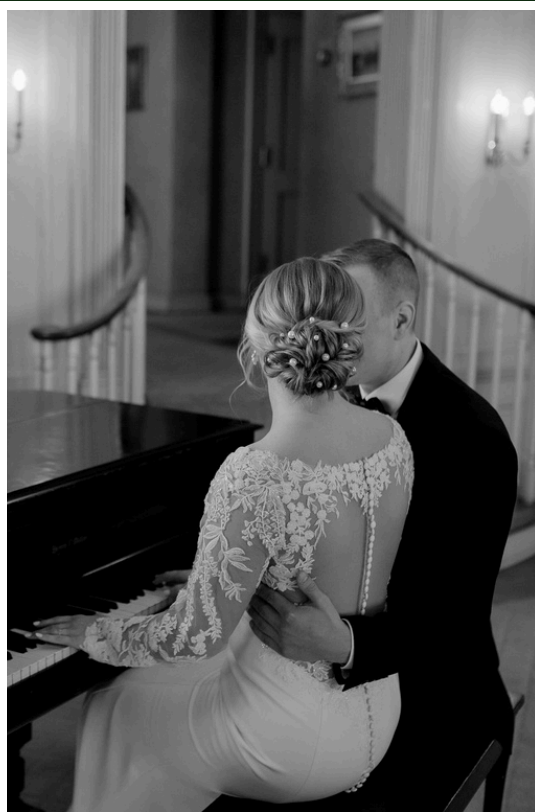




LINDEN
HILL Historic
Estate

WEDDING GUIDE

A Unique, Timeless Wedding Venue on the Banks of the Mississippi River



Rental Pricing

Grand Celebrations

Up to 300 guests

May - October

Weekend Wedding Package Standard | Deluxe \$11,500 | \$14,000

Thursday 3pm—Sunday 3pm

Friday Wedding Package \$10,500 | \$13,000

Thursday 3pm—Saturday 11am

Sunday Wedding Package \$9,500 | \$12,000

Saturday 3pm—Monday 11am

Standard packages can accommodate groups of up to 300 guests on the grounds. Canopy tents may be brought in through a rental company as an additional rain back-up if your group is larger than the pavilion space will hold.

Deluxe packages include all standard package amenities PLUS lodging for up to three nights for up to 25 guests.

Intimate Soirées

75 guests or less

Year-round

Great for smaller scale events, Micro weddings, Elopements and more!

Customize your package to find your perfect fit!

Base rate Thursday - Sunday \$3,500

Base rate Monday - Wednesday \$3,200

Base rates include one night of lodging for up to 25 guests, table & chair set-up/take-down, final details appointment, and an on-site staff person for venue logistics and management.

Additional services and space rental available.

Please see our customization worksheet for prices and details.

All prices are subject to 7.375% sales tax. Saturday/Weekend rates apply to holiday dates.

Deluxe and customized packages also subject to 3% city lodging taxes.

Musser Mansion Lodging

Single nights of lodging may be added onto any standard package

Overnight lodging is available in the Musser Mansion for up to 25 guests.

Rates for the Musser Mansion are \$1,800.00/night + taxes (Thursday—Sunday) and \$1,600/night + taxes (Monday—Wednesday).

Deposits & Payments

A \$2,000 non-refundable deposit is required along with a signed rental agreement to reserve your date. 50% of the total balance is due 180 days prior to event date with the remaining balance due 45 days prior to event.



LINDEN
HILL Historic
Estate

Package Inclusions

From May - October, all Standard and Deluxe packages include the following services and spaces:

Full Use of Both Upper & Lower Grounds

Access to Pavilion

60-inch Round Tables

White Folding Chairs for 200*

2 Outdoor Restrooms
(Upper & Lower grounds)

Insect control

Main floor + lower level of the Musser mansion

Bridal Suite + restroom for getting ready

Commercial kitchen + butler's pantry access

2 indoor public restrooms

10 banquet tables for snacks, gifts, desserts, etc.

6 high-top cocktail tables

Set up/take down of tables & chairs

Bluetooth sound system with 2 speakers

1 wireless + 2 wired microphones

Wi-Fi access

Fully-stocked bar with choice of open bar, hosted bar or combination

1-2 Bartenders (based on guest count)

5 hours reception bar service

Final details appointment

On-site staff person for venue logistics + management

Use of spaces for rehearsal + dinner

Use of Musser mansion for post-wedding brunch + gift opening

**Additional chairs are available for a small fee per guest.*

The Linden Hill Historic Estate provides ENDLESS photo opportunities throughout both the grounds and the Musser mansion.



