



RENTAL CONTRACT

The Barns of Lost Creek team works hard to ensure that your plans for the property are smoothly and efficiently synchronized, delivering just what you had envisioned. We work with you prior to your event to create a layout for the use of the buildings and grounds for guest seating and required tables. There is a maximum of 150 chairs for indoor ceremonies, 130 seats for outdoor ceremonies, and 165 for dinner- 165 being the absolute maximum number of guests allowed at the venue.

TOURING AND RESERVING THE VENUE

We love to give tours! Setting up a tour is easy by email, text, or phone. We schedule one hour for you to see all the buildings and grounds, go over all the details, and answer all of your questions. Once you have toured, you can put a hold on a date for 1 week. At the end of the week, just let us know if you would like to book the date, or release it.

- Your payment of 50% of the venue fee with the signed contract will confirm your reservation.
- The other 50% will be due 6 months before the wedding.
- One month prior, a \$400 damage deposit is due, as well as venue insurance.
- Tax on the venue fee may be paid at the one month mark, or we can deduct it from your damage deposit after the wedding.
- Changing the date on your contract can be negotiated, if necessary.
- Contracts within 6 months of the event date must be paid in full upon signing.

SET UP OF THE VENUE

We will arrange the venue prior to your arrival. The Venue Coordinator is on-site to greet you or your personal planner, 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.

2019/2020 RENTAL RATES

ONE DAY RENTAL

Just as it sounds, you have the venue for one day- 8am-11pm, plus an hour or so for clean out.

FRIDAY

reception \$3000 w/ceremony \$3500 (add Thursday for decorating & rehearsal 12-7pm +\$500)

SATURDAY

reception \$3800 w/ceremony \$4300 (add Friday for decorating & rehearsal 12-7pm {a max of 1 month before, only when available} +\$500)

FRIDAY/ SATURDAY PACKAGE \$5400

You have the venue from 12-9pm Friday to decorate, have a rehearsal, and bring in dinner for the wedding party and family. Saturday, come as early as 10am, get ready in our beautiful dressing rooms, and enjoy your wedding day! You have the venue until 11pm, plus an hour or so clean out time.

SUNDAY OPTIONS

Super budget friendly! Sundays are relaxed and casual.

BRUNCH

2-75 guests \$1800/76-150 guests \$2300 Venue available 8am-5pm

Sample schedule

Ceremony 11/Social Hour 11:30-1/Brunch 1-3/Dance 3-5

PICNIC

2-75 guests \$1800/76-150 \$2300 Venue available 10am-8pm

Sample schedule

Ceremony 2/Social Hour 2:30-4/Dinner 4-6 Mix, Mingle, Games 6-8 (no dance)

AFTERNOON

2-75 guests \$2400/76-150 guests \$2900 Venue available 10-9

Sample schedule

Ceremony 3/Social Hour 3:30-5/Dinner 5-7/Dance 7-9

All of the Sunday options include an hour or so at the end for clean out.

Rental Rates include use of the Barn, Pavilion, Dining Hall, two Dressing Rooms, the grounds and patio, as well as set-up 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 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
- We include many extras that other venues charge extra for- including firewood for the fire pit, drink dispensers and galvanized tubs, organic coffee served during dinner and dance, and more!
- Additional items are available for rent- a list will be provided upon booking.

Contracts and checks made to The Barns of Lost Creek should be mailed to:

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

You can email insurance info and contracts to thebarnsoflostcreek@hotmail.com. Should you have any questions related to these items, please feel free to call Mellissa Deyo at 651-239-3852 or email us.

HOURS OF USE AND CLEAN OUT

The rented buildings and surrounding grounds of The Barns of Lost Creek will be available according to the hours in the rental choice you make. Rental hours will be confirmed with the Venue Coordinator and indicated on your rental contract.

- Alcohol service must end 30 minutes before the end time of your event. Pierce County requires that all music and celebration end at 11:00pm. All guests vacate the buildings, grounds and parking area by 11:30pm and clean-up, event planners/organizers should 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.
- By the designated end time on your contract, all personal items, decorating, party accessories, liquor, catering, and audio/video must be removed from site.
- Clean out means that you take out what you bring in. All garbage and recycling must be put into appropriate bins. Just because you don't want it, does not mean you can leave it! A minimum \$25 fee will be charged for excessive garbage/recycling. The coordinator is available at clean up time if you have any questions.
- All catering and rental equipment/supplies must be delivered and picked up on the day of the rental during your rental hours. Any rented items that cannot be removed at the end of your contracted time MUST be pre-approved by the coordinator.
- 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 \$250. Rented tables and chairs must be set up and removed by the rental company.

