

## **Willow Winds Gardens Facility Rental Contract**

### **2012 Rental Fees and Spaces**

Event holders may reserve a combination of three event spaces for event purposes, the Upper Garden, the Oak Tree Garden, and the Greenhouse Space. Use of either garden space is \$500, use of both garden spaces is \$700. The greenhouse space, available August 15<sup>th</sup> through November 1<sup>st</sup> after 5pm is \$800. The use of one garden space and greenhouse space is \$900. Fees for the use of all spaces reserved are due in full 60 days prior to the event. The number of guests allowed for any total reserved space(s) is limited to 150.

### **Deposit**

A \$200 deposit is required at the time of reservation. The deposit will be refunded if cancellation occurs prior to 6 months from your reserved date. A \$100 portion of the deposit will be refunded if cancellation occurs more than 3 months prior to your reserved date. No refunds will be given after 3 months prior or because of inclement weather. The \$200 deposit will be held as a damage deposit until after the event.

### **Set up/Take down and Event Timing**

Normally, reserved spaces are available for set up at 10am the day of the event. Some other limited times the evening prior may be available and can be negotiated with Willow Winds. Music, entertainment and consumption of alcohol at the event are to be concluded by 11 pm. All parties must vacate the venue by 12 am on event day. Takedown of all other decorations, equipment and otherwise must be completed by 10am the following day, unless other arrangements are made between the event party and Willow Winds.

### **Equipment Rentals**

Rental Fees do not include chairs, tables, or linens. Rental of these items can be provided by Willow Winds Gardens through local vendors. Basic Chair Rental is \$ 1.50 each, each 5' table rental is \$10.00. Willow Winds Gardens will set up and tables and chairs. Other sized tables and chairs are available. Linens can be rented for you or you may provide your own. Willow Winds Gardens has some tulle and white lights available and will provide some basic decorating.

### **Facilities and other Equipment**

Tents, Arbors, Canopies, and Wedding Arches are allowed in Garden Spaces. There are 2 handicap accessible bathrooms available for use in the garden center building along with rental of either garden space or the greenhouse. Garbage containers will be provided, with access to one standard dumpster on the property. DJ's or small bands are allowed, but lighting, sound levels and electrical use must be approved by Willow Winds Gardens. Candles and lamps are allowed provided they are in a fire proof container with the sides higher than the wick, with the exception of approved tiki type torched used outdoors in garden areas.

**Food and Alcohol Policy**

You may use a caterer of your choice. Willow Winds can provide a list of local caterers upon request. There are no kitchen facilities for public use on site. Any harm resulting from food delivered, served or consumed, whether provided by a caterer or any other party is not the responsibility of Willow Winds Gardens.

Beer, wine, ciders, hard lemonades and other malt based alcohols are permitted, although any alcohol for sale must be served by a licensed provider. Any alcohol other than beer, wine, ciders, hard lemonades and other malt based alcohols must be served by a licensed provider whether for sale or otherwise. Single serve containers are recommended however, kegs, boxed wines or other bulk containers are allowed if guaranteed to be attended at all times by someone of legal age. No alcohol will be consumed by anyone under the legal age on Willow Winds Property. Valid identification is required to be present for anyone consuming alcohol, and may be requested at anytime. Willow Winds holds no responsibility for any alcohol related harms stemming from delivery, sale, consumption or otherwise, regardless of where the harm occurs.

**General Disclaimer and Damages**

Willow Winds is not responsible for inclement weather, lost or stolen items, injuries, harms relating to food, alcohol or other distributed items, and any other circumstances out of the control of Willow Winds. Willow Winds is not responsible for any items left or forgotten. All other buildings and garden areas not reserved are off limits to event guests. Clients are responsible for the conduct of their guest and parents are responsible for their children at all times. Willow Winds reserves the right to ask any person to leave the property at any time if needed.

The event holders are responsible for any and all damage to the event space, including the gardens, which occur during their event which is not the direct result of Willow Winds actions. If the \$200 event deposit cannot cover the total expenses associated with repairing incurred damages then the additional amount will be billed to the client within 5 business day following the event.

I hereby acknowledge the content of the above contract and agree to all terms included:

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

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

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_

Rented Space: Upper Garden                      Oak Tree Garden                      Greenhouse