LINDEN
HILL Historic
Estate

Receptions & Cocktail Hour



Lower Grounds Riverside

Up to 300 Guests

The lower grounds offer a riverside setting complete with a grassy opening amongst the aged oak trees, providing the perfect space for open seating or for setting up a canopy tent. There is plenty of space for guests to play yard games, fish off the point, stroll through the formal gardens, enjoy cocktail hour and so much more. Mississippi River views of historic Little Falls with the majestic mansions in the background create an unforgettable experience for you and your guests.

Upper Grounds

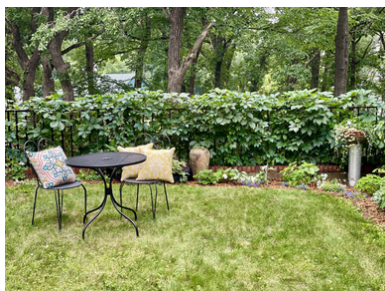
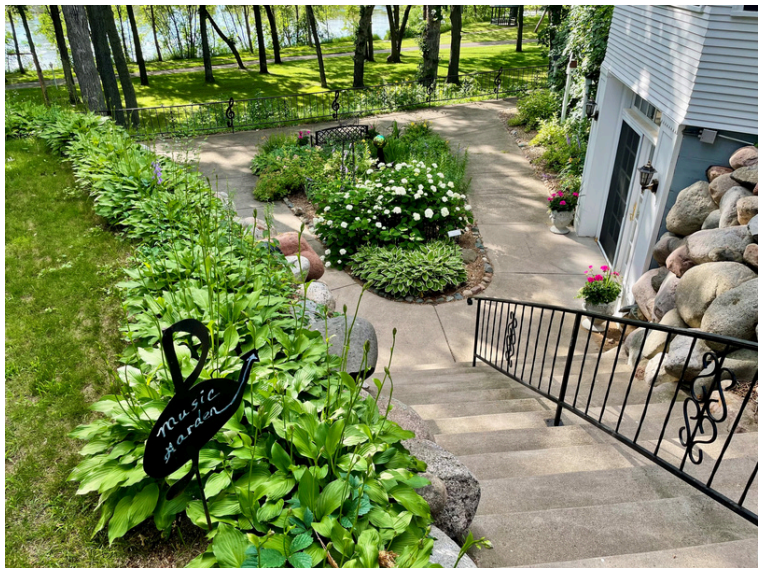
Up to 300 Guests

The upper grounds of the Linden Hill estate boast impressive lawns and gardens and have enough space for guests to enjoy social hour, yard games, dinner and dancing. Freestanding or weighted canopies can be utilized on the upper grounds and the pavilion is situated opposite the mansions across the circle lawn which can serve as the location for the bar, buffet line, photo booth, guest book and gift table. The options are endless on the upper grounds and no two weddings have ever been the same.



**LINDEN
HILL** Historic
Estate

Receptions & Cocktail Hour



Music Garden & Patio

Up to 150 Guests

The Music Garden and adjoining grassy patio offer a unique transition space between ceremony and reception. The sunken garden features a wide sidewalk that wraps around a center garden and leads up to a grassy patio garden that overlooks the lower gardens. The bank overlooking the music garden on the opposite side offers the perfect place for musicians to set up for cocktail hour entertainment and a staircase leading to the upper grounds lawn provides additional space for guests to mingle. The music garden has direct access from the lower level lodge room of the Musser mansion and the upper patio garden is accessible from the river porch dining room. The music garden overlooks the stunning lower grounds and Mississippi River.

The Pavilion

80 - 120 Guests

The Pavilion is another space that offers a variety of possibilities and can be used for cocktail hour, dinner, dancing and more. This spacious, screened in building surrounded by perennial gardens will look elegant with simple, classic décor or with some added flair from greenery, draping or fairy lights. Utilize the space for a casual cocktail-style reception to accommodate a larger guest count, or seat around 80 guests for a formal dinner reception.



