

Gray Bridge Event Venue LLC
Wedding Event Facility Rental Contract

12605 307th Ave SE Sultan, WA 98294
Mail: PO Box 1889, Sultan, WA 98294
www.graybridgevenue.com or info@graybridgevenue.com
253-508-3573: Stacy

PLEASE READ THIS ENTIRE CONTRACT BEFORE SIGNING. YOU WILL BE INITIALING EACH PAGE TO ACKNOWLEDGE THAT YOU HAVE READ AND COMPLETELY UNDERSTAND THIS CONTRACT.

Gray Bridge Event Venue, LLC and the undersigned Responsible Party hereby agree to the following terms and conditions of this single event rental of the real property and improvements know as Gray Bridge Event Venue, located at 12605 307th Ave SE, Sultan, WA 98294.

Event Date: The _____ day of _____, 20____. Day of Week: _____

Event Name: _____

Type of Event: _____

Approximate number of guests attending: _____

Will alcohol be served? Yes _____ No _____

Responsible Party: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email #1: _____ Home Phone: _____

Email #2: _____ Cell Phone: _____

Work Phone: _____ Additional Phone: _____

Responsible Party: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email #1: _____ Home Phone: _____

Email #2: _____ Cell Phone: _____

Work Phone: _____ Additional Phone: _____

Other event participants (brides/grooms if not above):

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email #1: _____ Home Phone: _____

Email #2: _____ Cell Phone: _____

Work Phone: _____ Additional Phone: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email #1: _____ Home Phone: _____

Email #2: _____ Cell Phone: _____

Work Phone: _____ Additional Phone: _____

Rental time is 10AM to 11PM. Event is to end by 10PM, with personal belongings removed and venue vacated by 11PM
Check One

_____ 2019 Sat \$ 4000 (\$3800 Venue, \$184.40rental items, \$15.60 sales tax) ("Rental Fee")

_____ 2020 Sat \$ 5000 (\$3800 Venue, \$184.40rental items, \$15.60 sales tax) ("Rental Fee")

_____ 2019 Fri, or Sun \$ 3500 (\$3300 Venue, \$184.40rental items, \$15.60 sales tax) ("Rental Fee")

_____ 2020 Fri, or Sun \$ 4000 (\$3300 Venue, \$184.40rental items, \$15.60 sales tax) ("Rental Fee")

_____ 2019 Mon-Thur \$2750 (\$2550 Venue, \$184.40rental items, \$15.60 sales tax) ("Rental Fee")

_____ 2020 Mon-Thur \$3000 (\$2550 Venue, \$184.40rental items, \$15.60 sales tax) ("Rental Fee")

_____ 2019 Mon-Thur for >50 \$2000 (\$1800 Venue, \$184.40rental items, \$15.60 sales tax) ("Rental Fee")

_____ 2020 Mon-Thur for >50 \$2250 (\$1800 Venue, \$184.40rental items, \$15.60 sales tax) ("Rental Fee")

NOTES:

CONTRACT:

This Contract is made between the Responsible Party(s) ("Renter") identified above and Gray Bridge Event Venue, LLC ("Gray Bridge").

This contract is for the use of the physical Gray Bridge facility and surrounding grounds during the rental period, as shown on the attached map ("Facilities"), on the date stated above during the hours stated above (the "Rental Period"). Facilities operations (bathroom servicing, trash liner changing, parking assistance, etc.) during your event will be staffed by a Gray Bridge Facilities Coordinator. No additional staffing or assistance will be provided during the Rental Period except for Facilities operations or as further agreed to by both parties in writing. Gray Bridge will deliver to the Renter the Facilities in a clean and operational manner.

The undersigned Renter hereby agrees to the Rental Rules and Regulations of use for the Facilities and certifies that the information given herein is correct. Renter further states that he/she has the authority to enter into this agreement and will exercise due care in the use of the Facilities.

A signed contract and date-hold, non-refundable first payment in the amount of 25% of the Rental Fee ("Retainer") must be received to reserve an event date. The event date is not secured until Gray Bridge receives the signed contract with Retainer and completes the signed contract with its signature. Gray Bridge reserves the right to reject any contract prior to signing. Retainer is non-refundable. A fully executed contract will be sent to Renter.

The balance of your Rental Fee and sales tax (7.8%) is due in equal monthly payments on the 15th of each month until 30 days prior to your event. The balance is non-refundable when paid. If the remaining balance is not paid in full, as described above, Gray Bridge has the right to cancel the reservation without refund and re-book the Facilities. A \$500 damage deposit in the form of a check or credit card is due the week prior to your event.

