**Wedding Venue Contract**

(Print Full Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Client”) hereby enters into this contract for the rental and use of the facilities owned by NAME OF VENUE (“”).

The Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Contact Information:

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address (the address provided will be the address at which your refundable deposit will be returned)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Couple’s Names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee for use of the venue $\_\_\_\_\_\_\_\_\_\_

Please review the rules below before entering into any agreement with NAME OF VENUE. By signing this contract you agree to each of the terms set forth below.

**Payment Terms:**

* At the date of the booking, 1/3 of the amount of the fee is due in addition to the 1/3 of the $300 refundable cleaning and damage deposit.
* Halfway between the booking date and the event date, 1/3 of the fee is due plus 1/3 of the cleaning and damage deposit.
* One month before the event date, the balance due must be paid in full.\*
* Client can opt in to payment in full at booking
* If the client is more than 15 days late past any of the agreed payment dates, an additional charge of $10 a day will be added to the bill until a payment is made.
* If any payment is not received within 90 days after the due date, Client will be deemed to have cancelled the event. The date will be removed from the NAME OF VENUE calendar and the following paragraph shall apply to amounts previously paid and remaining due.

All amounts paid on the above dates shall be deemed earned on the date of payment by the agreement of NAME OF VENUE to hold availability of the venue on the event date for use by client. Such payments shall not be refundable for any reason. If a written cancellation notice is received by NAME OF VENUE at least 8 months prior to the event date, the client will be released from the obligation to pay the remaining balance. If notice of cancellation is given less than 8 months before the event date, the client will be responsible to pay NAME OF VENUE the remaining balance in full.

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**Terms of Agreement:** NAME OF VENUE hereby permits the client to occupy and use the facilities according to the terms and provisions below. Client agrees that NAME OF VENUE is only providing to client the right to use the facilities. NAME OF VENUE is not providing any other services and the use of the facilities is at client’s sole risk and obligation. The “client” also refers to client’s vendors, guests and invitees as well as any other person included in their party. By signing this contract, client agrees to be responsible for the actions of anyone on the NAME OF VENUE property for client’s wedding day purposes. Any bodily injuries, damage to property, damage to NAME OF VENUE facilities or any other harm that may occur is the sole responsibility of the client. The client releases NAME OF VENUE from all of the above mentioned and indemnifies NAME OF VENUE from any loss resulting from client’s use of the facilities.

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**General Policies and Information:**

* NAME OF VENUE does not provide medical staff or medical coverage for client using NAME OF VENUE facilities.
* All vehicles, motorbikes etc. must be parked in the designated parking lot.
* Smoking is prohibited inside the facilities and is permitted outdoors only.
* Security guards must be hired from the Grimes County Sheriff’s office if alcohol is being served.
* Illegal drugs and firearms are not permitted at NAME OF VENUE .
* All vendors must be fully insured.
* If an act of God (tornado, earthquake, hurricane, fire etc.) damages the facilities to such an extent that they are unusable, causing the event to be canceled prior to its start, NAME OF VENUE will refund the amount paid by the client to date. Under no circumstance will NAME OF VENUE be liable for any damages (including but not limited to exemplary or incidental damages) other than the refund of amounts already paid by client. No refund of amounts paid will be made because of cancellation of the event for any reason other than physical damage to the facilities.
* NAME OF VENUE will not be liable for damages or provide any refunds arising from a change in law, a change in regulation, or an announcement of any governmental recommendations due to public emergencies or threats. In such cases, an event reschedule may be allowed on an available date.
* NAME OF VENUE has backup generators to maintain the basic functioning of the venue in case of a weather related event causing power outages. However, the facilities will not function normally during a power outage.  There are no refunds for weather related events causing power outages, even if a mandatory evacuation is ordered (client may obtain event insurance through a third party event insurance provider).
* Nothing of dangerous, inflammable or explosive character that might increase the danger of fire or other damage at the facility is permitted on the NAME OF VENUE property.
* The NAME OF VENUE kitchen is to be used as a staging space only. Food should be mostly if not completely prepared before arriving. The NAME OF VENUE oven/stove is not to be used by anyone.
* The NAME OF VENUE sound system is not to be accessed by the wedding party or vendors without a NAME OF VENUE staff member’s assistance. The NAME OF VENUE sound system is a basic PA system that has limitations and will not replace a professional DJ setup. If client elects to hire a DJ, client’s DJ will be responsible for providing his or her own indoor and outdoor sound equipment, including but not limited to, speakers and microphones. Additionally, a projector or screen of any type must be discussed with your DJ. These are not provided by NAME OF VENUE .
* NAME OF VENUE guests are **strictly prohibited** from trespassing onto any of the neighboring properties. Crossing fences, gates and going onto neighboring properties will result in the loss of deposit and could result in liability to neighboring landowners. Any guests found trespassing on neighboring properties may be asked to leave the event immediately.
* No loud music, instruments or devices are allowed outside the facilities, with the exception of outdoor ceremony music at a reasonable volume that will not disturb others.
* No pets or animals of any kind are permitted on the NAME OF VENUE property (with the exception of certified service animals). Exceptions may be made for clients wishing for pets to be involved in their wedding ceremony. Please contact your NAME OF VENUE representative for permission & guidelines.
* The pond at NAME OF VENUE is off limits. All guests must stay away from the pond at all times. Children of guests must be supervised at all times. NAME OF VENUE is NOT responsible for any injury or death which may be caused by entering the NAME OF VENUE pond.
* NAME OF VENUE does not allow children to be unattended on the property at **any time**. Children must be under adult supervision and shall be kept close to parents or guardians at all times. Running, jumping on furniture, playing near the pond, and entering rooms without adult supervision is **strictly prohibited**. If a child is found unsupervised, a NAME OF VENUE staff member may return the child to parent immediately. If this occurrence repeats itself, the family may be asked to leave.