**LINDEN
HILL** Historic
Estate

Ceremony Spaces



Riverside Arbor

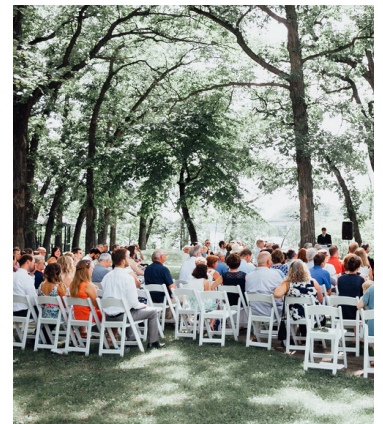
Up to 300 Guests

The Riverside Arbor location on the lower grounds of the estate offers shade from majestic oaks, fresh breezes from the Mississippi River and stunning views in every direction. A Flagstone pathway leads right up to a lush, vine covered grape arbor offering the perfect backdrop for the happy couple to profess their love and commitment.

Musser Point

Up to 50 Guests

Musser Point is a historic rock formation along the Mississippi River offering a unique, intimate ceremony location. A natural aisle is created by the flagstone pathway that leading up to this beautiful landmark.



White Picket Fence

Up to 300 Guests

The white picket fenced yard is located just behind the caretaker's house overlooking the formal gardens and the Mississippi River. Romantic arbors grace each end of the yard and offer a lovely backdrop for memorable "I dos."



**LINDEN
HILL** Historic
Estate

Ceremony Spaces



Music Room

Up to 50 Guests

The grand Music Room is the perfect space for more intimate ceremonies. This space features a grand piano, a working fireplace and original, vintage furniture that gives vibes of a bygone era. The staircase leading into the music room is perfect for the grand entrance and makes for timeless, elegant photos.



The Pavilion

Up to 120 Guests

The pavilion provides a covered, screened-in space for smaller ceremonies. The spacious, upper grounds building offers many decorating options and features charming café lights. Greenery, twinkle lights, flowers or draping can be added to create a lovely, open-air ceremony space.



**LINDEN
HILL** Historic
Estate

Rental Policies & Guidelines

Payment Terms: A non-refundable \$2,000 deposit and a signed rental agreement are required to reserve your date. 50% of the remaining balance is due no later than 180 days prior to check-in. Payment in full is due no later than 45 days prior to check-in. Payments are accepted in cash, check, or credit/debit card until 45 days prior to check-in. Returned checks subject to \$35 fee. Failure to meet payment schedule may result in loss of booking. Late payments will be subject to late fee of \$50/week and will only be accepted by credit/debit card or cashier's check. Card payments are subject to 4% processing fee. A valid credit card must be on file at the time of check-in. An invoice for additional expenses and hosted bar items will be issued at check-out and must be paid in full upon receipt. If payment is not received at checkout, the card on file will be charged and a 4% processing fee will be applied. The Friends of Linden Hill, Inc. reserve the right to charge for excessive damage to the buildings, gardens or lawns caused by the client, the client's guests, performer or vendor. Damage deposit will be refunded 14 days after the event if there is no damage, and all invoices are paid in full.

Cancellation: Cancellations must be presented to the Friends of Linden Hill, Inc. office in writing. If a cancellation is made 180+ days before the event, the client will be responsible for the initial \$2,000 non-refundable deposit. If a cancellation is made between 45 - 180 days before the event, the client will be responsible for 50% of the total estimated balance due. If a cancellation is made 45 days or less from the event, client is responsible for 100% of the total estimated balance.

Capacity: The maximum number of guests allowed in the Musser mansion at one time is 160. The estate grounds can host up to 300 guests. The pavilion has a capacity to hold 120 guests socially or 80 guests seated.

Lodging: Lodging is included in deluxe packages or can be added onto any standard package. The maximum number of overnight guests in the Musser mansion is 25. **All guests MUST have a bed to sleep in.** An overnight guest register listing the names of each guest staying in each room is required to be on file with the Linden Hill office prior to check-in. Air mattresses are not permitted in the mansion. No overnight stays for unregistered guests. Children under 2 years of age are allowed to sleep in a pack-n-play and do not count toward the 25 registered guests. All children over 2 years of age must be in a bed.

Alcohol: Guests listed on the rental agreement assume full responsibility for any damages or liability related to alcohol consumption by their party. All individuals consuming alcohol at Linden Hill must be 21 years of age or older and remain on the estate. **Alcohol for guests leaving the estate must be arranged in advance and may only be provided and served by Linden Hill bartenders.** Please drink responsibly.