A copy of your liability insurance naming Gray Bridge Event Venue, LLC as an additional insured must be provided to Gray Bridge thirty (30) days prior to your event as described below.

Payments shall be made to Gray Bridge Event Venue, LLC. Cash, check or credit is accepted when delivered in person or mailed to Gray Bridge at PO Box 1889, Sultan, WA 98294.

PHOTO RELEASE

Gray Bridge may wish to take photos and/or videos of the event for the purpose of marketing. Renter hereby grants permission to Gray Bridge to use the photos and/or videos taken during the event for the marketing of Gray Bridge and agrees to no financial compensation for this use.

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements for providing for everyone's safety and keeping Gray Bridge a well-maintained and safe location for future use.

INSURANCE

Liability insurance is required of ALL Renters and is due no later than thirty (30) days prior to your event. The insurance must, at Renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring Gray Bridge, Stacy MacGregor, its employees, contractors, and contracted vendors against all bodily injury, property damage, personal injury, and other loss arising out of Renter's use and occupancy of the premises, including appurtenances to the premises. The insurance required hereunder shall have a single limit liability of not less than \$1 million. Gray Bridge and the Facilities owner shall be named as an additional insured of said policy. Insurance can be in the form of a rider on your homeowners' policy or can be obtained from www.wedsafe.com, www.theeventhelper.com, www.protectmywedding.com. A policy is approximately \$200. If alcohol will be served, the alcohol box must be checked for the policy. If using a homeowners' policy, it must also include liquor liability coverage to protect you and Gray Bridge against alcohol related accidents, as you are ultimately liable for the safety of your guests.

LIABILITY

Renter agrees to indemnify, defend, and hold harmless, Gray Bridge, the Facilities owners, Gray Bridge members, managers, officers, employees, lessees and agents, of and from any lawsuits, liabilities, costs, penalties, claims or expenses arising out of and/or resulting from the rental and use of the Facilities by Renter, including but not limited to the service and dispensing of alcoholic beverages by Renter, Renter's employees and agents, or any individual under Renter's control, and acts or omissions of Renter's guests, contractors, agents, family members and other invitees. Renter specifically acknowledges that the Facilities are a private home and farm and are surrounded by water, and as such there are additional dangers to guests from said Facilities and operations.

In the event Gray Bridge, the Facilities owner, Gray Bridge members, managers, officers, employees and/or agents are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay all reasonable attorney fees and costs of suit incurred by such party, including all collection expenses and interest due.

VENDING and CATERING STANDARDS

Insurance: Any caterers and/or outside vendors and/or companies providing services to Renter at Gray Bridge event Facilities MUST provide a copy of their valid catering business license and certificate of insurance naming Gray Bridge as an additional insured. The certificate of insurance shall be delivered at least thirty (30) days prior to the event.

Kitchen Facilities: Gray Bridge does provide a tented catering prep space with sink and counters. Self-catering is allowed. We highly recommend you hire staff to serve food (some bartending companies can provide hostess services).

Trash: Renter must place all trash into garbage bags as provided by Gray Bridge and put it in a location as directed by Gray Bridge staff. Vendors and caterers (including self-catering) must remove all their trash from Gray Bridge event facilities.

Failure to remove or clean will result in additional fees to Renter which will be deducted from damage deposit, but it is agreed that the damage deposit is not intended to be the limit of Renter's liability.

USE of ALCOHOL/BARTENDING

Renter acknowledges that Gray Bridge does not possess any liquor licenses or permits allowing for the service of alcohol on the premises.

Alcohol consumption is limited to service provided by a licensed bartender as detailed below. Beer, wine, and champagne and signature cocktails are allowed during the event. Hard alcohol is only allowed as “signature cocktails” (pre-mixed drinks). Open bar and shots of hard alcohol are prohibited.

Renter is responsible and will be required to furnish an offsite banquet permit for alcohol as required by the state of Washington thirty (30) days prior to the event. As per Washington State Law, the Banquet Permit must be posted at the bar if any alcohol is to be served at the event. A banquet permit can be obtained online at <https://lcb.wa.gov/licensing/online-banquet-permit> .

