



Event Venue Rental Agreement

This agreement is entered into as of _____ (Date) between _____ (“Client”) of _____ (address) and Flannel and Faith Event Venue (hereafter referred to as “Event Venue”) at 228 E Dade 114 Greenfield, MO. The parties hereto, intending to be legally bound, and in consideration of the mutual covenants hereinafter agree to the terms outlined in this Agreement (Rental Agreement).

1. DATES/TIMES OF PERMITTED USE

Flannel and Faith hereby grants the Client a license to use the Flannel and Faith Event Venue (“Event Venue”) for the _____ (Wedding or Event Name) to be held on _____ (Date). Access to the Event Venue will Commence on _____ the date of the Event and will end at _____ (“Access Period”). Set-up and tear-down must occur during this defined period. If tear-down and removal of equipment or props are not completed by the end of this access period, the Client will be responsible for additional rental times. (See misc. fee section of Pricing document for details).

2. EVENT SIZE

Client estimates that the following number of guests will attend the Event:

Estimated Guest Count

- Up to 100 guests
- 101-200 guests
- More than 200 (Please call us for additional Fees)

Should the final guest count be above the contracted guest range, Client will be responsible to pay for additional fees. No credit or refund will be issued if the final guest count is less than the initial contracted pricing.

3. RENTAL FEE

Per the Event Venue Pricing document, the rental fee for this Event is based on the date and Any Fees associated with renting (ex: Sales Tax) _____ “Rental Fee”.

The Client agrees that they have received a copy of the Flannel and Faith Package pricing document and acknowledges that this document includes incidental fees that may be incurred for activities that occur outside the terms and conditions.

4. EVENT VENUE STAFFING/DÉCOR

The Event Venue includes the Big White Barn area, the lawns surrounding the Event Venue and parking areas during Access Period. You will have access to tables, chairs, bar service ware, display and outdoor furniture, décor items.

The Event Venue manager will not assist Client with set-up or tear-down. Venue manager will be available to answer questions and address property maintenance issues.

5. ALCOHOL POLICY

The Event Venue demands strict adherence to the Missouri state laws regarding alcohol consumption at our Event Venue. The alcohol policy will be posted at the Event Venue. The Client acknowledges and must adhere to the following:

- a. Any and all liabilities arising from the consumption of alcoholic beverages on the premises are the responsibility of the Client.
- b. Service Requirements are as follows:
 - i. All alcohol must be served only by a licensed bartender.
 - ii. No alcohol can be served unless food is provided.
 - iii. Service will be closed at least 30 minutes before Client's teardown time begins.
 - iv. Flannel and Faith Event Venue requires a minimum of 1 bar staff person per 100 guests. Note: This is a minimum requirement, additional bar staff may be necessary to ensure adequate service levels.
- c. Flannel and Faith reserves the right to evict Clients and/or their guests from the property or to close the bar at any time during the Event. A list of specific behaviors will result in expulsion or bar closure.

6. 30 DAYS BEFORE

We will electronically send out a checklist. We will require the insurance documents to be submitted to us at this time to our email. The remainder due (Total rental price minus rental deposit) will be due 30 days before the Event.

7. WEDDING REHEARSAL (if applicable)

Client may hold a one-hour daytime rehearsal (before 5pm) to occur up to one week prior to the event at No Charge. In honor of the exclusivity to other clients, we cannot schedule this until 30 days prior to the Event. Availability is based solely on the discretion of Flannel and Faith.

8. PAYMENT and RENTAL SCHEDULE

Sign Rental Agreement, Pay Nonrefundable Deposit of \$500 to secure Client Date.
30 Days Before Event: Balance of Rental Fee, Submit Copy of Liability Insurance, and Schedule Rehearsal.

9. CANCELLATION/RESCHEDULE POLICY

Cancellation:

Client will forfeit nonrefundable deposit. If within 30 days of Event, Client will surrender deposit and entire Rental Fee.

Rescheduling:

9 months or more prior to the event, Client can apply for a new Event Date: deposit can be applied to future date. If the pricing is different, client agrees to pay the difference. Flannel and Faith will not reschedule a 2nd time.

10. NATURAL DISASTER

Extreme weather such as tornado or ice, or snowstorm (as determined by Flannel and Faith), 80 percent of the amount paid can be applied to the future Event date. If Client does not re-book, no refund will be provided. The Event Venue recommends you purchase event Insurance to offset this risk.

11. LATE/REJECTED PAYMENTS

- a. Late payments: Clients will be charged a 5% late fee for overdue invoices. If the Rental Fee is not paid in full at least 30 business days prior to the Event, the Event Venue has a right to cancel the Event without a refund.
- b. Returned Check/Declined Credit Card: In the event that a check is returned by the financial institution, or a credit card is declined, Client must arrange for alternate payment within 48 hours and pay a \$50 returned check fee.

12. INDEMNIFICATION

Client shall indemnify, defend and hold harmless, Flannel and Faith Event Venue, its management, its owners, officers, and employees from and against all demands, suits, judgements, settlements, claims, damages to persons and or property, fines, liens, losses or other liabilities, including reasonable attorneys' fees arising out of or in any way related to the Event, including claims for loss or damage to any property or for death or injury of any individual.