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**DÉCOR: It is our goal to keep NAME OF VENUE looking beautiful for all our guests**

* The NAME OF VENUE decoration and storage closet is not to be accessed by anyone other than a NAME OF VENUE staff member. With prior arrangement, on arrival of the client on the event date a NAME OF VENUE staff member will assist in getting all items out of the closet desired to be used by the bride and groom. The staff member will then make a detailed list of what has been brought out of the closet in order to ensure it is returned by the end of the event. Under no circumstances may anyone access and/or remove items from the decoration closet without permission from a NAME OF VENUE staff member. Client assumes responsibility for all damage to all NAME OF VENUE property used during the event.
* The NAME OF VENUE decoration and storage closet is subject to change. While NAME OF VENUE will try to maintain a consistent inventory of general items, please keep in mind that items are often broken or misplaced. Do not rely on any particular items from the closet that will make or break your event.
* NAME OF VENUE offers two custom backdrops in the chapel - a wooden cross and circle. If Client prefers, either or both backdrops can be rolled to the back of the room if not in use. Backdrops are not to be removed from the chapel. .
* Glitter, hay, birdseed, rice, silly string, confetti of all types, and any gel-like substance are NOT permitted anywhere on the NAME OF VENUE property. Sand may be used inside closed containers. Silk flower petals are allowed for inside use only. No substance (lavender, petals, seed, etc.) may be tossed or thrown that will leave debris on the floor (even biodegradable - as they do not disappear quickly).
* Bubbles and sparklers are permitted, but may be used outside only (the sparklers must remain put away and hidden from guests until departure time). Used sparklers must be extinguished in sand containers immediately after use.
* NAME OF VENUE does not allow balloon or lantern releases of any type.
* Candles may only be used in glass containers. The top of the glass MUST be above the top of the flame.
* No nails, screws, staples, or any marking tools may be used on the floors, walls or furniture (command hooks are acceptable).
* No items may be affixed to the chandeliers or wooden beams on the ceiling.
* No items may be thrown or placed in the pond.
* No signs, poles, nails etc. may be poked into or through the artificial turf at the outdoor ceremony area.
* Under no circumstances should any furniture (other than tables and chairs) be moved without permission from NAME OF VENUE personnel and then only subject to the direction of NAME OF VENUE personnel. There are many antiques and fragile pieces at NAME OF VENUE and they are not to be moved around for any reason or purpose including staging photos. Client is responsible for all damage to NAME OF VENUE property resulting from Client’s use of the facilities.
* Any of the tables and chairs that are being moved by the client or their guests **must** be picked up and not dragged.
* No food or drink may be brought into the NAME OF VENUE chapel.