All alcohol must be served by a licensed bartender with a Class 12 license, a licensed business, with insurance to serve liquor, either through a catering company or through a bartending company. All bartenders and caterers providing services to Renter at Gray Bridge event Facilities are required to have a valid business license and certificate of insurance that names Gray Bridge and the Facilities owner as an additional insured and includes alcohol liability coverage. All state and federal laws concerning the serving and consumption of alcohol must be strictly complied with and enforced. No self-service of alcohol or alcohol for service placed directly on tables is permitted. If the caterer provides the bartender, the bartender must stay on site for the entirety of alcohol service.

Legal responsibility for any guest’s consumption of alcohol rests with the individual purchasing the Banquet Permit and the Renter signing the Contract for use of the Facility. Responsibility for appropriate use and consumption of alcohol at your event and liability for any consequences arising from the consumption of alcohol shall be assumed by the applicant and the party obtaining the Banquet Permit. Only Renter or licensed bartender may supply alcohol. No guest or invitee may supply alcohol. Gray Bridge is not responsible or liable for alcohol consumption or any consequences arising from that consumption, and Renter agrees to indemnify, defend and hold harmless Gray Bridge, the Facilities owners, Gray Bridge officers, employees, lessees and agents from any claims or damages resulting from or arising out of the service of any alcohol at the event or on the premises. Gray Bridge reserves the right to terminate the serving and consumption of alcohol at any time during the rental hours but has no responsibility for monitoring such consumption. Conduct deemed disorderly at the sole discretion of Gray Bridge staff shall be grounds for immediate expulsion from the Facilities and conclusion of the rental period. In such cases NO refund of the event costs shall be made.

Last call must be given by the bartender no later than 15 minutes prior to the music ending. After last call is given, the bar must close within 15 minutes.

Washington State law requires that food must be served if alcohol is served.

CAPACITY

Gray Bridge Basement Suite Indoor Occupancy limited to up to 12 people (suite party)

- Limited to the suite party and professional staff (planner, photographer, makeup, etc.)

Renter agrees to provide a list of names and roles of 12 people authorized to be in the Basement Suite. Gray Bridge provides a restroom trailer for event guests and limits the use of the basement bathroom to the 12 named suite party members. It is your responsibility to ensure that the basement bathroom use is limited to the 12 named suite party members. Septic fees will be assessed and deducted from the damage deposit should any charges be incurred for additional “heavy” use or damage requiring repair.

The bridge crossing the pond is to be limited to no more than 10 people at a time.

Outdoor Occupancy: Gray Bridge grounds are large and can be configured in many ways to serve large groups. Venue rental is limited to 225 people. Parking is limited to 100 vehicles.

SITE DECORATION

Gray Bridge wants to make every event a special and welcome experience. Therefore, every effort will be made to allow Renter to prepare decorations reflecting their creative ideas. Renter shall ask Gray Bridge staff prior to rearranging and moving furnishings, including, but not limited to, artwork, lamps, furniture, or seating. No nails, screws, staples, or penetrating items are to be used on any Gray Bridge building or structure. Decorations cannot be pinned or taped to tent liner (zip ties work well). Real flower petals and bubbles are allowed but must be picked up after use. Rice, birdseed, fake

flower petals and confetti are not allowed. Throwing of confetti, potpourri, or glitter is not allowed. Only low tack tape is allowed on our floors and walls. No candles, open flames, or fireworks are allowed at the event Facilities. Any damage will be charged after your event.

Decorating and decoration removal needs to occur entirely within your rental time period.

CONDUCT

There is absolutely no illegal drug or firearm use of any kind allowed or tolerated at the Facility. There shall be NO smoking inside of any Gray Bridge building or within 50 feet of any building. Any type of physical violence or threats will not be tolerated and will be cause for immediate expulsion. Renter and guests shall always use the Facilities in a considerate manner. Renter is responsible to ensure that guest refrain from throwing anything into the ponds (rocks, cigarette butts, trash, etc.) Conduct deemed disorderly at the sole discretion of Gray Bridge staff shall be grounds for immediate expulsion from the Facilities and conclusion of the rental period. In such cases NO refund of the event costs shall be made.

LIVE MUSIC-DJs-NOISE

Gray Bridge encourages music and lots of dancing! However, noise travels, and even though Gray Bridge event facilities is fairly remote, Gray Bridge is subject to Snohomish County noise ordinance; all music shall be stopped by 9:45PM. If Renter's event creates a disturbance due to high noise volume, the Gray Bridge onsite manager has full authority to ask the renter, DJ or live music presenter to turn the volume down and/or off. If repeated disturbances are created, at Gray Bridge discretion, Renter may be expelled from the Facilities or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter.

