

## *Welsh Run Farm Wedding Venue Rental Agreement*

408 Welsh Run Rd., Ruckersville, VA 22968

Phone: (434)-981-5279      Email: [rmwood725@gmail.com](mailto:rmwood725@gmail.com)

This contract defines the terms and conditions under which Robin Wood, herein after referred to as Welsh Run Farm, and \_\_\_\_\_ (hereafter referred to as the Client) agree to the Client's use of the Welsh Run Farm facilities on \_\_\_\_\_ (reception/event date). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Welsh Run Farm and the Client.

### **Client Information**

Client Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

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

Approximate Number of Guests: \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

### Venue Rental Fees

Venue fee is subject to change until a signed contract AND deposit is made. A Wedding will have access to specified areas indicated in the contract. All contact with horses is off limit to guests. This will be strictly adhered to by all customers, guests, and vendors.

All rentals include a 90 minute walk thru with Venue Manager, Clients, and Wedding Coordinator 1-3 months prior to event date. If additional walk thru is needed, an additional fee may incur.

### **Weekend Wedding Package with Bridal Suite (Friday & Saturday night): \$4,500.00**

Friday – 2 hours for Rehearsal of event

Saturday – 9AM – 10PM: Client and designee has until 11pm

Sunday – 8AM – 10AM for removal of all items and final cleanup of area if not removed by Saturday evening.

### **Weekday Wedding Package: \$2,500.00      Addition of Bridal Suite: \$250.00 9AM – 10PM**

9am – 10pm: Client and designee has until 11pm

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**Rental Deposit and Payment Agreement:** The total cost for use of the Welsh Run Farm and its facilities described in this contract is listed above. To reserve services on the date/s requested, Welsh Run Farm requires this contract be signed by Client and deposit (50%) of \$\_\_\_\_\_ for the venue site. Payment of the remaining balance of the rental fee is due 30 days in advance of the event. Thirty (30) days prior to the event held, Client shall pay a \$500.00 damage/clean up security deposit. This deposit will be refunded to the Client upon completion and final inspection of the event held less the cost of any clean up or repairs that may be necessary. Should damage and inadequate clean up be discovered, the Client will forfeit the deposit in its entirety.

Deposits and payments will be made by cash or personal check. A receipt from Welsh Run Farm will be provided for each.

All checks should be made payable to:

**Robin Wood**

Please return signed rental agreement, all attachments and initial deposit to:

Robin Wood  
Welsh Run Farm  
408 Welsh Run Farm  
Ruckersville, VA 22968

**Reservations are taken on a first-come, first-served basis. We will book your date upon receipt of your Deposit.**

**Date Changes and Cancellation Policy**

1. Changes: In the unlikely event the Client is required to change the date of the Wedding, every effort will be made by Welsh Run Farm to transfer reservations to support the new date. The Client agrees 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 Client. The Client further understands that last minute changes can impact the quality of the event and that Welsh Run Farm is not responsible for these compromises in quality.
2. Cancellation: In the event Client cancels the event, Client shall notify Welsh Run Farm immediately in writing or by email. Once cancelled, the Client shall be responsible for agreed liquidated damages as follows. The parties agree that the liquidated damages are reasonable.
  - A. In the event Client cancels the event more than one year prior to the event, Client shall forfeit to Welsh Run Farm as liquidated damages one-half (1/2) of deposit.
  - B. In the event Client cancels the event less than one year but not more than six months prior to the event, Client shall forfeit to Welsh Run Farm as liquidated damages the entire deposit.
  - C. In the event Client cancels the event less than three (3) months prior to the event, Client shall forfeit to Welsh Run Farm as liquidated damages the entire rental fee.

**CONDITIONS of USE**

Client's activities during the Rental Period must be compatible with use of the building/grounds and activities in areas adjacent to the Venue. This includes but is not limited to playing loud music or making any noise at a level that is not reasonable under the circumstances. Smoking is not permitted anywhere on the property. The Venue must be cleaned and returned in a condition at the end of an event to a reasonable appearance as it was prior to the rental. Client is responsible for the removal of all decorations and trash from the property.

