



RENTAL CONTRACT

Reservation/Confirmation

The informational support you receive regarding The Barns of Lost Creek assures that your plans for the property are smoothly and efficiently synchronized, delivering just what you had envisioned. The Venue Coordinator works with you prior to your event to create a layout for the use of the structures and grounds for guest seating and required tables.

Our Venue Coordinator is available

to prearrange the venue strategy to deliver of all the grounds and structures as communicated. The Venue Coordinator is on-site to greet you or your personal planner's arrival to look over the grounds and structures, assuring everything is positioned as agreed. An exchange of phone numbers takes place for full day availability of the Venue Coordinator to resolve any grounds or structure concerns that may need to be addressed.

The Venue Coordinator will tentatively reserve The Barns of Lost Creek to allow you time to tour the location, grounds and buildings.

- At the tour time, the contract will be agreed upon and the date will be secured upon receipt of the fully executed, signed contract and receipt of fifty- percent (50%) deposit of the rental fee.
- The reservation of the date will only be extended by agreement with the Venue Coordinator.
- Final remaining rental fee must be paid six (6) months prior to your contract date.
- For contracts executed within six months of date, one-hundred percent (100%) of rental fee is required.
- If you wish to cancel a fully executed contract within nine (9) months prior to your contract date, you will receive a 50% refund of

deposits received, or a 100% refund of deposits received within 90 days of rebooking your previously contracted date.

- If you cancel within six (6) months prior to the contract date, you will forfeit one-hundred percent (100%) of deposits received. If we are able to rebook your wedding date, you will receive a 100% refund of deposits received within 90 days of rebooking your previously contracted date.

2018/2019 Rental Rates

- \$2500 for Friday reception
- \$2900 for Saturday reception
- \$1900 for Sunday reception. Must end by 9:00 p.m.
- \$500 to add a ceremony to any day
- All venue fees are subject to sales tax

Rental Rates include use of the Barn, patio and grounds, Brides Room, Grooms Room, and Dining Hall, as well as set-up and tear-down of tables and chairs for ceremony and reception seating for up to one hundred and fifty (150). These are the tables and chairs that are provided with your rental fee:

- 150 vintage, mis-matched wood chairs for reception and/or indoor ceremony
- All of the furnishings in the Barn, including misc tables, chairs and accessory pieces, and deck furniture
- All banquet tables required for reception seating up to 150
- various vintage outdoor tables and chairs in the pasture

Also included in your rental fee are any of the following you desire:

- * Shepherds hooks
- * Typewriter with paper for your guests to sign in
- * Glass hurricane shades for centerpieces
- * Galvanized tubs for drinks
- * Outdoor games
- * Many misc. decorations and props

Additional Rentals

- we have a large event grill available for your caterer (or our staff, should you choose to hire) to use \$100/day

- we have staff who can serve/clean up and to tend bar for you at \$25/hour. If you do not have a caterer or liquor service, we require you to hire our staff to handle this, and we are happy to do so.

The Barns of Lost Creek Rules and Regulations are subject to change without notice.

Any additional tables will be the responsibility of the party renting the venue for the day.

Contract and payments, additional rental contract and payment, damage deposit, catering license and insurance certificate may be post mailed with check to:

Mellissa Deyo
The Barns of Lost Creek
W6124 County Road N
Beldenville, WI 54003

All payments must be made payable to The Barns of Lost Creek. Should you have any questions related to these items, please feel free to call Mellissa Deyo at 651-239-3852 or email at thebarnsoflostcreek@hotmail.com

Hours of Use

The rented buildings and surrounding grounds of The Barns of Lost Creek have operating hours from 8:00 AM to 11:00 PM. on Friday, Saturday and Sunday.

- Rental hours must be confirmed with the Venue Coordinator and indicated on your rental contract.
- Alcohol service must end at or before 11:00pm. Pierce County requires that all music and celebration ends at 11:00pm. All guests vacate the buildings, grounds and parking area by 11:30pm and clean-up, event planners/organizers must vacate no later than 12:00pm. Keeping the noise level reasonable for respect of surrounding neighbors is simply common sense.
- All vehicles are required to be removed from the site no later than 10:00am the following day of your event. Please coordinate with your hotel for shuttle service.
- By the designated end time on your contract, all personal items, decorating, party accessories, liquor, catering, and audio/video must

be removed from site.

- All catering and rental equipment/supplies must be delivered and picked up on the day of the rental during your rental hours. Venue Coordinator must approve, in writing, any late pick-ups.

Set-up Information

All tables and chairs provided by The Barns of Lost Creek are set up according to a seating plan agreed upon. The process is as such:

1. Meet with Venue Coordinator to design initial plan layout of buildings & grounds for ceremony, social/cocktail hour, dinner reception and dance. At this point, you may not have all your details decided, however, getting a start on the layout helps organize your ideas related to the service the Barn provides.