SMOKING

Guests may smoke only in the designated Smoking Area. Cigarettes are to be disposed of in the receptacle provided.

PARKING

Gray Bridge Facilities Coordinator will assist with parking. Gray Bridge highly recommends that Renter provides additional attendants for parking assistance at the time of guests' arrival. Guests are welcome to park in the grass area. Additional parking is available for larger events in the adjacent riding arena.

PET POLICIES (Non-Service Animals)

Dogs that are part of the wedding party are considered on a case by case basis and subject to our pet policies. It is the dog owner's responsibility to clean up after the dog. The dog shall remain in Renter's portable kennel or offsite outside of the pet's role in the wedding ceremony. Under no circumstances will any dog be allowed loose on the property. Other animals (non-dog) will be considered on a case by case basis.

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated rental period provided above. Gray Bridge staff is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by Renter or Renter's representative. All excess material (such as bubble wrap, boxes, hangers, plastics, etc.) created by deliveries must be removed and disposed of by rental company, Renter, or Renter's representative. It is not the responsibility of Gray Bridge to ensure that pick-ups are scheduled and executed. Renter must arrange for all deliveries and pickups.

CLEANING, TRASH, EQUIPMENT REMOVAL, DAMAGE

The Facilities will be in a clean condition prior to your event. You are responsible for removing all decorations and personal belongings. All trash shall be bagged in the trash bags provided and placed in the designated trash collection area. It is the responsibility of Renter to make arrangements with their caterer to coordinate clean up requirements. The caterer is responsible for removing their trash from the site. All rental equipment must be removed immediately following your event.

The facilities should be left in a generally picked-up condition with trash in receptacles and furniture returned to its ceremony or flip location. Renter is responsible for preparing any rental items to be picked up by any rental vendor according to the rental company standards and is not the responsibility of Gray Bridge. In the event of excessive cleaning needs or cleaning needs in violation of our rules (such as the use of glitter during send-off), Gray Bridge may charge excessive cleaning expenses to Renter at the rate of \$50 per 30 minutes. Cleaning bodily fluids is always considered an excessive cleaning need.

The cost of repair or replacement of any damage to the Facilities or furnishings or equipment of Gray Bridge occurring during the event will be charged to Renter. Such cost will first be offset against the deposit, with any excess billed to and repayable by Renter.

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. Renter may not serve alcohol to minors on the premises at any time. Gray Bridge reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Gray Bridge or the safety of its staff, guests, or building contents. Gray Bridge is required by Washington State to collect 7.8% sales tax on all taxable items and remit to the state.

ENTRY AND EXIT

Renter agrees that Gray Bridge staff may enter and exit premises during the course of the event. A representative of Gray Bridge will be on site during your event and may, but is not required to, check periodically with the Renter.

LOST AND FOUND

Gray Bridge takes no responsibility for personal effects and possessions left on the premises during or after any event but will make an effort to contact Renter to arrange for return of left items.

ENTIRE CONTRACT

This contract encompasses the entire agreement. There are no other agreements outside of this contract. Any additional agreements or additional services beyond this contract will be agreed to in writing signed by both parties and attached to this agreement.

Agreed to this _____, of _____, 20____.

_____ Date _____

RESPONSIBLE PARTY

By: _____ Date _____

Gray Bridge Event Venue, LLC

_____ Date _____

RESPONSIBLE PARTY

RENTAL RULES AND REGULATIONS and some suggestions

Facilities Coordinator: Gray Bridge will provide a facilities coordinator on the day of your event. This person is not a wedding or day-of coordinator but a staff member to assist with parking, trash removal, vendor needs, safety pin/scissors/ladder fetcher, clean-up, etc. Gray Bridge staff during your event are responsible for maintaining the restrooms and will assist with parking, trash can liner changing, and general facilities care and maintenance. Staff is working for the venue and is not working in the capacity of event coordinator or facilitator.

Consider assigning an additional parking attendant (groom's men are good!) to assist the facilities coordinator during guest arrival. One or two people parking poorly can seriously hamper your available parking. Finding the owner of the vehicle and getting it moved can create a parking back-up.

Gray Bridge Staff will provide your initial furniture/site set-up based on your requested layout if received at least 48 hours prior to your event. If you have a secondary "rain plan", determine which set up (fair or foul weather) you would like 48 hours prior to your event. We are not staffed to move your furniture the day of your event but if your layout requires "flipping" spaces for multiple uses, we will assist if available.

