



Congratulations on your special event! Thank you for considering Hanza's Heartland. The following guidelines have been put in place to better serve you, the client, and for the protection of the home and its amenities.

This Contract is made effective as of _____ (today's date) by and between Hanza Properties, LLC/ Downhill management - (Hanza's Heartland and _____ (Your name-CLIENT).

The CLIENT represents that they wish to hold a special event (EVENT) on _____ (date of event) at 7601 SE Lee, Lawton, Oklahoma (VENUE).

This Contract constitutes the entire agreement between the parties and becomes binding upon signature by both parties.

This Contract may only be amended or changed in writing and signed by Hanza's Heartland and the CLIENT.

For good consideration, the parties agree as follows:

1. VENUE RENTAL FEE: 1.1

.The CLIENT agrees to pay a non-refundable DATE DEPOSIT of \$100.00. The DATE DEPOSIT payment is to reserve the use of the VENUE for the specified date of EVENT and is payable when the Contract is executed. If for any reason, Hanza's Heartland is unable to fulfill its contractual obligation under this Contract, the entire DATE DEPOSIT will be returned as full compensation for the cancellation as agreed liquidated damages with no further penalties or liabilities to Hanza's Heartland therefore, In the event of a cancellation by the CLIENT of the EVENT, the DATE DEPOSIT is not refundable and has been earned by Hanza's Heartland for reserving the date.

1.2. A refundable DAMAGE DEPOSIT of \$500.00 (to be paid by separate check or money order) is returnable to the CLIENT within five days after the EVENT has been held after Hanza's Heartland has been able to complete an inspection for property damage from the EVENT.

2.1 CANCELLATION POLICY: 2.1. In the event of a cancellation, then a forfeiture of the non-refundable DATE DEPOSIT will occur. In the event of a cancellation within **60 days** of the scheduled event, a total forfeiture of all funds paid will occur, including deposit and any event payments that have already been received.

2.2. Hanza's Heartland shall have the right to terminate this contract if the CLIENT fails to meet or violates any terms of the contract, in which case the provisions of this cancellation policy also apply.

2.3. The CLIENT shall not assign or sub-lease any terms, conditions or services contained in this contract or any interest therein without the express written consent of Hanza's Heartland.

3. OUTDOOR LOCATION:

3.1. The CLIENT understands and agrees that they and their invited guests will abide by the requirements while on the VENUE. This includes (but in not limited to) the following:

3.1.1. The VENUE can accommodate a maximum of 150 persons and includes the home, grass area and front patio with a 150 person capacity. Site rental includes use of 150 chairs, 30 round tables, 4-8 tables, 2-6' tables, black or white table cloths. Parking is included for up to 80 vehicles. Carpooling is highly recommended.

3.1 The VENUE area is limited to inside the house, and the grass area outside the home including the patio

3.1.3. Use of the outdoor area of the VENUE including the pond is available for the time of your pictures.

3.1.4. Use of the VENUE is for a minimum of 48 hour rental period. Ending time for all events is 12:00 p.m.

3.2. Outside rentals and equipment must be removed from the VENUE by 12:00 a.m. the following day unless other arrangements have been made in advance. Set-up for your EVENT may not begin before the contracted rental time on the day of the EVENT unless prior approval is given by Hanza's Heartland. Please allow enough time for setup, decoration and cleanup within the contracted rental time. CLIENT agrees to pay an additional \$150 per hour for EVENTS extending past the end of the rental time. Hanza's Heartland is not responsible for items left on its premises or the VENUE.

3.3. Decorations, photos, lights, etc., may not be nailed, stapled or otherwise fastened to the VENUE or property belonging to Hanza's Heartland unless approved by Hanza's Heartland management and must be done in such a way as to not damage the house, structures, or landscaping. Artificial petals/leaves, glitter, confetti, rice, fireworks, and tiki torches are NOT permitted at the VENUE at any time. Sterilized birdseed, native flower petals, lavender buds, bubbles, bio-rice and balloons ARE allowed but only in the VENUE outside of the barn. No EVENT furniture may be left on the grass area overnight. All tables and chairs must be placed in the shop area after the event.