2. On-line communication with minor changes.

3. Wrap up layout with Venue Coordinator. This is your last opportunity to make changes and arrange seating for final number count of guests.

4. Main floor of the Barn maximum occupancy is one hundred fifty (150).

- 8' banquet tables are provided for reception seating for 150. Additional necessary tables are available upon request for use of catering, cake, dessert, etc.

Any tables, chairs, bar, stage, lighting, audio/video, etc., rented through an outside vendor can be set-up by The Barns of Lost Creek with Venue Coordinator agreement within thirty (30) days of contract date with an additional fee. If you choose to rent all tables and chairs, requiring removal of all provided by The Barns of Lost Creek, it must be approved by the Venue Coordinator within thirty (30) days of the contract date with a removal fee of \$150.

Ceremony or Rain or Shine

Outdoor ceremony guest seating is set up according to plan provided by the Venue Coordinator. In the case of rain, the decision to move chairs indoors into the Main Floor of the Barn must be made within 12 hours of the ceremony date and time. Should you decide to maintain an outdoor ceremony regardless on weather impact, your party is responsible for moving all ceremony set-up items indoors. The Barns of Lost Creek provides one set-up for your ceremony and may provide additional service with a 12 hour request.

Decoration

- Open candles are only allowed inside of buildings with request. A unity candle during a ceremony is allowed. Unity candles must have a protective holder underneath and must be extinguished at the end of the ceremony.
- NO RICE, BIRD SEED, FIREWORKS, GLITTER or CONFETTI is ALLOWED INSIDE THE BUILDING or OUTSIDE ON THE GROUNDS.
- Flower petals may be used indoors if they are picked up immediately following the ceremony by your party. An outdoor ceremony requires pick-up/rake-up of the petals.
- Light covers or lanterns are permitted when hung according to guidelines.
- No nails, screws, tacks or other unauthorized hanging/attachment devices allowed on walls or woodwork.

Linen

Linen is considered part of the decorating/style of the event. In many cases, the table linens, napkins and table skirting are provided by your Caterer. If your Caterer does not provide this service for you, you have a choice to rent from a vendor that provides these supplies, purchase linen, or purchase recyclable products. Your linen placement is not included in the table and chair set-up by The Barns of Lost Creek, but can be added upon request with an additional fee. All of the linens are required to be removed from the tables and either taken off the property to be returned to the rental company/caterer or be bagged/boxed and placed in our hog barn to be picked up by the rental company/caterer the following morning.

Food Preparation/Catering Service

The Barns of Lost Creek does not have catering or serving limitations or charges other than those imposed by the Public Health Department. This approach gives you more flexibility regarding your budget than you may experience with other venues.

It is a little more complicated to provide food here, due to the fact that there is no kitchen. There is plenty of electrical and water service. Some Caterers provide tenting to cover their cooking/service area, while others require you to provide it for them. Be sure to find out. Food can be served indoor or outdoor.

- The Caterer is responsible for cleaning the preparation area, removing trash and recycling and removing all catering items prior to departure. If you do not hire a caterer, you must hire a Barns of Lost Creek staff to do this for you.
- The Health Department regulations require that all food-related garbage (a.k.a. leftovers) be removed immediately following an event.
- Renters agree to provide a copy of the Catering Guidelines to their caterer.

Caterers must sign a contract with The Barns of Lost Creek within thirty (30) days of the contract date assuring awareness of rules and regulations pertaining to using the venue. It is your responsibility to get this contract to your caterer and have them send it back to The Barns of Lost Creek.

Liquor Service

Renters must adhere to all state and local laws governing alcohol use. The Barns of Lost Creek does not apply an additional fee to allow you to provide your own liquor. As Host of your event you are responsible for all alcohol service. The Barns of Lost Creek does not assume liability for alcohol served on-site.

As a host, you can provide and serve alcohol as:

- 1) Open Bar, purchased and served through a licensed caterer
 - 2) Open Bar purchased through licensed caterer of your choice. Must have bartender overseeing alcohol consumption.
 - 3) Open bar, with hired Barns of Lost Creek Staff serving alcohol and overseeing all details in connection with the bar.
- Rental client assumes liability for alcohol service and consumption.
 - Rental client supplies all alcohol. You may purchase the alcohol or have your caterer provide it. Open bar where guests serve themselves are not allowed. You must have bartender serving and overseeing alcohol consumption.
 - Absolutely, no alcohol consumption in the parking area. No alcohol service to minors.
 - It is strongly recommended that alcohol beverages limited to wine, beer and champagne.

