

# Sunday Event Contract

## The Barn

9950 us 231 s, Lafayette, IN 47909

This contract defines the terms and conditions under which THE BARN and \_\_\_\_\_  
\_\_\_\_\_ (hereafter referred to as the CLIENT) agree to the CLIENT's use of THE BARN and its facilities. This contract constitutes the agreement in its entirety between both parties and becomes binding upon the signature of both parties. This contract may not be amended or changed unless expressly written by both parties.

**CLIENT information:** Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Type of event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximate number of guests \_\_\_\_\_

Rental Fee: 125/hr

Refundable damage/cleaning deposit \$500 due 30 days prior to event. This fee will be used in the case of damages, cleaning, and/or extra rental time. If all or part of the deposit needs to be withheld the CLIENT will be invoiced. If damages exceed the deposit amount the invoice for the remaining fees will be due no later than 10 days following the receipt of the invoice. All fees not paid within 10 days will be subject to lawyer and court costs in addition to the balance due.

Liability insurance for rental day required. Fees can be paid via cash or check, Square(4% fee).

### **Facilities and services provided by THE BARN.**

- The barn will provide 30 banquet tables and (14) 48 inch round tables along with black linens and 300 chairs.
- All event activities must be completed between 1pm and 8pm.
- Use of the grounds and THE BARN is included in this rental agreement.
- Space for event tent (if desired)
- Fully stocked restrooms
- Trash disposal bin (you must empty the trash cans, liners are provided)

### **SET UP / CLEAN UP AND DECORATING**

- We do not provide any decorating assistance, but we do have a few decorations in the loft that you are welcome to use. Please return them when you are through using them.
- The Client is responsible for taking out the trash, sweeping the floors and mopping any spills.
- **Please only use materials that will not damage the wood when decorating. (No staples, nails, screws, etc.. )**
- The Barn will clean the tables and chairs and put them away.

## **CANCELLATION POLICY**

In the unlikely event of a cancellation All Fees are non-refundable. The CLIENT shall not transfer or sub-lease any terms, services, or conditions in this agreement. If you need to reschedule the Fees can be applied to a future date, rental fee subject to any fee increases that may occur. THE BARN reserves the right to terminate the agreement if the CLIENT violates any terms set within this agreement.

## **ALCOHOLIC BEVERAGES**

As the host of a private event the CLIENT acknowledges the responsibility for the proper and lawful consumption of alcoholic beverages at THE BARN during the duration of the event described in this contract. Alcoholic beverages shall be purchased and served by a licensed and insured bartender only. The bartender and its agents shall exercise due care in serving alcoholic beverages and refuse service to anyone under the age of 21 or anyone who appears to be intoxicated. Identification and proof of age will be requested of anyone who appears under the age of 21. The bartender and its agents will only serve alcohol in accordance with the laws of the state of Indiana. Alcoholic beverages will be removed for anyone who is a minor or intoxicated. Alcoholic Beverage service will end no later than 11:00 pm. The CLIENT shall assist in enforcing the laws of the state of Indiana regarding the consumption of alcoholic beverages.

## **RESPONSIBILITY and SECURITY**

THE BARN does not accept any responsibility for damages to or loss of any articles or property left at THE BARN prior to, during, or after the event. The CLIENT agrees to be responsible for any damages done to THE BARN by the CLIENT, their guests, invitees, employees, or other agents under the CLIENT's control. Further, THE BARN 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 any actor omission of the CLIENT, their guests, invitees, employees, or other agents under the CLIENT's control from any accident or casualty occasioned by the failure of the CLIENT to maintain the premises in a safe condition or arising from any other cause. The CLIENT, as a material part of the consideration of this agreement, hereby waives on their behalf all claims and demands against THE BARN for any such loss, damage, or injury to other persons, and from all costs and expenses arising from, including but not limited to attorney fees.

## **LIABILITY INSURANCE**

CLIENT must provide a certificate of Liability Insurance thirty (30) days prior to the event. The following conditions must be met.

- A. 1,000,000 bodily injury and property damage.
- B. 1,000,000 host liquor liability must be specifically included in above coverage if serving alcohol.
- C. The Barn, its owners, officers, agents, and employees must be named as additional insured for claims.
- D. Insurance must cover all days CLIENT(s) is present on premises.
- E. Failure to provide the above stated certificate thirty (30) days prior to the event could result in immediate cancellation of event and termination of this contract.

## **BARN RULES**

**The CLIENT is responsible for ensuring that the rules are followed and the CLIENT agrees to cover any damage or fees incurred due to guests' or there own actions.**

- **Music must be turned down by 11pm**
- **THE BARN must be vacated by 12am**
- **No parking in the circle drive (drop-offs only)**

- No parking or driving on the grass
- The rocks are to stay in the drive and landscaping. Rocks found thrown in the grass will incur a damage fee.
- No nails, screws, staples in the walls (fishing line, tape, etc. can be used)
- No glitter, confetti, straw inside the barn (rice, flower petals, bird seed are ok to use)
- No climbing on equipment, machinery, in fields (this includes parking in or picking crops)
- SUPERVISE CHILDREN
- No one is allowed in the loft area during the event.
- No pets please with the exception of service animals
- If renting equipment from an outside source, please make sure it is stacked on the concrete and not on the grass. Must be removed from property by noon Monday.
- All decorations and tape must be removed following the event.
- Chairs are to stay inside the barn unless covered with provided spandex covers. CLIENT will be responsible for applying and removing covers
- Please notify staff of any damaged that occurs during event.
- Liquor is only to be served by a licensed and insured bartender.
- CLIENT needs to coordinate deliveries we will not be available to meet your delivery drivers
- THE BARN staff may ask anyone to leave at their discretion
- NO SWIMMING, ponds and water features are OFF LIMITS. THE BARN does not provide any lifeguard or supervision.
- Candles must be in holders to prevent fires, and wax dripping on surfaces
- Barbeques and heater must be on a mat to prevent damage.

THE BARN \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CLIENT \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_