CEREMONY OR RAIN OR SHINE

Outdoor ceremony guest seating is set up according to your plan. In the case of rain, the decision to move chairs indoors into the Main Floor of the Barn must be made by 8am the day of your event. We will not set up chairs outdoors if there is rain forecast anytime during the day up to and including the ceremony time. We reserve the right to move the ceremony to the barn in this case.

DECORATION

- Open candles are not allowed. A unity candle during a ceremony is allowed, but must have a protective holder underneath and must be extinguished at the end of the ceremony. We have battery candles for rent if you choose to use them.
- NO RICE, BIRD SEED, 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. Please arrange for someone to do this beforehand.
- Nails, screws, tacks or other hanging/attachment devices are allowed on walls and woodwork, but please ask first- and they must be removed at clean out time. Failure to remove will result in an extra fee.
- Fireworks are not allowed. Sparklers are acceptable if they are all used at the same time- such as a send-off. Spent sparklers must be deposited in a sand bucket after use- not put in the trash or left on the ground. Sparkler use must be arranged ahead of time with the Venue Coordinator.

Food Preparation/Catering Service

The Barns of Lost Creek does not have catering or serving limitation 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.

We have cooler and counter space in and near the buffet service area, and water is available in the barn. There is plenty of electrical service.

- The Caterer is responsible for cleaning the preparation area, removing trash, 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.

We have staff you may hire to help maintain buffets, clean up, and clear tables if you are using a caterer who does not do this. Each staff person is \$25/hour (with a 4 hour minimum), and you pay them directly that day.

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 required to include host liquor liability in your venue insurance package. The Barns of Lost Creek does not assume liability for alcohol served on-site.

- 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 hire our bartender(s) to serve and oversee alcohol consumption. Bartender fees are \$25/hour (4 hour minimum), payable directly to them that day.
- Absolutely no alcohol consumption in the parking area. We will not serve to minors. We will not overserve guests. If we see that a guest has brought in a bottle, it will be put behind the bar and served by the bartender.
- It is strongly recommended that alcohol beverages limited to wine, beer and champagne.
- Alcohol service concludes 30 minutes before your event end time, no exceptions.

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 no later than 11:00pm. Remember, this is an occasion where guests like to

visit and chat- not a rock concert! We will ask for a reasonable level of volume.

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. Minimally amplified music may also be played during Social Hour.

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, home owners insurance will cover an event of this type.

A minimum coverage of \$500,000 Bodily Injury and Property Damage Liability and \$1,500,000 single occurrence is required. Host liquor liability must be included. 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.

Our suggestion list will include a few options for companies that specialize in this type of insurance.

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. 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. We provide plenty of sand buckets around the property for cigarettes to be disposed of.

- 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.)
- Furniture has been moved outside of buildings for photos, etc., and has not been put back before dusk.

SMOKE FREE BUILDINGS

A NO-SMOKING policy is in effect throughout all of the buildings, including the deck and the ramp.

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" Our instagram hashtag is #thebarnsoflostcreek You tag us- we'll tag you!

BUILDING SECURITY - LOCK UP PROCEDURES

The Barns of Lost Creek staff will close the buildings 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. We are not responsible for any items left on the property.

CANCELLATION POLICY

If you wish to cancel your contract 10 months or more before the event, you will receive a 100% refund.

If you cancel from 6-10 months before your event, you will receive a 50% refund, and the other 50% only if we are able to re-book your date.

If you cancel 6 months or less before your event, you forfeit 100% of your venue fee. If we can re-book it, we will refund your deposit upon re-booking.

THE BARN OF LOST CREEK RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE

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 _____

Address _____

Phone _____

Email _____

Event date(s)

Venue Rental Time _____

Signatures _____

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

Return signed contract and deposit within 7 days of reserving date to:

Mellissa Deyo

W6124 County Road N

Beldenville WI 54003

thebarnsoflostcreek@hotmail.com