

The Willowicke Inn

The following document will outline all of the details regarding the use of The Willowicke Inn and it's grounds for your event. Our goal is to provide a wonderful experience for our guests and we will be extremely flexible and accommodating to make this happen.

AMENITIES

- Entire Bed and Breakfast with up to 6 rooms (12 person occupancy) for the night(s) of your event.
- Provide clean and comfortable grounds for this event including bug control.
- Pool/Hot Tub for B & B Guests
- Full Breakfast for B & B Guests
- Outdoor/Indoor Ceremony options
- Bride's dressing area
- Groom's dressing area
- 52 acres of scenic photo backdrops plus lush gardens, beautiful barns, lovely inn and Llamas!
- Portable toilets for guests.
- Parking for guests with parking attendants.
- White String Lights and additional Lighting if requested.
- 7- 6' rectangle tables if needed.
- Small sound system for use with Ipod or microphone.
- Lawn Games
- Trash Receptacles.
- Fire Pit (weather permitting/Hosts discretion)
- Provide clean-up after event.

The Willowicke Inn has a number of items that can be borrowed to enhance your "Rustic Barn Wedding" theme. Please inquire and we will show you what we have to work with.

The Willowicke Inn can recommend caterers, photographers, florists, dinner staff and event rental companies upon request.

The Willowicke Inn also offers dessert bar catering if interested. Pricing varies depending upon desserts chosen.

GUESTS RESPONSIBILITIES

- Secure special events insurance.
- Hire Caterer and Bartenders (Licensed and Insured) for event Day.
- Hire Musical group.
- Rent Tent, Tables, Chairs for ceremony and reception.
- BYO Alcohol
- Provide all decorations for event including tablecloths (if caterer doesn't provide them).
- Guest **list** not to exceed **100 invitees**. This includes the Bridal Party.
- Smoking in designated area only.
- No Pets allowed on property.

RENTAL PRICING 2020

Weekend rental of *The Willowicke Inn* includes the following: Stay on site Friday 12 pm. - Sunday noon.
 Friday is for set-up and rehearsal dinner*. Saturday is for the main event. Sunday is for clean-up.

\$7000

In addition, there will be a \$1000 security deposit which is fully refundable one week after the event after the grounds and facilities are cleared from any damages sustained during your event.
 This is to cover minor costs so as not to implement the special events insurance policy.

TERMS

Upon acceptance of this proposal a 50% deposit will be required. Remaining 50% to be paid one week out from event date, as well as, the \$1000 security deposit.

A signed contract from the caterer and bartenders showing insurance and licensing will be due one week out from the event.

In addition, a signed contract proving special events liability insurance for the event will be required one week out from the event. I can direct you to companies that provide this insurance. Some homeowners policies will allow you to purchase a "rider" for however many days you will need coverage for your event on *The Willowicke Inn* properties.

*Rehearsal Dinner not to exceed 20 guests at this pricing.
 Additional costs will apply for additional rehearsal dinner guests.

CANCELLATION POLICY

If event is cancelled 1 month from the scheduled date, a full refund will be issued.

If event is cancelled 2 weeks from the scheduled date, 50% refund will be issued.

If event is cancelled within 1 week of scheduled date, 25% will be refunded.

Upon acceptance of this proposal, a 50% deposit will be
required to hold the event date.

This Document can be amended as needed.

SIGNATURE _____ DATE _____