



The Barn on South Holland

279 South Holland Road

Holmdel, NJ 07733

Phone 732-956-1279

www.thebarnonsouthholland.com

Private Event Agreement

Event Host:

Address:

Cell #:

Work or Home #:

Email:

Type of Event:

Estimated # of Guests:

Date of Event:

Time of Event:

Catering Company:

Contact Person:

Phone #:

Email:

Party Rental Company:

Contact Person:

Phone #:

Email:

Event Planner:

Contact Person:

Phone #: _____ **Email:** _____

DJ/Band:

Contact Person:

Phone #: _____ **Email:** _____

Florist:

Contact Person:

Phone #: _____ **Email:** _____

Vendor #1:

Contact Person:

Phone #: _____ **Email:** _____

Vendor #2:

Contact Person:

Phone #: _____ **Email:** _____

Notes:

The Barn on South Holland Rules and Regulations

1. It is understood and agreed that the services to be supplied are as described on the previous pages. It is further understood that, upon execution of this agreement, each party shall be bound by the terms of this agreement. The Client agrees this contract is for the type of event listed on page 1 and the type of function may not be changed without the advance written consent of The Barn on South Holland, henceforth "The Barn".

2. To ensure the safety of the Client's Guests, Vendors, and the staff at The Barn, the following Rules and Regulations must be followed. By signing this contract, the Client takes full responsibility to ensure guests and vendors abide by these rules and regulations. While it is our hope this never occurs, The Barn reserves the right to remove individuals or terminate the event for failure to abide by the rules and regulations stipulated in this contract. Payments to The Barn are non-refundable.

3. A Certificate of Insurance in the amount of at least \$1 million dollars is **REQUIRED** for both the event and the serving of alcohol for all events and from any and all organizations using the facility. The Barn and 279 South Holland Realty, LLC must be named as an additional insured. A list of vendors and their certificates of insurance are required 4 weeks prior to the event. **NO ORGANIZATION/GROUP/INDIVIDUAL WILL BE ALLOWED TO USE THE FACILITIES UNTIL ALL PAPERWORK IS COMPLETE AND ON FILE.**

4. It is expressly understood and agreed that any organization/group/individual renting or using the facilities, shall defend, indemnify, and hold harmless The Barn and 279 South Holland Realty, LLC, its employees, agents, and volunteers from any and all claims, lawsuits, costs, expenses, and/or judgements resulting from use of the facilities.

5. Although there is no required vendor list, The Barn has the right to refuse any vendor it deems not in good standing. It is the Client's responsibility to coordinate with vendors to arrange for set-up and clean-up. No deliveries or set-up may be done prior to the stated period.

6. The Barn reserves the right to assess a fee of a 20% surcharge per overtime hour should the event exceed the stated period.

7. Use of the property shall be limited to that listed on the Map Area.

8. Absolutely no changes or alterations will be done to The Barn property. No open flames (candles, bonfires, sparklers, lanterns, fire pits, or fireworks). No taping, tacking, nailing, gluing, or hanging anything on the walls or rafters.

9. The Barn provides a food preparation area for caterers. This area must be wiped down at the conclusion of the event. All food and trash must be removed from this area.

10. Food must come cooked and prepared prior to arrival. No fryers, broilers, smokers, or grills are allowed on-site without prior approval. No generators will be permitted to run equipment without prior approval.

11. The facilities must be left in the condition it was found or the group forfeits the Security Deposit.

12. The 2nd level of The Barn is for the sole purpose and use by the catering and/or entertainment vendors. No guests are permitted in this area.

13. Smoking is prohibited in The Barn.

14. Adults must supervise groups consisting of minors (under the age of 18 years) at all times. The Barn reserves the right to have Security personnel for additional supervision at a cost of \$200.00 per employee for a five hour event. Overtime charges will be incurred at \$50.00 pp/hour thereafter.

15. The Barn DOES NOT have a liquor license. If you choose to serve alcohol at your event you must:

- **Coordinate the alcohol with the caterer**
- **Ensure that all alcohol is being served by a certified bartender**
- **Ensure the safe departure of guests from The Barn property**
- **Must have liquor liability noted on your Certificate of Insurance**

The Client is responsible for any liabilities associated with the service of alcohol.

****Alcohol is prohibited under the age of 21 years.**

16. Parking directors are provided as a courtesy. All guests park at their own risk and The Barn is not responsible for damage or theft while vehicles are on property.

17. The Barn cannot be held responsible for items left behind by you, your guests, or vendors (including but not limited to: musical or disc jockey equipment, beer dispensing equipment, catering trays, etcetera). All rental items need to be removed the day of the event unless otherwise agreed upon in writing in advance.

18. For weddings The Barn requests a Day of Event Coordinator. The Client agrees to have a professional event coordinator for the day of the wedding/reception. This professional person will be responsible for overseeing the direct activities for the event; coordinating as necessary between The Barn, vendors, guests, and the wedding party. A detailed timeline of the event day will be required one week in advance. The Barn will provide a venue host for the event but will not coordinate activities in any way.

19. A Venue Manager will be on-site throughout the duration of your event. Your Venue Manager will be the first one in and the last one out on your wedding day. He/She will ensure that the grounds and building are maintained throughout the evening. The main responsibilities of the Venue Manager on the day-of include regulating heating and air, adjusting lighting, and maintaining bathrooms. This person does not take the place of or function as an event planner.

20. The person executing this contract must be eighteen years of age or older. Where the Client is a corporation, unincorporated association, or partnership, this contract shall be binding on such legal entity and the person executing it must be authorized to do so on behalf of such organization.

21. In the event an occurrence of an Act of God, national emergency, pandemic, war, fire, natural disaster, governmental action, or other reason beyond the control of The Barn, which will prevent the event from taking place or will disrupt the event so that it is not reasonably feasible to hold the event, as determined by The Barn, The Barn may cancel the event. The Barn shall not be responsible or liable for any loss or damage of any kind resulting to the Client, Client's guests, vendors, agents, or employees. In the event of such an occurrence, The Barn will endeavor to reschedule the event to a mutually convenient date and time.

Client/Representative Signature of Acknowledgment

Date

Insurance

Special Event Insurance Coverage: www.eventhelper.com
<https://www.theeventhelper.com/#Zji9BQ>