



The Lake View Loft Event Venue LLC Wedding/Reception Contract

This agreement is made effective as of _____,
 By and between The Lake View Loft LLC and (name of renters/clients) _____.
 The renters/clients represent that they desire to hold a special event at The Lake View Loft LLC on (date/s): _____

VENUE RENTAL FEE: _____ **SET-UP & TAKE DOWN:** _____

2 DAY WEDDING RENTAL – INCLUDES FRIDAY & SATURDAY - \$4,500

SCHEDULED PAYMENT	AMOUNT	DATE DUE	DATE PAID
INITIAL DEPOSIT	\$1,000	AT BOOKING	
SECOND PAYMENT (6 months prior to event)	\$2,000		
FINAL PAYMENT (1 month prior to event)	\$2,000 (includes \$500 security deposit)		

1 DAY WEDDING RENTAL – FRIDAY \$3,000 OR SATURDAY \$3,500

SCHEDULED PAYMENT	AMOUNT	DATE DUE	DATE PAID
INITIAL DEPOSIT	\$1,000	AT BOOKING	
SECOND PAYMENT (6 months prior to event)	\$1,500		
FINAL PAYMENT (1 month prior to event)	\$1,000 (Friday) \$1,500 (Saturday) (includes \$500 security deposit)		

SUNDAY WEDDING RENTAL - \$2,500

SCHEDULED PAYMENT	AMOUNT	DATE DUE	DATE PAID
INITIAL DEPOSIT	\$1,000	AT BOOKING	
SECOND PAYMENT (6 months prior to event)	\$1,000		
FINAL PAYMENT (1 month prior to event)	\$1,000 (includes \$500 security deposit)		

One day weddings are for one day. Rehearsals must be done on the rental day or the venue can be rented for \$150 an hour (2 hour minimum) for a rehearsal on a weeknight. The rehearsal date must be arranged with the owner and payment made at the time of booking the rehearsal.

Business meetings, parties, family reunions, class reunions, showers, etc are all priced on an individual basis per hour. Any couple who books the venue for their wedding will receive 10% off if they want to rent for their bridal shower or their baby shower on a Sunday.

PAYMENT

Your preferred rental date will not be held without a \$1,000 deposit. This deposit is the first payment of your total rental fee. The 2nd payment must be made no less than 6 months prior to your event date. The balance of your rental fee and a \$500 security deposit will be made no less than 1 month prior to your event date. The \$500 security deposit will be returned by mail within two weeks after your event if there are no damages to the facility, equipment, borrowed décor, grounds, etc. and if renters place all tables and chairs and borrowed décor, etc back to their original location, wash and return all kitchen items used, remove garbage and the police/sheriff are not called for any problems or disturbances. The \$500 security deposit is required to cover the cost of broken décor, repair for any barn or grounds damages incurred by the renter, guests or vendors. Should damages exceed the deposit, you will be billed for the balance, with full payment expected within 30 days following your event. If court action is necessary the renter shall be liable to The Lake View Loft LLC for any legal fees, court costs and other costs associated with collection.

The Lake View Loft accepts cash, checks and credit/debit card payments on our website – thelakeviewloft.com. All checks must be made to The Lake Veiw Loft LLC. All payments are final. No refunds will be issued if a wedding is cancelled.

Late payments can cause cancellation of your event and no refund.

CANCELLATIONS, DATE CHANGES AND REFUNDS

The originally agreed upon date and time is binding and NO refunds are issued in the event of a cancellation. ALL PAYMENTS ARE FINAL. All cancellations must be made in writing to The Lake View Loft LLC. If the renters require a date change, this must be worked out with the owners and is based on available venue dates. The event date can be changed one time without a fee. If more than one date change is made, the renter will be charged a \$150 office fee with each date change.

The Lake View Loft LLC, is not responsible for any “Acts of God” or weather events which may make it impossible to hold your event at the site (which includes unforeseen power outages). The Lake View Loft LLC cannot be held responsible for any additional costs or difficulties an “Act of God” causes to the renter/client. The Lake View Loft LLC will make every effort to reschedule an event, based on availability if the renter so chooses. Refunds will be made in the event of such an occurrence if the renter chooses not to reschedule. Renter indemnifies and holds harmless the owner of The Lake View Loft LLC from any and all damages caused to renter in the case of an “Act of God” or weather. The venue does own a generator which will power lights and music in case of a power outage.

