



# PALMERHOUSESTABLE

An Original Authentic + Rustic Venue est. 1838

## Wedding Contract June 20, 2024

**Client 1** \_\_\_\_\_ Today's date \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

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**Client 2** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

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Type of Event: \_\_\_\_\_ Date (S) \_\_\_\_\_

Access time: \_\_\_\_\_ Time of completion: \_\_\_\_\_

# Of Nights in the Loft: \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_

# Of The LITERARY Hotel Rooms that you think you might need: \_\_\_\_\_

We have 11 rooms sleeping 33 people.

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### Options to consider.

1. Add an Overnight stay in the rustic 2 story Hayloft \$375.00 per night.
2. Uplighting accent the stone walls inside and out.
3. White dinner plates, Glass tumblers, Stemless Champagne Glasses, Moscow Mule Copper Cups. Silverware dinner fork, salad fork, spoon, and knife. 130 guests or less.
4. Pop Up white 10' x 20' Tent

Additions: \_\_\_\_\_

Total Event Fee \$ \_\_\_\_\_

### **Payment Options at time of booking your date.**

- **Option #1:** Pay the entire amount and get it out of the way at the time of booking your date and the contract being signed and take a 2.5% discount.

• **Option #2:**

We request a 25% deposit at time of booking your date and the contract being signed. The 25 % Deposit is nonrefundable in case of cancellation.

Then Pay the Balance due after the initial 25% deposit with 6 Equal monthly payments 0% interest and paid in full 30 days prior to your event date.

Balance\$\_\_\_\_\_

1<sup>st</sup> payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

2<sup>nd</sup> payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

3<sup>rd</sup> payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

4<sup>th</sup> payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

5<sup>th</sup> payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

6<sup>th</sup> payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

• **Option #3:** Tell me what terms would fit your budget after the 25% deposit.

Ways to Pay

- Prefer Venmo payment method:
- Email address [al@palmerhousestable.net](mailto:al@palmerhousestable.net)
- Cell # **319 400 2908** or username **@AL-WELLS**



**Look for Pandas**

1. Cash
2. Checks should be made payable to: UPTOWN MAIN LLC  
(Please note the event date on the memo section of the check)

All mailings should go to: UPTOWN MAIN LLC 200 East Main Street Solon, IA 52333

For Personal Attention, Day of Assistance & Event Design  
 MICHELE HAEGE 612.999.5431 [michelehaege@gmail.com](mailto:michelehaege@gmail.com)  
 Prices range from \$650-\$2500 depending on your wants.

The Clients will be afforded the opportunity to extend the hours of the event on the day of the event, provided all the terms and conditions of the contract are met and there are no scheduling conflicts.

EFFECTIVE DATE: The effective date of this contract is the date Palmer House Stable receives the signed contract, and a payment is received.

CANCELLATION POLICY: In the event the Client should cancel this contract at any time prior to the event date the Palmer House Stable will place your date, terms and fee back as available to resell after receiving the cancellation notice and if booked with the same terms and fee then the client will receive their payment back minus \$500. If The Palmer House Stable cannot book the date and time then that event fee is forfeited to The Palmer House Stable.

NON-ASSIGNMENT: The Clients will not assign, transfer, or sublet this contract or its right, title, or interest therein without The Palmer House Stable prior written approval, which is subject to The Palmer House Stable sole discretion.

### **INSURANCE REQUIREMENTS:**

For all events that take place I will need a **Certificate of Insurance** listing my entities as **Uptown Main LLC. and Palmer House Stable** as Additional Insured. This is normally extended from your Homeowners Policy or a Special Events Policy.

- Each event should provide a Certificate of Liability. It should include General Liability and Liquor Liability.
- I need to be listed on your Homeowners Policy or Special Events Policy (and shown on the certificate) as an Additional Insured.

### **Ways to Insure:**

1. **Using your Homeowners Policy.** Homeowners insurance or renters' insurance typically provides some liquor liability coverage, but limits are usually either: \$100,000, \$300,000 or \$500,000 depending on your unique policy. In a lawsuit where damages could run to the millions, these limits won't suffice.

2. **General Liability and Special Events Liquor Liability.** IF you do not want to risk your personal homeowner policy

Most people prefer not to risk their personal homeowner policy to cover a large group of people drinking and leaving your event. A homeowner will not be able to track the number of drinks served to everyone, leaving them vulnerable to intoxicated people *leaving the event* and causing bodily injury or property damage to others.

- Please contact your insurance agent.  
For any questions my agent is Joanne Ulch C: 319-331-0441
- A copy of the **Certificate of Insurance** listing my entities as **Additional Insured** is due 30 days before the event.