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**CLEANING AND DAMAGE**

* Client is responsible for any and all personal property brought onto NAME OF VENUE premises. NAME OF VENUE , and its personnel, owners, lessors and insurers shall not be liable for any damages or loss resulting therefrom. Client is welcome to email/call NAME OF VENUE following an event asking if personal items/belongings were left at Venue- however, if NAME OF VENUE does not have the items in the lost and found inventory, the client is not to accuse or question NAME OF VENUE pertaining to the lost items (the cleaning company contracted by NAME OF VENUE has been instructed to dispose of all items not owned by NAME OF VENUE ). In order to avoid this type of scenario please ensure when packing up from an event, that you are bringing all of your personal items with you and not leaving anything at NAME OF VENUE . Additionally, things left in the fridge/freezer/bar or other locations that will be in the way for the wedding following yours will be disposed of immediately.
* Client agrees to remove all trash from the buildings, placed in large trash bags (provided by NAME OF VENUE ), and taken to the on-site dumpster in corner of parking lot.
* Client agrees to leave the facilities in the same condition as found at the event start time. It is the responsibility of the client to clean off all tables, remove all décor, remove all food, put all trash in cans, pick up all trash left outside, on patios or in parking lot and leave the venue as it was found. NAME OF VENUE contracted cleaning company will sweep and mop the floors, and clean the bathrooms. If client does not clean according to the stipulations above with the post-event cleanup, the client will be responsible for excess cleaning/damage charges.
* In the result of the presence of any body fluids found inside or outside the building, there will be an immediate loss of the cleaning/damage deposit.
* Client shall pay for any damages to the property (including theft) caused by the client or client’s invitees. In the event of damage done by the client or client’s invitees, the client will be notified in a timely manner. Photos of the damage will be provided to the client and the client will provide payment for the damage.

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**CLEANING AND DAMAGE DEPOSIT**

A $300 cleaning and damage deposit is required for each event. If clean up is completed properly, no damage has occurred, and no NAME OF VENUE items have been removed, the client will be emailed following the event to request a refund check address. If additional cleaning is needed, damage has occurred or NAME OF VENUE items removed and the amount exceeds $300, the client will be charged immediately and will pay in full within 2 weeks.

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**DAY OF EVENT**

* Rental time begins at 10am and ends at 12am. If anyone arrives at the venue prior to 10am please understand that the gate will be closed. NAME OF VENUE staff members will not open the gate until 10am. Client shall clean the facilities and remove all of client’s belongings from the premises by midnight. In the event that client and client’s belongings are not removed by midnight, additional charges will apply.
* Additional hours must be discussed with NAME OF VENUE . If additional hours are available, they will incur an additional fee of $300 per an extra hour.
* The venue will be cleaned properly upon arrival at 10am. Any messes made thereafter by client and client’s invitees is not NAME OF VENUE ’s responsibility to re-clean before the event.
* NAME OF VENUE will provide the setup of tables and chairs inside the hall and the chair set up outside at the ceremony site. NAME OF VENUE personnel will only do this one time and will not be responsible for moving or adjusting thereafter.
* A preparation form will be sent to the client prior to the event day with questions regarding setup.
Please ensure that the floor plan sent to NAME OF VENUE is titled clearly and accurately. It is important to remember to title where you want the dance floor, sweetheart table, cake table, DJ, dessert cart, etc.
* At least one NAME OF VENUE representative will be on site for the entire event for supervision purposes only.
* In the event that an event is held inside the main hall and the area must be switched from one purpose to another, the client is responsible to provide staff to make the desired changes. While a NAME OF VENUE staff member will be present to supervise the change, there must be additional persons designated to this task. For best results, NAME OF VENUE suggests that guests are prompted to exit the building for a cocktail hour and only a few designated workers are present in the room to make the change. An overcrowded room may result in a chaotic transformation.
* NAME OF VENUE may eject or remove any person from the property who is acting in an inappropriate or objectionable manner (disorderly conduct, drunkenness, disruptive behavior, violation of NAME OF VENUE policies, violation of local, state or federal laws etc.).
* NAME OF VENUE reserves the right to give tours on the day of the event between 9am and 12pm. We will attempt to avoid this as much as possible.

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**Rehearsal, Photo Session and Appointments**

