

# SASSAFRAS SPRINGS, LLC

WEDDING AND SPECIAL EVENTS

CONTRACT

129 Vaughan Road

Eldon, MO 65026

Phone: (573) 353-9283

E-MAIL: [mallen@sassafrasspringsfarm.com](mailto:mallen@sassafrasspringsfarm.com)

Website: [SassafrasSpringsFarm.com](http://SassafrasSpringsFarm.com)

CONTRACT AGREEMENT

This Agreement is made effective as of \_\_\_\_\_, by and between Sassafras Springs, LLC and

Names of Client(s) \_\_\_\_\_

The Clients represent that they desire to hold a special event (date) \_\_\_\_\_

With the arrival time of \_\_\_\_\_ on the date of \_\_\_\_\_

And a check-out time of \_\_\_\_\_ on the date of \_\_\_\_\_

1. VENUE RENTAL FEES:

a) The total cost for use of Sassafras Springs, LLC facilities as described in this contract (the "Venue Rental Fees") is (check one):

\_\_\_\_\_ \$1,800 any **one day**: Friday, Saturday or Sunday, 7:00 am to midnight

\_\_\_\_\_ \$2,500 Weekend Package: Friday 10:00 am through Sunday 12:00 noon

b) The Clients or Representative for the Client(s), agree to pay an initial nonrefundable booking deposit of \$500 that will go towards the total cost of the event. This payment serves to hold the venue for the specified date of event or wedding and is payable at the time of contract signature.

c) The remaining agreed upon Venue Rental Fees plus \$750 refundable security deposit (returnable to the Client within two weeks after the event has been held once property has been inspected for any damage that may have occurred to the facilities during the event or wedding) will be due with final payment. The total amount is due 14 days prior to the event or at the time of booking, whichever is earlier.

d) Payments may be made via check, cash, or credit card.

## 2. DATE CHANGES:

In the event the Client(s) are forced to change the date of the wedding or special event every effort will be made to transfer reservations to support the new date. The Client(s) agree that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of and shall be paid by the Client(s).

## 3. CANCELLATIONS:

In the event of a cancellation of a wedding or special event, all payments made to date of their receipt by Sassafras Springs, LLC are non-refundable unless venue is booked for another client for that time period and their prepayment has cleared. All efforts will be made to re-book the venue in this instance. If a cancellation is successfully re-rented all the prepayments, including security deposit, will be refunded less a \$200 cancellation fee.

## 4. FACILITIES:

Sassafras Springs, LLC will provide license for client(s) to occupy and use, subject to the terms of this contract the following facilities on the dates and times indicated above.

- The Barn in its entirety and surrounding grounds including access to lake area
- The Lodge in its entirety and surrounding grounds including bedrooms, kitchen area, bride dressing area and 2 restrooms
- Wooden wedding arch
- (10) 6' round tables, (5) 8' banquet tables, (4) 8' wooden folding tables, (4) cocktail tables, 1 heavy wooden table, assorted small tables, 300 chairs: 150 for wedding seating, 150 for reception seating
- Field parking
- Photo Booth room with props and lighting
- Decorative lighting, chandelier, and electric outlets in The Barn
- 2 large white marine type coolers
- Drink wagon with 3 large galvanized tubs
- Bar area with 3 small galvanized tubs
- Canoe for iced drinks (if desired)
- Dedicated DJ electrical outlet
- Trash cans
- picnic table

- Firepit and firewood
- 15 bales of straw

The Client may not hold Sassafras Springs, LLC responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, excessive weather, or interruptions of public utilities. In any of those events, Sassafras Springs will allow for the event to be rescheduled, pending availability, with no penalty. Last minute cancellations due to normal levels of inclement weather will not be considered to be a sufficient reason for refunds.

#### 5. ADDITIONAL SERVICES:

Sassafras Springs, LLC can provide for additional services such as tent rental, catering, DJ, etc. at additional cost. Note that Client is responsible for providing table service, linens, etc. for dining.

#### 6. INSURANCE:

**Special Event Liability Insurance is required of all Clients** and is due no later than thirty (30) days prior to your event. This policy must carry a 30-day notice clause with Sassafras Springs, LLC being notified prior to policy cancellation. This insurance must, at Client's sole expense, provide and maintain public liability and personal property damage insurance, insuring Sassafras Springs, LLC, and its employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of the Client's use and occupancy of the premises. The insurance required hereunder shall have a single limit liability of not less than \$1 million and general aggregate liability of not less than \$2 million. Sassafras Springs, LLC shall be named as additional insured on said policy.

If alcohol is to be served, the policy must include Host Liquor Liability coverage to protect against alcohol related accidents, as client(s) are ultimately liable for the safety of their guests. Established catering services may use their license and insurance to cover this requirement.