INSURANCE

A certificate of insurance is required form your homeowners or rental insurance carrier naming The Lake View Loft LLC/Denise Mootz as an additional insured/special agent. The certificate needs to be for the entire time you will be renting the venue (1 or 2 days). The limit should not be less than \$1 million Combined Single Limit for Bodily Injury and Property Damage. If you are providing alcohol, you will need liquor coverage as well. **The certificate of insurance with an endorsement must be provided 30 days prior to the event.**

VENUE SET-UP AND TAKE DOWN

Your rental fee includes cleaning and appearance of grounds prior to your event. Set-up and take down of tables, chairs, decorations, borrowed venue décor, etc. is the responsibility of the renter. Before vacating the premises, the renter must gather all trash from the barn and the grounds and place in the designated dumpster in the parking lot. All lower-level tables and chairs must be stacked on the carts and moved back to the front garage. Loft tables and chairs should be taken down and stacked in their designated loft locations. All venue décor should be returned to its original location. All garbage in the yard/grass should also be picked up and disposed of as well. Failure to complete any of this will result in the loss of part or all of your security deposit).

The venue does offer set-up and take down for an additional \$500. This service includes set-up and take down of tables and chairs and the removal of all garbage at the conclusion of the event.

The rental fee includes the use of white plastic chairs, wood chairs, 16 varying size wood church benches, and tables. The round tables are 60" and the rectangular tables are 8'. We have plenty of both types of tables. It is the renter's responsibility to move the church benches if they choose to use them. The owners will not set these up or take them down – they are beautiful but quite heavy. Any wood tables, chairs or décor can not be used outside in the rain or snow.

PARKING – VENDOR DROP OFFS AND RENTER UNLOADING

The front blacktop parking lot is only for handicap parking and drop off the day prior to the wedding. Once unloading and drop offs are complete the day prior to the wedding, vehicles should be moved to the back gravel lot. **The day of the wedding the blacktop is only for handicap parking.** Vendor drop-offs the day of the wedding should occur in the back gravel lot – we have a front row spot reserved for vendors. THERE IS NO PARKING IN THE GRASS UNLESS DESIGNATED BY THE OWNERS.

ALCOHOL

The bartenders for your event must be obtained from the list of bartenders provided by The Lake View Loft LLC. The renters contact, set-up and pay the bartenders directly. All alcohol must be provided by the renter. No cash bar is allowed. No one under the age of 21 is permitted to consume alcohol – all guests will be carded. The Lake View Loft LLC has the right to check the age of anyone suspected to be underage and consuming alcohol. We recommend hiring one bartender for each 100 guests, unless your bar choices are simple (beer and wine). No beer bong is permitted. No personal coolers are permitted on the premises. No one under the age of 21 is permitted behind the bar at any time. Once the reception starts only the bartender is permitted behind the bar. The bartender is not permitted to consume alcohol during the event. No one is permitted on top of the bar. No alcohol may be self-serve. The Lake View Loft LLC has the right to ask the bartender to refuse alcohol to intoxicated individuals. If an individual is unable to drive, the renter is responsible for calling their guest a designated driver. Drunken, violent or lewd disturbances are prohibited and will result in immediate removal from the premises and possible involvement of law enforcement.

The owners of their representatives reserve the right to cease alcohol distribution as a whole if all alcohol and/or bartender guidelines are not followed.

Bartender Guidelines: Bartenders must be 21 years of age, bartenders may not consume alcohol during the event, bartenders must card anyone who appears to be under age, bartenders must stay behind the bar when serving alcohol, the bar should not be left unattended, bartenders are expected to stop serving anyone who is impaired or whom the owners request no longer be served. Bartenders understand they and the renters are legally liable for anyone who is overserved and/or who is under the age of 21. The owners or their representatives can remove bartenders who are not following these guidelines and/or acting in unprofessional manner.

If the bartender does not show up and the owners or their representatives are required to bartend, the contract holders will be billed \$50 per hour per bartender.

The owners will tap all kegs used in the kegerators. No personal coolers are permitted. Any vomit that is

required to be cleaned by the owners will cause the renters a \$100 cleaning fee, which will be deducted from the security deposit.

There is a refrigerator and two kegerators in the bar area which can be used by the renters.

