the Genesee Belle may be rented at the rate of $525.00 for the first hour and $275.00 for each additional hour.

THINGS YOU SHOULD KNOW

- 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.
- Guests must pay the Crossroads Village admission rate if the Village is open unless they are attending a wedding or the guest has prior approval from the Genesee County Parks Director.
- Ten banquet-style tables (rectangular) and 80 chairs are available for use, and restroom facilities are also available on the lower level.
- If planning to decorate the Belle for an event, you will need to check on available times and restrictions.

GENERAL CROSSROADS VILLAGE FACILITY RENTAL RULES

Smoking Policy

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. Effective May 1, 2014, Crossroads Village and Huckleberry Railroad will be a tobacco free area with the exception of two designated areas inside the Village. No tobacco products are allowed inside any of the buildings at Crossroads Village, on the train or the Genesee Belle.

Vehicular Access

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.

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.

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.
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 during operating hours, 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 inside 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.

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.

Facility Rental Fees

- Facility rental fees are due within 30 days of commitment or 30 days prior to your event which ever is sooner.
- A $200.00, per building, security deposit and $50.00, per building, non refundable deposit 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 and all outstanding balances are paid. The $50.00 deposit will go towards your rental fee.
- Rental of the specified facility(ies) does not include use of any other area in Crossroads Village or Huckleberry Railroad.

Cancellations

- Functions cancelled six months prior to engagement are fully refundable, minus the $50.00, non refundable deposit per building.
- Functions cancelled three months prior to use date will receive a refund of the facility rental fee(s), minus the $50.00, non refundable deposit per building and will forfeit the security deposit.
- Functions cancelled less than three months prior to rental date are non-refundable.

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 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.

Additional Fees

- No alcoholic beverages are allowed on park property unless provided by Sullivan's Catering. A $125.00 Ranger fee will be applied to all events having any type of alcohol.
- A Special Use Permit is required for sub-contracting a horse and carriage service. The Special Use Permit fee is $35.00. 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.
- You may add the rental of the vintage amusement rides for $150.00 per hour, only when the Village is closed.