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### **EVENT SET-UP LIMITATIONS**

1. All property belonging to Client, invitees, guests, and vendors, and all equipment shall be delivered, set-up and removed by the end of rental time. Should the Client need earlier access for set-up purposes, this can be arranged with Venue. The Client is ultimately responsible for property belonging to the Client's invitees, guests, agents and vendors.
2. Rental items must be scheduled for pick-up no later than Sunday 10am.
3. Alcohol service must stop no later than 10:00 PM.
4. Music (DJ or live music) must stop no later than 11:00 PM
5. All guests must be off the Welsh Run Farm premises no later than 11:00 PM the day of the event (except clean-up crew, with all clean-up to be done by 12:00 AM).

### **SITE VENDORS**

Caterers: Welsh Run Farm has a list of suggested caterers to choose from. We encourage you to select a caterer(s) from this list.

1. Your catering company is responsible for the set-up, break-down and clean-up of the catered site. Please allow appropriate time for break-down and clean-up to meet the contracted timelines.
2. All event trash must be disposed of by the client/catering company by 12AM.
3. ALL vendors must adhere to the terms of our guidelines, and it is the Client's responsibility to share these guidelines with them.
4. **WEDDING CEREMONY & REHERSAL**

Client is responsible for providing officiate, ceremony music and sound system. The Venue Manager will serve as host during the event and will be available to provide property access. Please note, that it is the Clients responsibility to provide for the planning, coordinating and logistics of their wedding and/or reception. The Client is required to appoint an "Event Coordinator" to give "day of" direction to the wedding and reception. Our Venue Manger can advise your "Event Coordinator" but will not direct your event.

### **RESPONSIBILITY AND SECURITY**

Welsh Run Farm does not accept any responsibility for damage to or loss of any articles or property left at Welsh Run Farm prior to, during or after the event. The Client(s) agrees to be responsible for any damage done to Welsh Run Farm by the Client(s), his guests, invitees, employees or other agents under the Client(s) control. Further, Welsh Run Farm shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from an act or omission of the Client(s), or any of his/her guests, invitees, employees or other agents from any accident or casualty occasioned by the failure of the Client(s) to maintain the premises in a safe condition or arising from any other cause, the Client(s), as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against Welsh Run Farm for any such loss, damage, or injury of claims and demands against Welsh Run Farm for any such loss, damage, or injury of the Client(s), and hereby agrees to indemnify and hold Welsh Run Farm free and harmless from all liability of any such loss, damage or injury to his/her persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

### **EXCUSE OF PERFORMANCE (Force Majeure)**

The performance of this agreement by Welsh Run Farm is subject to acts of God, war, government regulations or advisory, disaster, fire, accident or other casualty, strikes or threats of strikes, labor disputes, civil disorder, acts and/or threats of terrorism, or curtailment of transportation services or facilities, or similar cause beyond the control of Welsh Run Farm. Should the event be cancelled through a Force Majeure event, all fees paid by Client to Welsh Run Farm will be returned to Client within thirty (30) days or Welsh Run Farm will allow for the event to be rescheduled, pending availability, with no penalty, and there shall be no further liability between the parties.

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**INDEMNITY**

Client agrees to indemnify and hold harmless Welsh Run Farm, its officers, staff and agents working on its behalf, from any and all claims, actions, suites, costs, damages, and liabilities resulting from the breach of this Agreement, negligence actions, willful misconduct or omissions of Client, and Client’s guests, invitees, agents and vendors.

**SEVERABILITY**

If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

**INSURANCE**

Welsh Run Farm shall carry liability and other insurance in such dollar amount as deemed necessary by Welsh Run Farm to protect itself against any claims arising from any officially scheduled activities during the event/program period(s). Client and any third party suppliers/vendors used or contracted by Client shall carry liability and other necessary insurance in the amount of no less than One Million Dollars (\$1,000,000) to protect itself against any claims arising from any officially scheduled activities during the event/program period(s); and to indemnify Welsh Run Farm which shall be named as an additional insured for the duration of this Contract.