ILLEGAL SUBSTANCES INCLUDING MARIJUANA ARE NOT ALLOWED ON THE PREMISES AT ANY TIME. Any use of illegal substances will result in immediate removal from the premises and possible law enforcement involvement.

SMOKING

Smoking is permitted in the outside areas only. Cigarette butts should be placed in the proper receptacles. There is absolutely NO SMOKING of any kind in the barn – this includes electronic cigarettes.

CATERING

Food and drink may be provided by a caterer or the renter. The catering service area/prep kitchen is not intended for and should not be used for cooking. It is a food preparation area. Please limit crock pots and electronic heating devices to no more than six. Sternos are permitted to keep food warm. There is an ice machine, a large refrigerator and small food warmer in the kitchen.

DECORATIONS

Our insurance does not permit open flames/real candles inside the barn. Only dripless/flameless battery operated candles may be used inside the barn. NO CONFETTI, birdseed or rice is permitted inside or outside of the barn. Bubbles & sparklers can be used outside. We ask that you use real flower petals for the flower girls. Fake flower petals will need to be picked up by the renter.

No screws, nails or staples are permitted to be used for hanging décor in the barn or on the wedding arbors. Please use zip ties, wire or pipe cleaners for hanging décor. Doors marked with EXIT signs can not be obstructed with anything. The grapevine trees should NOT be moved and all decorative lights should be left up. You can add more lighting if you wish. You will need to bring your own wire, zip ties, tape, scissors, etc. Fireworks are not permitted by our insurance company. Champagne should not be uncorked and sprayed in the barn or on the dock.

The owners will set up the 4' LOVE marquee letters upon the renter's request. The 1941 red International truck is for picture taking. No one should be in it or on it.

The decoration room should be left neat and tidy and all borrowed décor should be returned to its original location. If we determine décor is removed from the premises the renter will be charged.

WE DO NOT CHARGE A RENTAL FEE FOR THE USE OF ANY OF OUR DÉCOR!

ANIMALS

No animals are permitted on the premises without the owner's prior approval. If the owners approve a dog, it must remain on a leash or in a cage at all times. The renter is expected to pick up all dog feces.

HEATING AND COOLING

The original barn is not technically heated or cooled; however, there is a large ventilation system, fans, a Polar Cool chiller and portable heating units. The bride's and groom's suites do have portable air and heat also. The new side of the barn is climate controlled with heat and air.

CHILDREN

CHILDREN UNDER THE AGE OF 16 WILL NOT BE PERMITTED ANYWHERE NEAR THE LAKE WITHOUT ADULT SUPERVISION. IF UNSUPERVISED THEY WILL BE ASKED TO RETURN TO THE BARN. Children under 12 should not be outside without adult supervision.

GENERAL

No swimming or fishing in the lake is permitted.

NO CRAYONS IN THE VENUE PLEASE.

Rental use is of the party barn only. The building near the lake does house the church benches, rowboat and arbors and the front garage houses all the tables and chairs and should only be entered by the renters and those helping them set-up and take down. All other buildings are off limits.

The wedding party can take wedding pictures can be taken anywhere on the grounds.

At least one representative from The Lake View Loft LLC will be on the premises during the event to assist with any problems or questions that may arise.

The Lake View Loft LLC uses photos from weddings and events on its website and on social media. If the renter does not wish for photos or video of their event to be used on the venue's social media, this should be presented to the venue in writing (email, text or letter) prior to the event.

Reminder – It is not the responsibility of the owner or owner's designee to coordinate the wedding/event. Unfortunately, we have found that many weddings are not properly organized the day of the wedding and often clients expect the owners to assume this responsibility.

The clients/renters understand that they and their guests will abide by these requirements while on the property of The Lake View Loft LLC. The clients/renters understand that by signing this contractual agreement, they are bound to the terms set forth in this contract and acknowledge that they understand the contract.

Party receiving services: wedding couple, client(s), renter(s)

_____ Bride Date

_____ Groom Date Type Here

_____ The Lake View Loft LLC Representative Date

CLIENT CONTACT INFORMATION

Date(s) of event	
Type of event	
Bride's name	
Bride's address	

Bride's cell number	
Bride's email address	
Groom's name	
Groom's address	
Groom's cell number	
Groom's email address	
Approximate # of guests	