- Alcohol service concludes at 10:30pm, no exceptions.
- The Barns of Lost Creek assumes no liability for alcohol service or consumption. You are advised to check with your insurance agent to ensure you have adequate coverage for your event. Licensed Liquor Providers/Caterers must sign a contract with The Barns of Lost Creek within thirty (30) days of the contract date assuring awareness of rules and regulations pertaining to providing alcohol at the venue. It is your responsibility to get this contract to your licensed liquor provider and have them send it back to The Barns of Lost creek.

Music Entertainment

Dancing, DJs and bands are allowed inside of the barn only. Due to our location in a residential area, we do not permit any outdoor amplified music for anything other than the ceremony. In addition, we must comply with minimal sound amplification indoors, with music ending at 11:00pm.

No music (including music machines, DJs, and bands) is permitted outside of the Barn during an event except for the following:

Guitars, small combos, or similar musical arrangements with minimal amplification are allowed during the wedding ceremony itself. This music must end at the conclusion of the wedding ceremony.

DJs and Bands must sign a contract with The Barns of Lost Creek within thirty (30) days of the contract date assuring adherence to noise levels and music conclusion time. DJs and Bands will be held responsible for any noise complaints or concerns. It is your responsibility to get this contract to your DJ/Band and have them send it back to The Barns of Lost Creek.

Insurance

All clients must carry insurance to cover their event. Typically, homeowners insurance will cover an event of this type. However, if you are looking for an insurance option, many of our previous clients have purchased insurance through www.WedSafe.com Please note: The Barns of Lost Creek have no business affiliation nor receive any profits, etc. from this or any other insurance company.

A minimum coverage of \$500,000 Bodily Injury and Property Damage Liability and \$1,500,000 single occurrence is required. The insurance policy must be in the name of the person signing the rental lease. Proof of insurance is required before your event takes place and must

be received thirty (30) days prior. The certificate of insurance must show The Barns of Lost Creek as an additional insured.

Copy should be sent to:

Mellissa Deyo
The Barns of Lost Creek
W6124 County Road N
Beldenville, WI 54003

or emailed to thebarnsoflostcreek@hotmail.com. Venue Coordinator will provide additional information as requested.

Damage Deposit

The minimum damage deposit is \$400 and the Venue Coordinator has the right to modify the amount if necessary. The entire damage deposit will be returned within fifteen (15) days unless:

- Guests smoke indoors, or cigarette/cigar stubs are left on the grounds surrounding the buildings and in the parking areas. Our landscape is not you or your guest's private ashtray. Please respect the grounds around the buildings and in the parking area) Expect part of your damage deposit withheld due to excessive "butts" on the grounds.
- Vandalism or damage to anywhere on the property; buildings and surrounding grounds.
- Necessary surplus cleanup (i.e. excessive garbage, confetti, glitter, feathers, silly spray, etc.)

Additional detail on personal tear down procedures:

- o When your event is complete, please box up all of your personal decorations, items, and supplies and remove them from the property.
- o When you leave the buildings and grounds, please leave it as it was when you arrived. Please clean up all personal items and place all bottles/cans/trash into garbage bags and bins.
- o All of the linens are required to be removed from the tables and either taken off the property to be returned to the rental company/caterer, or be bagged/boxed and placed in our hog barn to be picked up by the rental company/caterer the following morning. If the linen is not bagged/boxed and left in the hog barn your damage deposit will be withheld.

Smoke Free Buildings

A NO-SMOKING policy is in effect throughout all of the buildings.

- Smoking is permitted outside only and ash cans are provided. You are responsible for your guests' disposal of "butts". Deposit will be deducted for clean-up of remaining cigarette/cigar stubs.

Advertising Guidelines

All advertisements, announcements, invitations, postcards, posters, etc. must refer to the property as "The Barns of Lost Creek"

Building Security - Lock-Up Procedures

The Barns of Lost Creek staff or a property owner will lock the building at the conclusion of your event. Any personal or rental item(s) left behind on the property will be stored in the lost and found for up to 15 days. If your item(s) is/are not picked up within 15 days, we assume either that you have donated them to the Barn or they will be thrown away.

Impossibility of Performance

The Barns of Lost Creek shall be released of its obligations to perform under this Agreement in the event of Acts of God, including flooding, inability to obtain labor and materials or reasonable substitutes for labor and materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental actions, civil commotions, fire or other casualty, or other causes beyond the reasonable control of The Barns of Lost Creek.

Thank you for reading and following the policies for The Barns of Lost Creek. These policies are in place to help protect this site and to provide protection for you and your guests. If you have any questions about these regulations, please contact our Venue Coordinator.

Signature page: Rental Contract

Couples Names _____

Contact _____

Phone # _____

Email _____

Event date _____

Signature _____

*your signature declares that you have read and will adhere to the above rules and regulations.

Return signed contract within 7 days of reserving date to:

Mellissa Deyo

W6124 County Road N

Beldenville WI 54003

thebarnsoflostcreek@hotmail.com