**CLEAN-UP**

Client shall be responsible for returning the Venue (and site if applicable) to the condition in which it was provided to them. All property belonging to Client, Client’s invitees, guests, agents and vendors, shall be removed by the end of the rental period. All property remaining on the premises beyond the end of the rental agreement will be removed by Welsh Run Farm at Client’s cost. Should the Client need special consideration for the removal of property beyond the rental period, this can be arranged prior to the beginning of the event for an additional fee. Welsh Run Farm is not responsible for any property left behind by Client, Client’s guests, invitees, agents and vendors. The Client is responsible for any and all damages to Welsh Run Farm Venues and surrounding site. It is the Client’s responsibility to remove all decorations and return Venue to the condition in which it was received.

**RESERVATION OF RIGHTS**

Welsh Run Farm reserves the right to cancel agreements for non-payment or for non-compliance with any of the Rules and Conditions of Usage set forth in the Agreement. The rights of Welsh Run Farm as set-forth in this Agreement are in addition to any rights or remedies which may be available to Welsh Run Farm at law or equity.

**ALCOHOLIC BEVERAGES**

Welsh Run Farm will not pickup or sell any alcoholic beverages – It is understood and agreed that the Client may serve beverages containing alcohol (including but not limit to beer, wine, champagne, mixed-drinks with liquor, etc., by way of example) hereinafter call “Alcohol”, upon the following terms and conditions:

1. It is recommended that a licensed/certified bartender be hired to regulate the serving of all alcoholic beverages at the expense of the Customer.
2. Under NO circumstances shall Client(s) sell or attempt to sell any Alcohol to anyone.
3. Client shall not permit any person under the age of twenty-one (21) to consume alcohol regardless of whether or not the person is accompanied by a parent or guardian.

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4. Client hereby agrees to use their best efforts to insure that Alcohol will not be served to anyone who is intoxicated or appears to be intoxicated.
5. Client hereby expressly grants to Venue Manager sole discretion and option, to remove any person(s) from the Venue, if in the opinion of the Venue Manager or the licensed and bonded Bartender, the person(s) is intoxicated, unruly or could present a danger to themselves or others, and/or the Venue.
6. Client hereby agrees to be liable and responsible for all act(s) and actions of every kind and nature for each and every person in attendance at Customer's function or event.

Additional Notes:

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**RESERVATION PROCESS**

A rental contract must be signed, all pages initialed, as well as appropriate deposits submitted in order to confirm utilization of Welsh Run Farm Venue.

**The Rules and Conditions for Usage are incorporated herein and are made a part hereof.**

**Client:** \_\_\_\_\_

(Client) (Client)

  

\_\_\_\_\_

(Signature) (Date) (Signature) (Date)

**Welsh Run Farm:** \_\_\_\_\_

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

**RULES AND CONTIONS FOR USAGE**

**CANDLES:** The use of any type of flame is prohibited in all buildings and throughout the site. The new "flameless candles" which are battery operated are permitted for use.

**CHILDREN:** Children under the age of 18 are your complete responsibility. Please know where your children are at all times and make certain that they clearly understand The Rules. PLEASE RESPECT NATURE! We would greatly appreciate it if persons do not disturb plants, rocks, trees or other natural gifts. Please do not nail anything to trees or hang any ropes, swings or hammocks from tree limbs. Please do not walk or step in flower beds.

**CONTACT PERSON:** You must designate one individual as your Contact Person. This person is usually your Event Coordinator or Wedding Planner.

**COURTESY PROTOCOL:** Welsh Run Farm reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

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**DELIVERIES / DELIVERY TRUCKS:** There is a size limit to the length of vehicles entering the farm due to the driveway entrance. Please coordinate limits with us. We will need to know the delivery dates and times of any rentals, so we can meet them and show them where to drop their rentals.

**ELECTRICAL OUTLETS:** All electrical outlets on the property are available for use at an event. The vendors are welcome to inspect the locations and numbers of outlets prior to booking.

**DECORATIONS:** Only push-pins and drafting tape may be used to affix decorations and/or signs. Decorations may not be hung from light fixtures. All decorations must be removed without leaving damage directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue.

**Note** – The only adhesive material allowed on the walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decoration must be freestanding. Nails and staples are not permitted at any location.

**Note** – The use of birdseed is permitted only outside for wedding and reception farewells. Rice, confetti, flower petals, balloons, glitter fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted on the venue.