Alcohol Service: All alcohol for events must be purchased from the Friends of Linden Hill, Inc. and served by trained Linden Hill bartenders. Wine, champagne, hard liquor, seltzers, ciders, beer (no kegs) and soda/water are available. 1-2 bartenders are included in select packages with reception alcohol service for a total of 5 hours. Additional bartending hours can be requested for \$20/hour. Bar service can be added on for rehearsal dinners, brunches, etc. with a beverage minimum of \$250. The Friends of Linden Hill, Inc. will not serve a guest who appears intoxicated or who is under the age of 21. Valid identification will be required for any guest appearing under the age of 40. A fine of \$50 per alcoholic beverage will be added to the client's invoice if not purchased from or pre-approved by the Friends of Linden Hill, Inc. Alcoholic beverages must stay on the Linden Hill property, within the gates where applicable. **Guests carrying drinks on the public sidewalk violate city ordinance for public consumption. Please inform your guests of this policy.** All alcoholic beverages are subject to 9.875% liquor tax and all non-alcoholic beverages are subject to 7.375% sales tax.

Gratuity: An 18% gratuity will be added to all hosted bar totals.

Taxes: Rental pricing is subject to 7.375% sales tax. Lodging is subject to 7.375% sales tax plus 3% city lodging tax. Alcoholic beverages are subject to 7.375% sales tax plus 2.5% liquor tax.

Catering: Open catering is allowed on the estate and licensed caterers are welcome to use the commercial kitchen in the Musser mansion for heating and serving. The commercial kitchen includes stove, dishwasher, full refrigerator and full freezer. A copy of the caterer's license must be on file with the Friends of Linden Hill, Inc office prior to the event. Use of dishes, glassware, serving ware and flatware are permitted. Linden Hill has plates and silverware for 300 people that can be used. Guests are responsible for thoroughly washing and sanitizing any dishes that have been used in the commercial dishwasher before being put away. Historic dishes are not available for use.

Rental Policies & Guidelines

On-Site Event Staff: A Linden Hill staff member will be on-site for the majority of your event day to oversee venue logistics and venue management. On-site staff are available to address facility-related needs and ensure the property remains in good condition.

Table & Chair Set-Up: This service includes one set-up and one take-down of a pre-arranged layout. Guests must provide quantities, locations, and layout preferences no later than two (2) weeks prior to check-in. Linden Hill does not provide or facilitate table or chair relocation outside of the services listed above.

Garbage & Recycling: A variety of trash and recycling receptacles are available for use on the north side of the Musser mansion. Wire trash bins are also located throughout the estate. Trash and recycling bins can be moved to accommodate waste collection during an event and must be returned to their original location after the event. Excessive trash or neglect of recycling may result in additional charges.

Vendors: Outside vendors are welcome to provide goods or services (not including alcohol) for events held on the estate. Caterers are permitted to use the commercial kitchen and must provide the Linden Hill office with a copy of a valid catering license. Please share our policies and guidelines with any vendors so they are aware of them and do not cause damage that the client may be charged for. If vendors need to access the estate or have questions prior to check-in, plan to include them in the final details appointment. An Area Vendors list will be provided which includes local professionals who are familiar with the Linden Hill estate.

Hook-up Fees: Food trucks, restroom trailers or similar vendors that require a power or water source will be assessed a \$50 hook-up fee that will be billed to the client. If vendors plan to utilize water tanks or generator power, the hook-up fee will not apply. Fees will be added to the rental agreement and will be due at the time of final payment.

Canopy Tents & Dance Floors: Canopies are allowed to be brought in if additional rain back-up plans are desired. Linden Hill does not provide canopy or dance floor rental but can provide contact information for local companies that offer them. Staked canopies are allowed on the lower grounds ONLY, in permitted areas.. Weighted canopies are allowed anywhere on the estate. Our Canopy & Dance Floor Guidelines document will be provided for more detailed information about permissible locations and staking requirements.

Cleaning: We ask that you kindly leave the estate the way you found it. Please plan to clean and put away any kitchenware/dishes that are used, take out any trash and recycling, and close and secure the blinds on the pavilion when not in use. (More information will be provided in our Checking Out document.) Cleaning such as sweeping, vacuuming, stripping beds (when lodging), etc. is not required. Additional fees will be charged for excessive cleaning needs. Bodily fluid clean-up will result in significant cleaning charges.