This indemnity shall survive the termination of this Agreement. Client hereby release Flannel and Faith Event Venue from any and all liability or responsibility to Client or anyone claiming through or under Client by way of subrogation or otherwise for any loss or damage to equipment or property of Client, Client's guests or vendors covered by any insurance then in force.

13. PHOTOGRAPHS

Photos are taken by Farm Staff occasionally and may be used for promotional purposes. Client, their guests, and vendors in attendance at an Event at Flannel and Faith Event Venue includes permission to use their images in such materials.

14. DAMAGES AND SECURITY DEPOSIT

Client is responsible for any damages to Flannel and Faith Event Venue and property that may have been caused by the Client and/or the Client's guests and vendors. Flannel and Faith requires a \$500 security deposit 1 week before the event. The preferred method is a credit card on file. Call for approval of a different method. Clients are required to

adhere to all usage Rules, and their guests and vendors are required to honor them as well. The Client is ultimately required for any damages that incurred. Flannel and Faith Event Venue will not involve itself with efforts caused by guests or vendors of Client. Flannel and Faith will report reasonable and best efforts to report any damage or loss of property to the Client on the day of the Event, however, some things may not be noticed until the Event ends. Flannel and Faith will thoroughly inspect the property and identify and assess the damages prior to the next Scheduled Event. Flannel and Faith Event Venue will provide an itemized list to the Client and the amount will be either taken out of the security deposit, insurance claim will be filed, or charged to the card held on file.

15. CLEANING

Flannel and Faith Event Venue ask that the Client return the venue to the pre-rented condition. This means floors are swept, all trash is taken outside to the green dumpster on site. This also means putting the chairs and tables back to the position they were in. It also means keeping the grounds clean outside from Client's guests or vendors. If Flannel and Faith must do extra cleaning, this will result in an additional \$250 cleaning fee.

16. JURISDICTION

This agreement falls under the jurisdiction of the state of Missouri and is therefore subject to Missouri laws and regulations.

THE CLIENT CERTIFIES THAT HE/SHE IS LEGALLY ABLE TO ENTER INTO THIS EVENT VENUE RENTAL AGREEMENT AND THAT HE/SHE HAS READ, UNDERSTANDS, AGREES TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT, ALCOHOL POLICIES, EVENT VENUE USAGE RULES

CLIENT SIGNATURE

PRINTED NAME

DATE SIGNED

FLANNEL AND FAITH REPRESENTATIVE

PRINTED NAME

DATE SIGNED



Event Venue Usage Rules

The following are usage rules that must be followed by the Clients, guests, vendors. Non-adherence to these rules will lead to fines and or damages.

1. Moving Décor

Any décor will be positioned by Flannel and Faith staff based on the final plan 30 days before the Event.

2. Event Venue Walls

Tape is the preferred method to attach décor. Tape must be completely removed during tear-down. Use of Nails or Screws is prohibited to any wall, fixture, or equipment.

3. Candles

CANDLES ARE NOT PERMITTED on Flannel and Faith's table Linens. Evidence of real candles being used on the lines will be considered property damage and the Client will be responsible for replacement costs.

Real Candles CAN be used if Client uses outside vendor for table linens. Real candles must be placed in glass containers to protect Flannel and Faith from damage.

4. Celebration Items

The following are NOT permitted on the farm: bird seed, rice, confetti or party string. We have farm animals that live on our property and these items are a danger to them.

The following can be used outdoors: bubbles, lavender, real flower petals. If Flower Petals are used indoors, we ask that they be picked up completely or additional cleaning fee will be charged.

Balloon can be used in moderation. We ask that they not be tied to a fence post where our very curious farm animals may consume them. All Balloons must be removed and any broken pieces must be placed in the trash receptacle.

5. Use of Vendors:

- Florists- may bring their own containers, please be mindful that there would be prevention of unwanted water marks on floors or on our furnishings.
- Music and Entertainment

Volume must be kept reasonable.

All music must be ended by 11pm on Friday and Saturday and 10pm by Sunday-Thursday.

All Equipment must be installed and removed during the access period.

6. Smoking

Smoking is permitted ONLY outside the Event Venue. If cigarette butts or cigar butts are found, there will be an additional fee of \$50 assessed.

7. Alcohol Policy

Any and all liabilities arising from the consumption of Alcoholic Beverages or illegal narcotics on the premises are the responsibility of the Client.

BEER, WINE, and MIXED DRINKS MUST be served by a qualified Bartender.

Alcohol service Must Cease 30 minutes before Client's tear-down time begins.

Flannel and Faith will not Tolerate

-Fighting

-Destruction of Property

-Disrespectful Conduct

-Minors consuming Alcohol

-Possession and Consumption of personal supply of Alcohol (including in private vehicles parked at the Event Venue.

-Consumption of alcohol not served by any bartender

At Flannel and Faith's discretion, the Venue has the right to:

Evict any Person engaging in unacceptable activities outlined above.

Close the Bar and Remove ALL alcoholic beverages from the Property

Withhold Client's Security Deposit.

If law enforcement is called, the Client Waives the Security Deposit.