* Client will be allowed two courtesy 90 minute appointments to visit the venue on a previous day to their event date. These appointments may be used in the Client’s preferred way - perusing the decor closet, utilizing the venue for a photo session or rehearsing the wedding day with your wedding party. Requests to practice decor on a round table will be honored if Client wishes to use an appointment to do so.
* Photo Session: If you are utilizing the venue for a photo session, please note that pictures may be taken indoors and outdoors but no furniture may be moved or rearranged. Client must coordinate an available date for pictures with a NAME OF VENUE staff member.
* Rehearsal: If you are utilizing the venue for a rehearsal, please note that a coordinator will not be provided by NAME OF VENUE . No food may be brought in or meals served during this time, it must be kept to a simple walkthrough rehearsal. The date in which the rehearsal will take place must be coordinated with a NAME OF VENUE staff member. We will do our best to allow a day close to your event date to be available. However, rehearsals will only be held on days that NAME OF VENUE does not have an event booked. Example: If your event date is on a Sunday and there are events booked for the previous Saturday and Friday, the rehearsal will be scheduled for the previous Thursday. NAME OF VENUE will know at least 1 month in advance on which day a rehearsal will be available.
* Please note that NAME OF VENUE will not schedule appointments with the client’s vendors/extended family members. If the client chooses to bring them along for an appointment or have them schedule an appointment in place of the client’s appointment(s), that will be allowed. Please understand that as a venue rental business it is logistically impossible to schedule appointments for each client’s individual vendors & family members. However, the client may bring along as many people as they like to either of their scheduled 90 minute appointments.
* No refunds will be given if these appointments are not used. No additional time can be added to the 14 hour rental if the courtesy appointments are not used.
* Should Client need an additional 90 minute appointment prior to the event, an additional 90 minute appointment can be requested at the rate of $100. This appointment must be coordinated with a NAME OF VENUE staff member on a day prior to the event date.
* NAME OF VENUE will attempt to accept requests for access to the facilities in excess of the 14 hour rental. If these requests are accommodated, the additional time is not included in the rental cost and will incur an additional charge.
* When booking an event with NAME OF VENUE you are booking a one-day rental. All decorations/alcohol/ice/cakes/flowers/dresses etc. must be brought in and taken out on the same day. Requests to set up the day before your event cannot be accepted. Additionally, no items may be picked up the day after your event.

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**Clients Responsibility:**

* Any and all decorations including centerpieces, linens, flowers, etc.
* All plates, cups, ice, utensils, dishes, paper towels, etc.
* All ladders, tools, extension cords and anything needed for set up.
* All food, drinks, cake or alcohol.
* Officiant and photographer.
* DJ or Band.
* Clean up crew, including all trash taken to the parking lot dumpster.
* TABC certified/insured bartender and a Grimes County licensed security officer must be provided by client at client’s expense if alcohol is served (1 officer per 100 guests).
* Day of Event Coordinator.

**ALCOHOL**

* Client agrees to hold NAME OF VENUE , its agents, employees, lessors, insurers and officers harmless in the event of alcohol related injuries to the Client or Clients invitees attending or returning from the event.
* All alcoholic beverages must be served by a TABC certified and insured bartender.
* Security Guards must be hired by client from the Grimes County Sheriff’s office or Montgomery County Sheriff’s office
* All underage drinking is strictly prohibited on NAME OF VENUE premises (even if approved by parent or guardian).
* A bartender must serve all alcohol including, but not limited to toasts, alcohol in bride and groom’s suite etc.
* No shots allowed
* No wine bottles are permitted on tables.
* Alcoholic beverages cannot be consumed in parking lot.
* If the kegerator is being used, it is highly recommended that the keg be brought in first thing (10am) on the day of your event in order to allow settling time. Additionally, many bags of ice will be needed to keep keg cooled and avoid foaming. Failure to do this properly may result in a faulty and over foaming beer and will not be NAME OF VENUE ’s responsibility. NAME OF VENUE provides 1 large container which can be used to ice down keg.
* BYOB setups are not permitted on the NAME OF VENUE property.
* The serving of all alcoholic beverages shall cease by 10:30pm.
* Security is required to stay until the end of the event, even if service of alcohol ceases before.
* Alcohol may not be consumed by anyone until the bartender and security have arrived. Drinking in the groom and bridal suites without a bartender and security guard on property is strictly prohibited.

**AFTER EVENT**

* The designated clean up crew is not to be intoxicated or disorderly. Please ensure that whomever you have designated to be in charge of clean up at the end of the night is sober, responsible, and respectful.
* Client will be responsible for taking all items which were brought with them, removing all décor and leftover food, cleaning off tables and placing all trash into the trash cans the night of the event
* After clean up is complete, it is the client’s responsibility to wheel the trash cart to the dumpster and transfer all bags into the dumpster.
* Any mess created by the wedding/bridal party must be cleaned up by midnight including but not limited to: Beer cans thrown on the ground outside, cigarettes thrown on the ground, sparklers thrown on the ground, all decorations, food, plates and cups left on tables, linens removed, groom and bridal suite picked up, etc.
* NAME OF VENUE will be responsible for providing trash receptacles, trash bags and restroom supplies during the event, picking up tables and chairs, sweeping and mopping.

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**Charitable Contributions**

NAME OF VENUE is committed to supporting charitable causes. As part of this commitment, NAME OF VENUE donates a portion of proceeds to Free the Captives to aid in the prevention of human trafficking and St. Jude's Children's Hospital to support children's cancer research.

**Photography**

**Please select yes or no: If your photographer consents, do you give NAME OF VENUE permission to use your photos taken at our property on our social media for advertisement? YES NO**

Client(s) have read and acknowledged the rules of this contract and by signing below agrees to all terms and conditions.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_