Capacity: Events are limited to 225 guests

The bridge capacity is limited to 10 people at a time

The Swanky Suite capacity is limited to 12 named people.

Parking is limited to 100 cars. Please encourage carpooling.

Timeline: Guest, vendor and rental ins/outs must occur within your stated rental period.

Catering: If you choose to self-cater (potluck/Costco/drop-off food) consider hiring professional staff to serve food and clean-up. Some bartending services will offer hostess services for hire also. A good number is a minimum of 1 server per 80 guests with a minimum of 2 servers. Think of staff needs for cake cutting, water filling, coffee making. Caterers are responsible for their trash removal.

Alcohol: In Washington State, an official cannot marry an intoxicated bride or groom. Alcohol, including prior to your ceremony must be served by your licensed bartender. Limit alcohol consumption prior to your ceremony to ensure the ceremony isn't delayed waiting for bride/groom to sober up.

Limit your cocktail service to one or two signature cocktails and no more than 3-4 beer and wine choices—many choices for your bar will drastically slow how quickly your guest can get served. Limit the amount of cocktail service so that no one gets "cut-off" and can't participate in the toast! Washington State law says the host of the event is legally liable for drinking and driving accidents. We strongly encourage avoiding single-serving cans and bottles. They create very heavy recycling/waste, they are not environmentally friendly, and they look bad in photos. To further encourage kegs, Gray Bridge provides a jockey box (a fast delivery tap for kegs of alcohol).

Set-up and Decor: Bring lots of zip-ties! They are invaluable for attaching décor. Tape, penetrations (nails, tacks, staples) are not allowed. While it shouldn't be needed, if DJ's or others need to secure cords to the pool deck or helipad, only gaffers tape is permitted. If you opt for a send-off, real flower petals, bubbles, ribbon wands, light sabers, and other non-impact items are allowed (please check with us first!) Fireworks, rice, birdseed, fake flower petals, confetti, potpourri, glitter, and released balloons are not allowed. No candles, open flames or fireworks are allowed at the event.

Clean-up: Ensure that whomever is responsible for removing your décor is aware of what items are yours and what items belong to Gray Bridge. Generally, most of our items have a sticker or pink mark on them. Catering (including self-catering food and drink trash) is your responsibility to remove from the site. Gray Bridge staff will do the heavy cleaning, we ask you to place trash in receptacles and return and site furniture to its original or flipped location.

We highly recommend emptying your stuff out of the Swanky Suite and the Stag Shack prior to your ceremony. Having much of your stuff already put in your vehicles makes clean up and exit much easier!

Rental items that are being picked up by vendors are your responsibility to clean and prepare according to the rental company's rules and policies and not included in Gray Bridge cleaning.

Kids: If children will be at your event plan children's activities or crafts and hire or assign a childcare provider to oversee children ten and under. There is a lot of water, places to explore, and farm animals on the property all of which require children be supervised. Parents will enjoy themselves and damages will be minimized when children are safely occupied.

Pets: No dogs or other pets are allowed on the premises without prior written consent from Gray Bridge.

CONTRACTUAL TIMELINE:

Select one: _____ Contract Price

Saturday:

Friday/Sunday

Mid-week

Mid-week Value Option for >50 guests, limited area \$2000 (Contract Addendum Required)

To reserve event date:

25% retainer due at contract signing \$ _____

Monthly payments: \$ _____

Payments are due on the 15th of the month starting _____ and ending in _____.

30 days prior: Date: _____

Liability insurance to include alcohol policy from Renter

Caterers and outside vendors' certificate of insurance naming Gray Bridge as additional insured

Schedule your Rehearsal time

Week-of event Date: _____

Rehearsal This is to run through your event. Gray Bridge will spend 5-10 minutes with your rehearsal group going over day-of expectations.

Damage Deposit Due (\$500 check or credit card authorization—to be refunded/authorized within a week or at credit card processors' schedule)

Provide Gray Bridge with your desired site furniture layout (required up to 48 hours prior to your event and fair or foul weather plan must be committed to at this time.

Day of Event: Date: _____

10AM arrival unless prior arrangements have been made

9:30PM Last call for alcoholic beverages

9:45 Bar closes

10PM Send off/Music off

10PM Clean up begins

11PM Happily Ever After!