3.4. The CLIENT agrees to comply with all VENUE rules, regulations and policies as set forth in this contract.

4. ALCOHOLIC BEVERAGES:

4.1. As the host of a private party, the CLIENT acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at the VENUE during the duration of the event described in this contract. Wine, liquor, beer and champagne will be purchased by the CLIENT served through a licensed liquor store only. Identification and proof of age may be required from any person who appears to be under 25 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any visibly intoxicated person. The alcoholic beverage service will end by 12:00PM. The host takes full responsibility of guests during and after consumption of alcohol.

4.2 No alcohol may be brought to the VENUE by guests and Federal and Oklahoma liquor laws will be strictly enforced. Underage drinking of alcohol is prohibited and will be enforced.

4.3. The CLIENT agrees to fully cooperate and assist Hanza's Heartland to enforce Federal and Oklahoma laws and the policies of Hanza's Heartland regarding the purchase and consumption of alcoholic beverages.

5. COURTESY PROTOCOL

5.1. Hanza's Heartland and the bartender reserve the right to request any person or group of people acting unruly or contrary to rental regulations to leave the VENUE. Assistance from law enforcement agencies may be obtained by Hanza's Heartland if a request to leave the VENUE made by Hanza's Heartland is not promptly followed.

RESPONSIBILITY AND SECURITY:

6.1. Hanza's Heartland are not responsible for any damage to or loss of any articles or property left at the VENUE prior to, during or after the EVENT. The CLIENT agrees to and accepts responsibility for any damage done to the VENUE or any property at the VENUE owned by Hanza's Heartland by the CLIENT and the CLIENT's guests, invitees, employees or other agents of the CLIENT.

6.2. CLIENT agrees that neither Hanza's Heartland shall be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the CLIENT, or any of the CLIENT's guests, invitees, employees or other agents from any accident or causality occasioned by the failure of Hanza's Heartland to maintain the VENUE in a safe condition or arising from any other cause. The CLIENT, as a material part of the consideration for this contract, hereby waives on CLIENT's behalf and on behalf of all CLIENT's guests, invitees, employees or other agents, all claims and demands against Hanza's Heartland for any such loss, damage, or injury. CLIENT further agrees to indemnify and hold both Hanza's Heartland free and harmless from any and all liability for any and all such loss, damage or injury to property and other persons, and from any and all costs and expenses arising there from, including but not limited to attorney fees.

7. MUSIC AND ENTERTAINMENT:

7.1. The proximity of local residences to the VENUE is such that venue sounds, specifically music, must be kept below certain levels. All music must end by 12:00PM.

8. FOOD & CATERING:

8.1. If your EVENT is not being catered by Hanza's Heartland, the catering company or the CLIENT is responsible for setup, breakdown and cleanup of the VENUE. All catering companies will need to be approved by Hanza's Heartland.

8.2. All vendors (florists, bakers, musicians, rental company, etc.) agree to follow all the terms, rules and guidelines from this Contract and the CLIENT agrees to be responsible for the vendors at CLIENT's event. CLIENT further agrees to inform all vendors of the relevant terms, rules and guidelines for the VENUE and for the EVENT.

8.3. All catering supplies and trash must be disposed of in the designated areas at the conclusion of the EVENT.

8.4. The CLIENT is responsible for providing adequate wait staff and cleaning personnel. If the VENUE is not returned to Hanza's Heartland in the condition in which it was delivered at the beginning of the EVENT, CLIENT agrees to pay Hanza's Heartland for cleanup at the rate of \$45 per hour, add \$250.00 cleaning fee (banquet hall sweeping, moping, cleaning, outdoor...) if Hanza's Heartland is not doing the catering .