**GROUNDS & HORSE FIELDS:** Our venue have been designed to be enjoyed by all. It is the responsibility of the parent to keep their children out of the horse fields. Touching, feeding, and petting of the horses is strictly prohibited (with the exception of previously approved photo sessions with horse)

**GUESTS:** Please keep in mind when inviting Guests to your event, that you are inviting them to our home. We will expect visitors to conduct themselves in a mature, responsible and respectful manner.

**MUSIC AND ENTERTAINMENT:** Due to the proximity of the Welsh Run Farm to local neighborhoods, sound considerations are a concern. Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area. The Welsh Run Farm event coordinator will help to establish acceptable sound levels. Any complaints from neighbors or other parties may require the levels to be reduced further. Welsh Run Farm reserves the right to require Client(s) to cease the music it deems inappropriate, in its sole discretion. Welsh Run Farm also reserves the right to require the Client(s) to lower the sound level or cease playing music, in its sole discretion.

**Note:** Fireworks and Firearms are specifically prohibited to use and/or bring on the property.

**Note:** Although we are situated on 18-acres, we are keenly aware that sound travels and do, therefore, make every attempt to be considerate of our neighbors' privacy.

**PARKING:** Parking is available in the designated areas (gravel and grass areas). Persons shall pull into the identified parking locations.

**PETS:** Sorry, absolutely no pets allowed. However, a family pet actually involved in an event will be considered.

**PHOTOGRAPHY:** The many natural settings around Welsh Run Farm are maintained and developed for the enjoyment of all events. We reserve the right for each Client the opportunity to use any area of the farm for wedding/reception photograph sessions. All times for utilization of different areas at Welsh Run Farm will be coordinated with the schedule for each venue's Client.

**REFRIGERATOR / FREEZER SPACE:** Each event is responsible to provide their own ice (there is not a commercial ice maker on site). It makes sense to bring your beverages to the venue already chilled the day of the event. Caterers are expected to make their own food/beverage accommodations.

**Initial** \_\_\_\_\_

**RENTAL SPACE CHANGES:** Any contents or furniture movement must be pre-approved by Welsh Run Farm. It is the Client's responsibility to restore all areas to their original appearance. Placements of tables, tents, live music, catering equipment, etc., must also be approved by the Welsh Run Farm planning staff.

**SIGNAGE:** You may post your group's sign or hang balloons at the front entrance on Welsh Run, but please do NOT attach anything to or cover up our entrance sign, or nail or screw anything to the trees.

**SMOKING:** Welsh Run Farm is a non-smoking facility. Smoking is not allowed anywhere on the farm.

**CATERING:** Food cannot be cooked on/with Welsh Run Farm appliances in accordance with local health code regulations. Dishwasher, microwave, oven, stove, and refrigerator in manor house or bridal suite cannot be utilized during the event.

**SPEED LIMIT:** The speed limit on Welsh Run Farm is 10 mph and is strictly enforced for the safety of your guests.

**RESTROOMS:** It is the Client(s) responsibility to supply any and all Restroom Trailers. We suggest Stonegate Event Rentals – stonegateeventrentals.com

**WEATHER:** The weather is usually suitable for outside events from May 15 until October 15. Since our venue is booked-up for events in advance, please be advised that any outdoor location booked should have a backup plan with a tent and/or heater.

**WEDDING REHEARSAL:** The Client(s) may choose any location on the farm for their wedding rehearsal.

**LOGISTICAL PLANS:** Welsh Run Farm planning team must review and approve all proposed logistical plans for the use of the premises a minimum of thirty (30) days prior to an event. In addition, remaining balance of venue fee and service provider list which includes current Certificate of Insurance.

### **WEDDING POLICY AND GUIDELINES AGREEMENT**

I have read and understand the policies concerning events held at Welsh Run Farm. I agree to uphold them and ensure that contractors and members of the event party, will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

This contract represents the entire agreement between the parties. No other agreements, promises, or representations, verbal or implied, are included herein unless specifically stated in this written agreement. This contract is made and entered into in the State of Virginia, and shall be enforced and interpreted in accordance with the laws of said Commonwealth.

In the event one or more parts of this contract are found to be unenforceable or illegal, the other portions hereof shall be deemed in full force and effect.

Signature \_\_\_\_\_

Initial \_\_\_\_\_