**Uptown Main LLC. and Palmer House Stable**  
**200 East Main Street**  
**Solon, IA 52333**

- Email to [al@palmerhousestable.com](mailto:al@palmerhousestable.com)

The Clients may choose to bring in their own food and beverage service or hire a cater company of their own choice. Please notify us in writing of all the vendors you plan to use 30 days prior to the event.

\*IF you choose to cook onsite an additional \$200 is assessed for cleanup.

The Clients and all guests shall obey all policies of local, state, and federal laws, regulations, and ordinances while on The Palmer House Stable. The Clients and the Clients guests shall not create a nuisance while at The Palmer House Stable. The Clients and the Clients guests shall exercise due care in the treatment of the real and personal property of the facility and shall not maliciously or negligently damage or destroy such property. Palmer House Stable reserves the right to eject any individual violating this provision or cancel the event and eject all persons from The Palmer House Stable property. The Clients hereby waive all rights and claims for damages or compensation from The Palmer House Stable for such ejection.

The Clients agree to be responsible for all damages to The Palmer House Stable or any other part of The Palmer House Stable property caused by the Clients, his/her guest, invitees, employees, independent contractors, or other agents under the Clients control. The Palmer House Stable will not assume or accept responsibility for damage or loss of any merchandise or articles left on campus prior to, during or following the Clients function.

The Clients agree to indemnify, defend, and hold harmless The Palmer House Stable, Al Wells and the City of Solon from all demands, claims, suits, actions, or liabilities, resulting from injuries or death to any persons or loss to any property, regardless of the cause of incident, caused by or occurring because of the event or other use of The Palmer House Stable during the period covered by this agreement.

This contract shall be interpreted in accordance with the laws of the State of Iowa and by execution of this contract, all parties hereby submit to the exclusive jurisdiction of the Courts of this State. Should The Palmer House Stable commence suit against the Clients under the terms of this lease because of the breach thereof, Client agrees to pay The Palmer House Stable reasonable attorneys' fees, cost, and expenses.

**Prohibited:**

- 1. No glitter, loose sparkles, fake flower petals.
- 2. No tape to be used on the floor or walls please notify your vendors.
- 3. No attaching anything to the painted drywall surfaces at all.
- 4. **No Smoking allowed** anywhere on Palmer House Stable Property or on the sidewalk abutting the Stable Property. **All Smoking** should be across Main Street on the corners.
- 5. No kegs allowed, only cans and bottles of beer permitted without permission.
- 6. DO NOT invite people not on your guest list onto the property.
- 7. If the Hay Loft is used:
  - Children must always be always accompanied by parents.
  - The main door must be locked from the time of ceremony until leaving at 8 pm.
  - Access to the Get Ready room is 9 am and leaving by 8 pm that same day.
- 8. **No Alcoholic beverages on the city sidewalk.**  
**Violators may be asked to leave, and the event may be shut down at the owner's discretion.**

This contract will be binding upon both client and Palmer House Stable signatures by mutual agreement along with receipt of the event fee.

AS ACCEPTED AND EXECUTED:

\_\_\_\_\_ DATE \_\_\_\_\_

Client 1: Printed Name on Contract

\_\_\_\_\_ DATE \_\_\_\_\_

Client 1: Signature on Contract

\_\_\_\_\_ DATE \_\_\_\_\_

Client 2: Printed Name on Contract

\_\_\_\_\_ DATE \_\_\_\_\_

Client 2: Signature on Contract

\_\_\_\_\_ DATE \_\_\_\_\_

UPTOWN MAIN LLC,                      Al Wells  
PALMER HOUSE STABLE

RELEASE AND HOLD HARMLESS AGREEMENT

Date of Event: \_\_\_\_\_

Client 1 \_\_\_\_\_

Client 2 \_\_\_\_\_  
(Persons on the Contract)

We understand that our participation and/or involvement in a **WEDDING** and that it carries, with it the potential for certain risks, some of which may not be reasonably foreseeable.

We further acknowledge that these risks could cause me, or others around us, harm, including, but not limited to, bodily injury, damage to property, emotional distress, or death.

We are willing participants in a **WEDDING.**

By signing this agreement, we agree to release, indemnify, and hold harmless PLACE PARTNERS LLC. (Legal entity and Owner of THE PALMER HOUSE STABLE), AI Wells, and the City of Solon as well as all their employees, agents, representatives, successors, etc. associated with The PALMER HOUSE STABLE from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of our (participation in, attendance at, etc.) (Activity, event, program, etc.).

\_\_\_\_\_  
Client 1: Printed Name on Contract DATE \_\_\_\_\_

\_\_\_\_\_  
Client 1: Signature on Contract DATE \_\_\_\_\_

\_\_\_\_\_  
Client 2: Printed Name on Contract DATE \_\_\_\_\_

\_\_\_\_\_  
Client 2: Signature on Contract DATE \_\_\_\_\_

\_\_\_\_\_  
UPTOWN MAIN LLC, AI Wells  
PALMER HOUSE STABLE DATE \_\_\_\_\_

## Departure Check List

Thank you for selecting The Palmer House Stable (PHS) we want to do whatever it takes to make your event a success and we appreciate your help when departing.

