



## **GENERAL INFORMATION AGREEMENT FOR WEDDING VENUE**

### **Rental Fees**

*Initial after reading \_\_\_\_\_*

- Total rental fee for the venue at RIVER MIST GARDENS is \$800 for up to 100 guests.
- 50% of the fee (\$400), non refundable, is required to secure your event date.
- The balance is due 30 days prior to the event date.
- An additional refundable damage deposit of \$100 is also due 30 days prior.
- Payment may be cash, check, Visa or MasterCard.

### **Wedding Rehearsal**

*Initial after reading \_\_\_\_\_*

- It is assumed the wedding rehearsal is the day prior to the wedding. Rehearsal time must be scheduled for a maximum of 2 hours, between 2 PM and 9 PM. No alcohol is permitted at the rehearsal.

### **Day of the Event**

*Initial after reading \_\_\_\_\_*

- The wedding party may have access to the venue from 9 AM to 10 PM.

### **Set Up**

- Set up may begin from 9 AM the day of the event, including arrival of rental equipment, mobile toilets, caterers, florist, musicians, etc.

### **Clean Up**

- All perishable food items must be completely removed after the party on the event day.
- Clean up must be fully completed by 11 AM the day after the event, including removal of rental equipment, mobile toilets, etc.

### **Music**

*Initial after reading \_\_\_\_\_*

- Musicians will provide their own equipment including but not limited to tables, chairs, extension cords.
- Music must stop 15 minutes prior to end of the event.

**Child Supervision**

*Initial after reading \_\_\_\_\_*

- Because of the large property and proximity to the river, there must be one or more designated persons assuring supervision of the children.

**Parking**

*Initial after reading \_\_\_\_\_*

- There is ample unpaved parking available on site.
- RIVER MIST GARDENS will provide a parking attendant.

**Food and Alcohol**

*Initial after reading \_\_\_\_\_*

Caterers

- If licensed caterers are used, RIVER MIST GARDENS requires a copy of their permit and insurance 30 days prior to the event.
- Those preparing and serving food will be responsible for removal of trash and debris created by food preparation.

Alcohol

- An OLCC server/bartender is required to dispense alcohol. A copy of the licensed OLCC bartender is required 30 days prior to the event.
- No alcohol will be allowed on site except that which is provided to the bartender by the bride and groom prior to the start of the event.
- Alcohol provided for the event may not be served to guests until after the ceremony.
- Alcohol service will be discontinued 15 minutes prior to the end of the event.
- OLCC requires that no vendors may consume alcohol while working on the premises.
- Those serving alcohol will be responsible for bottles, trash and debris from the serving area.

**Renters Insurance**

*Initial after reading \_\_\_\_\_*

Renters are required to provide a *Certificate of Insurance* for the dates of the event:

- For a combined single limit of one million dollars for general liability.
- Written to be in effect for the event naming RIVER MIST GARDENS as an additional insured.
- Providing the name of the insurance company, agent, policy number and inception date of the policy.

Securing a *Certificate of Insurance* that meets these requirements is generally a simple procedure that is handled thru a home owners or home renters policy.

- This certificate must be delivered to RIVER MIST GARDENS 30 days prior to the event.
- If this certificate is not provided 30 days prior, RIVER MIST GARDENS reserves the right to cancel the event.

**Release Liability**

*Initial after reading \_\_\_\_\_*

- The renters assume all responsibility and liability for any and all injury or damages sustained by their guests or contractors in, on, or about the premises of RIVER MIST GARDENS, or any other area that is in control of the renters, during or as a result of the renters planned event. Further, the renters shall indemnify and hold harmless RIVER MIST

GARDENS, its agents and employees, from all responsibility against and all injury, damage, or loss to any person or property whatsoever, that is sustained during or arises from the renters planned event, including all claims made or filed by parties injured or by parties whose property was damaged, destroyed or lost. RIVER MIST GARDENS is not responsible for lost or stolen items.

IN WITNESS WHEREOF the undersigned have caused this agreement to be executed.

Today's date \_\_\_\_\_, 2017

RIVER MIST GARDENS

By \_\_\_\_\_, Owner

Kathleen or Dee Swayze

Event Day and Date \_\_\_\_\_, 2017

\_\_\_\_\_  
Print name of Bride

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Print name of Groom

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Print name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party

Amount Received: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_