Smoking & Vaping: No smoking or vaping is allowed on the premises or in any of the buildings on-site. Failure to follow this rule will result in the complete forfeiture of the damage deposit and possible additional charges including but not limited to a fee of up to \$500 for smoking related litter. The public sidewalks bordering the south and east sides of the estate are designated for smoking and vaping. Thank you for helping us keep the estate tobacco and drug free.

Parking: Parking on the estate is limited to designated parking areas (see site map). Parking on the lawn is strictly prohibited except for on the lower grounds within the green fence and surrounding barn area. Parking is never allowed on the driveway as it is a fire lane. Vehicles may pull up to load/unload but must immediately move to a designated parking area.

Keys: Lost or unreturned keys will result in a charge of \$250/key. A maximum of two (2) sets of keys are allowed to be checked out.

Historic Tours: Guided historic tours of the Weyerhaeuser (green) mansion occur seasonally from Memorial Day through Labor Day on Thursdays and Fridays from 10am-2pm and on Saturdays from 10am-12pm. Tours begin on the hour. Private tours of the Weyerhaeuser mansion may be scheduled for your guests, pending availability, for a minimum charge. Inquire with a staff person for more information on pricing and availability.

Rental Policies & Guidelines

Estate Accessibility and Security: The estate is enjoyed as a walking/biking trail by local community members. Neighborhood residents as well as community members are aware that private events are held on the estate. If you see someone enjoying a stroll around the estate, feel free to give them a friendly wave. The Friends of Linden Hill, Inc. are proud to have a strong base of dedicated volunteers who may be working around the estate outside of scheduled events. The LFPD patrols the estate daily to ensure a presence of security. Please remember not to block driveways to ensure patrol cars can safely drive through the estate.

Piano: The Musser mansion piano is available for use, though it is a historically significant and original artifact to the estate. Piano must remain closed at all times except when being played. No food or beverages can be placed on the piano. Children are not permitted to play the piano. The organ is never to be used without prior approval, arrangement and instruction.

Moving Furniture: Furniture and furnishings on the main floor and lower levels are allowed to be moved but must be returned to the original location. Failure to do so may result in additional charges. **The dining room table and piano are NEVER to be moved.** Furniture on the second and third floor are also NEVER to be moved.

Children: Children are most welcome on the estate but must be closely supervised by an adult at all times, both inside and outside.

Pets: Friendly pets are also welcome on the grounds of the estate but are not allowed inside the Musser mansion. Please remember to clean up after your pet.

Decorations: Decorations are never to be taped, stapled or nailed onto any surface, including but not limited to interior or exterior walls, furniture, structures, trees, etc. Hooks and wires are available in the pavilion for hanging and draping. The Friends of Linden Hill, Inc. are not responsible for any items left overnight or for lost or stolen items. All personal decorations are the responsibility of the client and must be removed prior to check-out.

Wi-Fi: Wireless internet is provided and is accessible throughout the grounds. The current password can be found posted on the refrigerator in the Musser mansion kitchen.

Music: DJs and live musicians are allowed on the estate. Clearly audible music is permitted on the estate until 10:00pm as per the City of Little Falls noise ordinance.

Candles/Open Flame: Flameless candles ONLY are allowed on the estate. Open flames including candles, campfires, fireworks, sparklers, etc. are not permitted anywhere on the estate and failure to comply with this rule will result in complete forfeiture of the damage deposit.

Final Details Appointment: A final details appointment will be scheduled between 45-60 days from the scheduled event date. These appointments last between 45 minutes to 1 hour and are available between 10:00am—3:00pm Monday-Wednesday, either in person or via phone call or video chat. During this appointment, details of event specifics including check-in and check-out times, vendor information, ceremony and reception plans, lodging details, and bar items will be determined. Vendors are welcome to join for this appointment. Plan to bring a list of questions. If additional indoor showings or venue-related planning assistance is required, client will be subject to additional charges at the discretion of the venue. Additional indoor showings must be scheduled in advance and are subject to additional charges. Outdoor walk-throughs of the venue must be pre-approved by the staff to ensure estate availability.

Mansion Access: If not adding on lodging in the Musser mansion, the wedding party will be allowed access to the mansion and pavilion on the day of check-in between 3pm—9pm, on wedding day between 9am—11pm and on the day of check-out between 9am—specified check-out time. This time can be used for decorating, set-up, clean-up, rehearsal + dinner, brunch, etc.