### IF the Hay Loft was used only as "Get Ready"

9am to 8 pm Saturday Weddings

2pm to 8 pm Sunday Weddings

This pertains to both lofts if used just for getting ready.

- \_\_\_\_\_ Access at 9 am the day of the ceremony. The Hay Loft should be vacated, and all personal belongings removed by 8 pm the day of your event. This is to assure that excessive drinking and partying is minimized.
- \_\_\_\_\_ Children are not allowed in the loft.  
Except if they are in the wedding party and getting dressed or having their hair done. (We have had children that were left unattended tumble down the steps)
- \_\_\_\_\_ The Hayloft Entry door must be locked from the start of the ceremony until vacated at 8 pm.
- \_\_\_\_\_ The get ready room is just that, it is not to be used by anyone not in the immediate wedding party.
- \_\_\_\_\_ Please put furniture, tables, and chairs back where they were originally.
- \_\_\_\_\_ Dirty glasses and dishes leave in the sink.
- \_\_\_\_\_ Any towels used please put by the washer/dryer.

\_\_\_\_\_ #1 Client Initial

\_\_\_\_\_ #2 Client Initial

## Cleanup Checklist

Thank you for selecting The Palmer House Stable (PHS) we want to do whatever it takes to make your event a success and prepare the property for the next couple.

### If the Hay Loft was slept in cleaning procedure:

Please Check off each item as they are completed prior to leaving the property.

- \_\_\_\_\_ Any pillows used please remove the pillowcases along with any sheets that were slept on and drop off by the washer/dryer. Otherwise, we have no idea if a bed was slept in.
- \_\_\_\_\_ Any towels used please place them on the floor next to the washer/dryer.
- \_\_\_\_\_ A renter utilizing the kitchen for cooking please Follow typical kitchen-cleaning procedures.
- \_\_\_\_\_ Put all furniture back where you found it if it has been moved.
- \_\_\_\_\_ Refrigerator emptied of everything.
- \_\_\_\_\_ All items brought into the building including food, and containers must be removed during cleanup.
- \_\_\_\_\_ There are extra-large garbage bags in the pantry for excess garbage.  
We will sweep the floors thanks for helping.

Cleanup Procedures for the Main Level, Lower Level, Terrace, and grounds.

\_\_\_\_\_ **(Main Level)** Just clear your items from this level. We will put tables and chairs away.

\_\_\_\_\_ **(Lower Level)** Just clear your items from this level. We will put tables and chairs away.

\_\_\_\_\_ **(Terrace)** Red chairs if used please make 2 even stacks towards the street SE corner terrace.

\_\_\_\_\_ If you use white chairs on the terrace, please find a cart and lay flat.

- 50 chairs per cart (About 5' 10" high),
- 2 carts on the main level by the restrooms.
- 2 carts in the lower level in the kitchen.

\_\_\_\_\_ A renter utilizing kitchen facilities should follow typical kitchen-cleaning procedures.

\_\_\_\_\_ Refrigerator emptied and wiped out if there is spillage.

\_\_\_\_\_ If the range was used, please clean the surfaces.

To empty a garbage can please take the garbage can outside of the building and *do not pull the bag out of the can inside the building*. Bags leak and people slip and fall. Remove the bag tie the end and place in the red large dumpster.

\_\_\_\_\_ We assure each group using the facility a "Butt Free" property so all cigarette butts must be picked up that are on the property. Please walk the property to make sure all are picked up.

\_\_\_\_\_ All items brought into the building including food, containers, decorations, and props must be removed upon the completion of the event.

\_\_\_\_\_ The 4 beverage troughs need to be emptied of all beverages and drained and all 4 placed in the lower level. Please drain the water and ice in the **GRASSY AREAS ONLY** **Not** in the Mulch in front or in back.

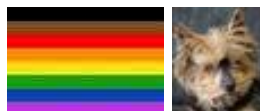
During the signing of the contract, we acknowledge and have read the "Cleanup Procedures" above and agree by our signatures below.

\_\_\_\_\_ DATE \_\_\_\_\_  
Client 1: Signature on Contract

\_\_\_\_\_ DATE \_\_\_\_\_  
Client 2: Signature on Contract

\_\_\_\_\_ DATE \_\_\_\_\_  
UPTOWN MAIN LLC,                      Al Wells  
PALMER HOUSE STABLE

AL WELLS 319.400.2908 [al@palmerhousestable.net](mailto:al@palmerhousestable.net)



Everyone Always Welcome