

Knotty Pine Venue, LLC

1370 Highway 169
Winterset, IA 50273

Special Events and Wedding Venue Contract

This agreement is made effective as of _____, (today's date) by and between KNOTTY PINE VENUE, LLC and _____(Names of Clients).

The CLIENTS represent that they desire to hold a special event or wedding on _____(date) at KNOTTY PINE VENUE, LLC. Therefore, the parties agree as follows:

CONDITIONS AND RESPONSIBILITIES OF THE RENTER:

Please read the below materials to make sure all parties understand requirements of providing for everyone's safety and keeping Knotty Pine Venue, LLC a well maintained and safe locations for future use.

Venue Hours: 8:00a.m. 12:00a.m. (midnight)

DEPOSIT/RENTAL FEES:

A signed contract and a date-hold non-refundable deposit in the amount of \$1000.00 to reserve your date(s) and time(s). The balance of your space rental is due (60) calendar days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

SECURITY /DAMAGE DEPOSIT

A Security Deposit of \$500.00 will be due with final payment. If no property, building is damaged and no items are missing deposit will be refunded.

DATE CHANGES:

In the event of the renter(s) is forced to change the date of the event every effort will be made by Knotty Pine Venue, LLC to transfer reservations to support the new date. The renter(s) 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 the renter(s). The renter(s) further understand that last minute changes can impact the quality of the event and that Knotty Pine Venue, LLC is not responsible for these compromises in quality.

CANCELLATIONS:

In the event of a cancellation of the event, all payments made to date are non-refundable and all outstanding payments will be due within 14 calendars days of cancellation date.

Initial Here _____ Date Here _____

Contact: Dorisa Scott, Phone: 1-515-681-8901 or Knottypinevenue@gmail.com

COURTESY PROTOCOL:

The renter(s) understand that they and their invited guests will abide by the requirements of Knotty Pine Venue, LLC prohibits discrimination on the basis of race, color, sex, age, handicap, familial partners, religion, and or national origin. Knotty Pine Venue, LLC 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 acquired if this request is not met immediately.

DAMAGE INCIDENTS:

If, during the course of the event, accidental damage does occur, it should be reported immediately to Knotty Pine Venue, LLC so arrangements can be made for quick and un-interruptive cleanup and restitution. Damage to any room/space/furnishings and/or equipment by a renter(s) will result in appropriate charges, based on fair market cost of replacement/repair/additional cleaning to Knotty Pine Venue LLC property or equipment. If there is a cost factor attached to the incident, after discussion of the damages, the price will be deducted from the deposit prior to refund with written disclosure of pricing.

INSURANCE:

Special Event Liability Insurance is required of ALL renters and is due Fourteen (14) days prior to your event. The insurance is at the renters sole expense, provide and maintain public liability and personal property damage insurance, insuring Knotty Pine Venue, LLC employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of the renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. 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. Knotty Pine Venue, LLC shall be named as an additional insured of said policy.

If alcohol is to be served please make sure that the policy includes Host Liquor Liability coverage to protect you against alcohol-related accidents, s you are ultimately liable for the safety of all your guests. Established Catering Services may use their license and insurance to cover this.

Any caterers, Live Music, DJ's, Photographers, and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate of Insurance and Catering License to Knotty Pine Venue, LLC, naming Knotty Pine Venue, LLC as stated, and will be delivered 30 days prior to the event.

Initial Here _____ Date Here _____

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Caterers:

Catering Room: The Catering room is to be used for final food preparation, plating, and bussing only. The catering room will be provided in a clean condition and the space should be returned to a clean condition immediately following the event. Caterers must remove all trash, composting and recyclables from the site as we do not have adequate facilities. All trash, including sorted recyclables and properly sorted compostables, must be collected, properly bagged and removed by the caterer.

Live Music/DJ's: Setup and teardown must be done between the hours of 8:00a.m. and 11:00p.m.

Liquor and Alcohol Beverages: Alcohol may not be served to minors at anytime. Liquor and Alcohol Beverages may be served between the hours of 8:00a.m. and 11:00p.m.

LIABILITY:

Renter agrees to indemnify, defend, and hold Knotty Pine Venue, LLC, its landlords, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at Knotty Pine Venue, LLC.

In the event Knotty Pine Venue, LLC its landlords, building owners, officers, employees, and/or agent's, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Knotty Pine Venue, LLC, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and cost of suit incurred by Knotty Pine Venue, LLC, including all collection expenses and interest due.

"Indemnification" clause – This means that if you are sued for what renter did, renter pays you back the damages you have to pay, attorney fees, costs, etc.

RULES AND REGULATIONS:

The following is list of rules and regulations to be upheld by the renter(s), which includes the Event Planners and Wedding Coordinators and Vendors who are involved in the planning and execution of a special events on the premises of Knotty Pine Venue, LLC. Knotty Pine Venue, LLC is committed creating a safe and comfortable family environment to be enjoyed by all guests and renter(s).

- Use of illegal drugs or other illicit substances are NOT permitted on the premises. Violators will be escorted from the premises.
- Use of firearms, and or weapons are NOT permitted on the premises.
- Knotty Pine Venue, LLC is a "tobacco free" environment. There is a Smoking Area, please only smoke in the designated area.
- Decorations: Due to multiple events, decorations must be removed immediately following your event. Knotty Pine Venue, LLC cannot accept responsibility for any decorations or belongings left after your event.

Initial Here _____ Date Here _____

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- Tacks, nails, screws, staples, adhesive tape, masking tape, scotch tape, glues, etc may not be used on any of the walls, windows, doors, or any other part of the venue. No items or decorations may be hung from the ceiling fans or lights. Should you need to hang something, you may use fishing line, string, twine, and drafting tape in the venue.
- No Glitter, Confetti, Rice and Wicked Candles are allowed.
- Animals or pets of any kind, excluding service animals, shall not be permitted in the venue.
- An off-duty police officer must be present if you have more than 50 people and/or alcohol. The security fee is to be paid directly to the officer onsite. If the security is not provided and on site for the event, the event will be immediately cancelled.

Rental Contract

A rental contract must be signed, all pages initialed, and signed, as well as appropriate deposits submitted in order to confirm Knotty Pine Venue, LLC. If paying by Credit Card/s an additional 4% will be added on to the total amount/s.

Type of function: _____
 Date of function: _____ Time of function: _____
 Client Name: _____
 Contact Person: _____
 Contact Phone Number: _____

Bride's Information (if applicable):

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Numbers: _____ Cell Phone: _____
 Email: _____

Groom's Information (if applicable):

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Cell Phone: _____
 Email: _____

Initial Here _____ Date Here _____

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Knotty Pine Venue, LLC Venue Package:

\$1,000.00 Non-Refundable Deposit Fee Received Date: _____ Check# _____ Credit Card# _____

Balance due of \$ _____ 60 days prior to the event date due:

Notes _____

Signatures:

By signing below, The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S) agrees to pay for any damage to the interior or exterior of the said property of its furnishings resulting from actions taken by renter, their guests, or by any person/s contracted by the CLIENTS or REPRESENTATIVE FOR THE CLIENT(S) for the event. THE CLIENTS or REPRESENTATIVE FOR TE CLIENT(S) agrees to hold Knotty Pine Venue, LLC and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event.

CLIENTS or REPRESENTATIVE FOR THE CLIENT(S) Name (Printed)

Signature _____ Date _____

Signature _____ Date _____

Knotty Pine Venue, LLC (Printed name or representative)

Signature _____ Date _____

Initial Here _____ Date Here _____

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