Failure to provide evidence of this insurance to Sassafras Springs, LLC thirty (30) days prior to the scheduled event can cause immediate cancellation of the event in the sole discretion of Sassafras Springs, LLC. Cancellations arising from failure of Client to provide Sassafras Springs, LLC with a proper and timely certificate of liability insurance will be treated as a Client-caused cancellation.



## 7. LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES:

As the host of a private party, Client(s) acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at the licensed venue of Sassafras Springs, LLC during the duration of the rental period described in this contract. NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21 CAN OCCUR. Identification and proof of age will be requested by client(s) from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any intoxicated person. The Client agrees to fully cooperate and assist Sassafras Springs, LLC, and its agents in enforcing the laws of the State of Missouri and the policies of Sassafras Springs, LLC regarding the consumption of alcoholic beverages.

If alcohol is to be sold at the event, Client must obtain, and show proof of, a temporary liquor license thirty (30) days prior to event date.

**Illegal substances are strictly prohibited from Sassafras Springs, LLC facilities and grounds at all times.**

## 8. COURTESY PROTOCOL:

Sassafras Springs, LLC reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises.

## 9. FOOD AND CATERING:

- If your event is catered, your catering company is responsible for the set-up, break-down, and cleanup of the catered site.
- All event trash must be disposed of in the designated areas at the conclusion of the event.
- All vendors (florists, musicians, rental company, etc.) must adhere to the terms of our guidelines, and it is the client's responsibility to share these guidelines with them.

#### 10. SECURITY:

Sassafras Springs, LLC does not accept any responsibility for damage to or loss of any articles or property left at Sassafras Springs, LLC prior to, during or after the event. The Client(s) agrees to be responsible for any damage done to Sassafras Springs, LLC by the Client(s), their guests, invitees, employees or other agent under the Client's control or directions.

Client(s) agree that Sassafras Springs, LLC staff may enter and exit the premises during the event. A representative of Sassafras Springs, LLC will be on site during the event and will be checking periodically with predetermined responsible parties to ensure everything is running smoothly. It will also be checking the restrooms, the overall premises, replenishing hand towels, toilet paper, etc. and will be available for questions or to respond to your needs or any issues that may arise at any time during your event.

#### 11. LIABILITY:

The Client(s) agree to indemnify and hold Sassafras Springs, LLC, its officers, and agents harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property, on or about Sassafras Springs, LLC, or to the property itself resulting from any act done, or omission by or through the Client, its agents, contractors, employees, invitees, or any person on the premises of Sassafras Springs, LLC by reason of the Client's use or occupancy thereof. These may include but are not limited to accident, injury or damage to property arising from any act of the Client(s) or Client(s)'s guests, whether intentional or negligent, which occur during use. Clients agree to pay all costs and attorney fees incurred by Sassafras Springs, LLC, property's owner, and/or their representatives in defending any such claim or action brought against the owner and representatives.

## 12. RULES AND REGULATIONS:

- No smoking or vaping except in designated outdoor smoking areas.
- No use of illegal substances
- The use of birdseed and blowing bubbles are permitted outdoors. No rice, confetti, glitter, artificial flower petals, or Silly String in any of the licensed areas.
- Decorations may be hung with Command strips, tape, wire, nails, or screws in The Barn
- Sparkler sendoff may be permitted with prior approval
- Balloons are allowed
- Candles are allowed if safely enclosed in glass containers
- Music must end by 11 pm
- Placement of tables, tents, live music, catering equipment, etc. must be approved by a representative of Sassafras Springs, LLC
- Bar closes and all liquor removed and placed in secure location 1 hour before music has ended.
- No crossing of fences or gates
- No harassing of livestock animals
- Children under 16 must be supervised at all times. **Children are not permitted to wander the grounds unsupervised by an adult**
- Fishing is allowed with Client or Invitee provided fishing tackle
- No swimming in or boating on lake

## 13. AMENDMENT:

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

## 14. AGREEMENT BY SIGNATURE

Signature below indicates the Renter agrees to all terms and conditions stated herein.

15: RENTAL AGREEMENT:

Reservation Process:

This Rental Agreement must be signed, all pages initialed as well as appropriate deposits submitted to confirm reservation of Sassafras Springs, LLC facilities, subject to acceptance by Sassafras Springs, LLC below.

This proposed contract void if not returned within two weeks of issuance.

Bride's Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Party receiving services:**

Wedding couple, Client(s) or agent of couple or special event: Financially responsible for all the above.

Printed Name: \_\_\_\_\_

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

This proposed agreement is accepted when signature is entered below by Sassafras Springs, LLC

By: \_\_\_\_\_ Date: \_\_\_\_\_