9. WAIVER OF LIABILITY:

9.1. The CLIENT covenants and agrees that neither Hanza's Heartland, shall be liable to CLIENT or to CLIENT's guests, invitees, employees or other agents; for any suit, actions, claims, damages, and expenses in connection with personal injury, illness, property damage, or theft occurring at or in the vicinity of the VENUE, whether occurring before, during, or after the EVENT.

10.1. This contract contains the entire agreement of the CLIENT with Hanza's Heartland except as provided in section 3. Outdoor Location. The CLIENT acknowledges reading this contract in its entirety and having the opportunity to

ask questions. The CLIENT further acknowledges understanding the contents of this contract and agrees that its terms and conditions are fair and reasonable. There are no other agreements, promises or conditions, whether written or oral between CLIENT and Hanza's Heartland. This contract supersedes and replaces any prior or contemporaneous written or oral agreements between the parties.

11. RULES AND REGULATIONS:

11.1 The list of Rules and Regulations attached as Exhibit A (incorporated into this Contract by reference) shall be followed by the CLIENT, which includes all CLIENT's EVENT PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the EVENT at the VENUE.

12. NOTICES:

12.1. Notices and communications between the CLIENT and Hanza's Heartland should be in writing via email, hand delivery or U.S. Mail. Hanza's Heartland physical and mailing address are above. CLIENTS mailing and email and mailing address is set out on page 5 below. 13. DEFAULT, DISPUTES, and COSTS:

13.1. Any controversy or claim between the CLIENT and Hanza's Heartland arising out of or relating to this contract shall be resolved by mediation employing a recognized professional mediator. In the event of litigation concerning this contract, reasonable attorney fees and costs shall be awarded to the substantially prevailing party.

14. AGREEMENT TO CONTRACT:

14.1. By signing below, CLIENT and Hanza's Heartland agree to the foregoing Contract. CLIENT's signature indicates CLIENT has read, understood and voluntarily accepted all the above covenant, conditions terms and agreements.

Client Name (Printed)

Date

Client Signature

Client email (Printed)

Client mailing address (Printed)

Hanza's Heartland Title

Date

Hanza's Heartland, Representative's Signature Client

Reservation Information: A rental contract must be signed, and all pages initiated as well as appropriate deposits submitted in order to confirm Hanza's Heartland venue.

PLEASE PRINT CLEARLY TYPE OF FUNCTION:

Wedding _____ Reunion _____ Other _____

DATE OF FUNCTION: _____

TIME OF FUNCTION: _____

TOTAL NUMBER OF GUESTS: _____

Host Information: Name

Address _____

Phone _____ Cell _____

Email _____

Co-host Information: Name

Address _____

Phone _____ Cell _____

Email _____

Party Responsible for Payment: Name

Address _____

Phone _____ Cell _____

Event date _____ Event time _____

Reception time _____

Caterer Name and Phone number _____

Please check: Live Music _____ Disc Jockey _____ Other _____

Name _____

Phone _____

EXHIBIT A — RULES AND REGULATIONS: _____?

Event ending time: All events must end by 12:00pm.

Use of the site is for a 8 hour rental period. (11 am-day before wedding thru 11 am after the day of wedding) Ending time for all events is 11:00 p.m. _____?

initial

Decorations: All decorations and outside rentals and/or equipment must be removed by 11:00 a.m. the following day unless other arrangements have been made. _____? **initial**

Children: Children are not permitted to be anywhere on the VENUE unless supervised by an adult. _____? **initial**

Use of the Venue: Use of the venue is limited to the banquet hall, the house, and the grass area outside including the patio. _____? **initial**

Clean up: No reception/wedding/event furniture may be left on the grass area overnight.

TO RESERVE THE VENUE:

Date deposit ----- \$100.00 Date Rec'd: _____

Damage Deposit—\$500.00 Date Rec'd: _____

Total of package purchased _____

Payments received:

Amount _____ Date Rec'd: _____

Amount _____ Date Rec'd _____

Amount _____ Date Rec'd: _____

Additional Details- color of table clothes etc.:

