

**SPECIAL EVENTS AGREEMENT/CONTRACT**

This agreement, made on this _____ day of _____, 20____ by and between Candlelight Farms Inn, herein referred to as "OWNER" and _____, herein referred to as "GUEST."

Guest's Full Name: _____

Mailing Address – Street: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Number of Guests in Attendance: _____

For weddings only, please fill out the couple's information below.

PARTNER 1 INFORMATION

Full Name: _____

Mailing Address – Street: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

PARTNER 2 INFORMATION

Full Name: _____

Mailing Address – Street: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

CANDLELIGHT FARMS SPECIAL EVENTS AGREEMENT/CONTRACT

Owner agrees to rent to Guest specified areas of Candlelight Farms Inn located at 214 Candlewood Mountain Road, New Milford, CT 06776, herein after referred to as "Inn," such areas are to be designated by Owner on the attached Quote form, subject to the terms of this agreement.

1. Guest agrees to rent the following designated area (s) _____ hangar *or* _____ farm from Owner on _____, _____, 20____ between the hours of _____ to _____ for the following event _____.

2. It is understood & agreed Guest will be responsible for the rental of any residential rooms for the weekend/night of the event.

Guest will be renting _____ residential rooms for the following dates, if available.

Check in date: _____ Check out date: _____

3. Guest understands that for a one-day function, all personal belongings must be removed from the property the night of the event unless other arrangements have been made and are detailed below. (For a full weekend rental this does not apply.)

Additional Notation: _____

MANDATORY REQUIREMENTS - no exceptions

10 PM – DJ/Band bass lowered

10:30 PM – Alcohol no longer served

10:30 PM – DJ /Band complete

ALL GUESTS OFF PROPERTY BY 11 PM

PROPERTY MUST BE DARK BY 11:30 PM

Initial (Guest)

4. Guest agrees to be fully responsible for all persons invited to the Event and require guests to use only the designated areas outlined in this agreement. Guest also assumes responsibility for the behavior of all persons invited & agrees to expel any invited persons at the discretion of the Owner who will determine if any guest is creating a disturbance or participating in criminal activity. Guest also assumes responsibility for any damage to the Inn caused by the Guest directly or any invited persons. Guest also assumes responsibility for damages caused by Guest or invited parties to third party vendors and/or their property.

Initial (Guest)

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5. Guest acknowledges there is a \$100.00 fee for each unregistered guest who stays on the property.
6. Guest acknowledges that for weddings larger than 150 people, there is a Guest Overage Fee of \$10 per each additional person over the count of 150 guests.
7. Guest acknowledges that there may be another event on the property the same day as their event.
8. **All service providers must be approved.** Service providers include but are not limited to bartenders, waiters, car valets, caterers, food trucks, liquor trucks, decorators, wedding planners, and any related services. Please Note: Caterers and Rental companies not currently on our vendor list may incur a \$600.00 charge and be banned from our property, if not pre-approved. All service providers will provide a Certificate of Insurance.
9. Guest understands there will be a \$100.00 dumpster fee. Guests may allocate this fee to their vendors.
10. Insurance Agreement: Guest agrees to take a special event liability insurance policy. The policy is available at www.ewedinsurance.com listing the Dunham Foundation, Candlelight Farms and Scenic Masters as additional insureds. Address is 214 Candlewood Mountain Road, New Milford, CT 06776. The insurance must be mailed within one (1) week of signing contract.
11. Guest hereby acknowledges and agrees Owner is not licensed to sell alcoholic beverages nor can Owner serve alcoholic beverages to Guest and/or Guest's attendees. Guest may serve alcoholic beverages at the Event at their sole discretion but shall be fully liable for the service to, and consumption by, guest's attendees. If Guest intends to serve alcohol at the Event, the Owner shall be notified at the time this Agreement is made. Guest shall be fully responsible for the person or persons serving alcohol. Guest agrees to instruct anyone serving alcohol to only serve guests over the age of twenty-one (21) years of age and not to serve it to anyone who is not an invited guest. Owner will take no responsibility for the sobriety or intoxication of Guest or Guests attendees or whether minors are being served. Guest agrees to indemnify Owner and hold harmless Owner from any claim, action, cause of action, demand or judgement arising from any injury, death, loss, or damage arising from the service of alcohol by Guest to guests at the Event, including claims under the Dram Shop Act and/or based on the provision and service of alcoholic beverages and/or the consumption or possession or service to a minor. This indemnification shall include any costs and expenses, including attorney fees, incurred by Owner in defending any claim, action, cause of action, demand or judgement.
12. **NO COOLERS WILL BE BROUGHT ON THE PROPERTY FOR ALCOHOL.**
13. Candlelight Farms is not responsible for any items left on the property.
14. Guest allows Candlelight Farms use of Event photos for promotional use on the company website, advertisement brochures, social media & additional marketing endeavors. ____ Yes ____ No

Initial (Guest)

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15. There is a \$350 septic tank fee for events up to 100 guests in attendance for the Farm Venue **only**. This does not include the Hangar. Events hosted at our Farm Venue for over 100 guests require a **mandatory** toilet trailer rental through **VIP To Go**, as our septic will not accommodate above 100 guests. The Hangar **requires** a restroom trailer through **VIP To Go**, our exclusive toilet rental vendor, as there is no plumbing at The Hangar.

Event Planner/Designer/Coordinator:

***GUEST AGREES TO HIRE OR ASSIGN A POINT PERSON/EVENT COORDINATOR TO MANAGE ENTIRE EVENT - START TO FINISH, WITH A TIMELINE SCHEDULE TO BE GIVEN TO ALL PERTINANT PARTIES PRIOR TO THE EVENT. CANDLELIGHT FARMS CAN ASSIST WITH DETERMINING AN EVENT TIMELINE.**

16. Please note, there is **NO** driving on any grassed areas on the property, except parking at Hangar.

17. Guest agrees to indemnify Owner and hold harmless from any claim, action, cause of action, demand or judgement arising from any injury, death, loss or damage, this indemnification shall include costs and expenses, including attorney fees, incurred by the Owner in defending any claim, action, cause of action or judgement.

18. This Agreement shall be binding on the parties noted above. This Agreement cannot be assigned by Guest without the written consent of the Owner.

19. In case of acts of nature, illness or other unforeseen emergency, your retainer can be credited to an alternate date or stay at Candlelight Farms, dates to be agreed upon by both parties.

Nancy Saggese, Manager, Candlelight Farms

Month / Date / Year

Guest

Month / Date / Year

Initial (Guest)



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Guest agrees to pay a Venue Rental Fee of \$ _____ for the stated rental package with payments to be made as follows:

EVENT PAYMENT SCHEDULE – four (4) separate checks made out to Farms & Barns Events, and mailed to Candlelight Farms, 214 Candlewood Mountain Road, New Milford, CT 06776

1. **Initial Venue Retainer:** (nonrefundable) \$ _____ (1/3 of the venue fee) due with contract signing to hold Date on _____
(Month/Date/Year)
2. **Second check due within one (1) week of contract signing:**
 - Dumpster Fee:** \$100.00
 - Septic Fee Service Fee:** \$350.00 (if applicable)
 - Service Fee:** 15% of rental fee

Liability Insurance Policy copy – The policy is available at www.ewedinsurance.com listing the Dunham Foundation, Candlelight Farms and Scenic Masters as additional insureds. Address is 214 Candlewood Mountain Road, New Milford, CT 06776. The insurance copy must be mailed within one (1) week of signing contract.

3. **Security Deposit (fully refundable*) due two (2) weeks prior to event:** \$500

Please make a separate check **JUST** for the refundable* damages security deposit, so we may either shred or mail back to you upon completion of your event.

Guest understands the Security Deposit may be used for excessive clean up, parking fees for any vehicles on grass, damage to Farm property caused by guests, etc.

4. **Final check due 60 days prior to event date:**

Final Payment: \$ _____ (Remaining 2/3 of venue fee)

Guest Overage (if applicable)*: \$ _____

*\$10 per person charge will be applied for each guest over 150 head count

Initial (Guest)

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VENDOR INFORMATION

*Candlelight Farms will use some of your vendor information to post social media "blasts" on FB and IG for future couples to enjoy and research. This helps us to stay up to date with current trends. Thank you.

Name and phone number for each vendor chosen: *See Candlelight Farms Vendor Sheet*

Ceremony Officiant: _____

*I have confirmed with all guests that they will not attend if they are presenting any of these COVID-19 symptoms which may include, but not limited to, fever, shortness of breath, dry cough, runny nose, or a sore throat.

Initial (Guest)

* I have also confirmed with guests that they have not been in contact with a person who has been diagnosed with COVID-19 within 14 days of attending my event.

Initial (Guest)

* I understand that my guests know that air travel significantly increases the risk of contracting and transmitting the COVID- 19 virus. The CDC recommends self-quarantine for a period of 14 days to anyone who has recently traveled, or they must be tested less than 72 hours prior to travel and documented on state website.

Initial (Guest)

*I will work with Candlelight Farms and all vendors to keep my guests safe and understand all the above.

Initial (Guest)

Signature (Guest)

Date (Month/Day/Year)