

St. Joseph's Chapel at Hiwan Homestead Museum: *Guidelines for Use*

- 1) Hiwan Homestead Museum regulations state that the maximum number of persons allowed in the chapel at one time is 25.
- 2) Chapel events may be scheduled before or after regular opening hours for Hiwan Homestead Museum. No chapel events may be scheduled during Special Events weekends at Hiwan Homestead Museum.
- 3) Events in the chapel, including preparation time, may last no longer than two hours. All evening events must be completed by 7:30 p.m. on the scheduled day.
- 4) A rehearsal may be held for one (1) hour on the day prior to the ceremony. The rehearsal may not start any later than 5:15 p.m. Special permission of the Museum Director is required to schedule a rehearsal at any other time. Rehearsal fees apply.
- 5) Nothing may be attached, taped, tacked or nailed to the any surface in the chapel or museum. Items may be tied to pews in a careful manner, respectful of the historic nature of the building and items therein. We also request that all visitors to the chapel refrain from wearing spike-heeled shoes so as to spare the wood floors.
- 6) A maximum of three (3) pairs of candlesticks are permitted for use. Candlesticks may be provided by the Chapel Events Committee. Candles are to be confined to the Altar surface only. No other candle or lanterns of any sort are allowed anywhere else in the chapel or museum, including the wall sconces. Please consult with the Chapel Events Committee regarding your specific candle and lighting needs.
- 7) Organizers for your ceremony will have access to the chapel and limited areas (thruways) of the museum one (1) hour prior to the ceremony. It is suggested that you provide one or two members of your party to greet guests and direct them through the museum to the chapel.
- 8) No deliveries (flowers, etc.) are permitted before the day of the ceremony. For evening services, no deliveries or set-ups may commence prior to 4:30 p.m.
- 9) Hiwan Homestead Museum is a Jefferson County Open Space facility; a JCOS representative, along with a Jefferson County Historical Society volunteer(s) will be present during your event to assist you and ensure the safety of the museum.
- 10) Childcare services are not provided in the chapel and/or museum. All children must remain with chapel guests at all times.
- 11) No rooms, other than thruways to the chapel, are open to chapel guests during your event.
- 12) The use of rice is prohibited everywhere in or outside the museum. Birdseed may be used outside the museum.
- 13) **SMOKING IS NOT PERMITTED IN THE HIWAN HOMESTEAD MUSEUM. THE USE OF ALCOHOLIC BEVERAGES (EXCEPT FOR COMMUNION SERVICE) IS PROHIBITED ON JEFFERSON COUNTY OPEN SPACE PREMISES AT ANY TIME.**
- 14) Event fees apply to the chapel and immediate grounds outside the museum. Heritage Grove, adjacent to the Museum, has a separate rental fee structure. Call 303-670-0784 or go to www.jchscolorado.org for contact information.
- 15) Jefferson County Historical Society reserves the right to alter these policies without prior notification.



St. Joseph's Chapel
at Hiwan Homestead Museum
Rental Application

Type of Event _____

Date of Event _____ Time of Event _____

Number of Guests Expected (25 Maximum) _____

Applicant Name _____

Applicant Address _____

Person Responsible for Arrangements _____

Address _____

Telephone _____

Rental Fee (to be submitted with application):

Morning Event	\$150.00
Evening Event	\$250.00
Rehearsal Time	\$50.00

Make checks payable to Jefferson County Historical Society

Mail application and rental fee to:
Jefferson County Historical Society
Attn: Chapel Events Chair
P.O. Box 703
Evergreen, CO 80437