



*Palmer House Stables*

An authentic genuine 1838 boutique wedding venue

**1.1.2026 & 2027**

## Venue Rental Agreement

**Client 1** \_\_\_\_\_ Today's date \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

**Client 2** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

Event Date: \_\_\_\_\_

Access time: \_\_\_\_\_ Time of completion: \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_

### Options

Add the Hayloft after your rehearsal dinner bride's sleepover \$375. \_\_\_\_\_

\*To guarantee Friday and rehearsal dinner add: \$1500. Friday 9am to Sunday at 11am. \_\_\_\_\_

Your Total Rental Fee \$ \_\_\_\_\_

# Of The LITERARY Hotel Rooms that you think you might need: \_\_\_\_\_

We have 11 rooms sleeping 33 people.

When we block off rooms exclusively for your wedding we need to receive the guest worksheet we provide you filled out completely.

### Payment Options at time of booking your date.

- **Option #1 Paid in Full:** Pay the entire amount and take a 2.5% discount and get it out of the way at the time of booking your date and the Rental Agreement is being signed.
- **Option #2 Payments:**  
Make your 1<sup>st</sup> payment of 25% of the total rental fee at the time of booking your date and the Rental Agreement being signed.

Then Pay the Balance due after the 1<sup>st</sup> payment with Equal monthly payments 0% interest and paid in full 30 days prior to your event date.

Total Rental Fee     \$\_\_\_\_\_                      Event Date \_\_\_\_\_

25% Signing payment of \$\_\_\_\_\_

Balance due \$\_\_\_\_\_

Date Due is First of Each Month ex. January 1, 2026

1<sup>st</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

2<sup>nd</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

3<sup>rd</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

4<sup>th</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

5<sup>th</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

6<sup>th</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

7<sup>th</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

8<sup>th</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

9<sup>th</sup>     payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

10<sup>th</sup>    payment of \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

Balance owed needs to be paid 30 days prior to your reserved date.

Ways to Pay

- Prefer Venmo payment method: Cell # **319 400 2908** or username **AL-WELLS**



**Look for Pandas**

1. Cash
2. Checks should be made payable to: UPTOWN MAIN LLC  
(Please note the event date on the memo section of the check)

All mailings should go to: UPTOWN MAIN LLC 200 East Main Street Solon, IA 52333

The Clients will be afforded the opportunity to extend the hours of the event on the day of the event, provided all the terms and conditions of the Rental Agreement are met and there are no scheduling conflicts.

**EFFECTIVE DATE:** The effective date of this Rental Agreement is the date Palmer House Stable receives the signed contract, and a payment is received.

**CANCELLATION POLICY:** If you choose not to hold your event on the date in this rental agreement refunds are not available. We will work with you on selecting an alternate available date that will

work for you. Once you have chosen an alternative date, we will amend the rental agreement to reflect this change of date, and your previously scheduled date will be made available for other potential guests. No fees will be charged for selecting a new date and releasing the date selected on the original rental agreement.

NON-ASSIGNMENT: The Clients will not assign, transfer, or sublet this Rental Agreement or its right, title, or interest therein without The Palmer House Stable prior written approval, which is subject to The Palmer House Stable sole discretion.

Dogs are allowed during your event Add \$200.00

Dogs that are not allowed without written permission:

	<u>Reason</u>
SAINT BERNARD-	Hair Loss
GOLDEN RETRIEVER-	Hair Loss
CHOW CHOW-	Hair Loss
AKITA-	Hair Loss
LABRADOR RETRIEVER-	Hair Loss
SIBERIAN HUSKY	Definitely Hair Loss
GERMAN SHEPHERD-	Demeanor
ALASKAN MALAMUTE-	Hair Loss
GREAT PYRENEES-	Hair Loss
PIT BULL-	Demeanor
ROTTWEILER-	Demeanor
DOBERMAN PINCHER	Demeanor
Cats: No Cats	

The Clients may choose to bring in their own food and beverage service or hire a cater company of their own choice. Please notify us in writing of all the vendors you plan to use 30 days prior to the event.

The Clients and all guests shall obey all policies of local, state, and federal laws, regulations, and ordinances while on The Palmer House Stable. The Clients and the Clients guests shall not create a nuisance while at The Palmer House Stable. The Clients and the Clients' guests shall exercise due care in the treatment of the real and personal property of the facility and shall not maliciously or negligently damage or destroy such property. Palmer House Stable reserves the right to eject any individual violating this provision or cancel the event and eject all people from The Palmer House Stable property. The Clients hereby waive all rights and claims for damages or compensation from The Palmer House Stable for such ejection.

The Clients agree to be responsible for all damage to The Palmer House Stable or any other part of The Palmer House Stable property caused by the Clients, his/her guest, invitees, employees, independent contractors, or other agents under the Clients control. The Palmer House Stable will not assume or accept responsibility for damage or loss of any merchandise or articles left on campus prior to, during or following the Clients' function.

The Clients agree to indemnify, defend, and hold harmless The Palmer House Stable, Al Wells and the City of Solon from all demands, claims, suits, actions, or liabilities, resulting from injuries or death to any persons or loss to any property, regardless of the cause of incident, caused by or occurring because of the event or other use of The Palmer House Stable during the period covered by this agreement.

This Rental Agreement shall be interpreted in accordance with the laws of the State of Iowa and by execution of this Rental Agreement, all parties hereby submit to the exclusive jurisdiction of the Courts of this State. Should The Palmer House Stable commence suit against the Clients under the terms of this Rental Agreement because of the breach thereof, Client agrees to pay The Palmer House Stable reasonable attorneys' fees, cost, and expenses.

**Prohibited:**

1. No dancing on the main level, only outside or the lower level for structural reasons. (First dance ok)
2. No glitter, loose sparkles, fake flower petals.
3. No tape to be used on the floor or walls please notify your vendors.
4. No attaching anything to the painted drywall surfaces at all.
5. **No Smoking allowed** anywhere on Palmer House Stable Property or on the sidewalk abutting the Stable Property. **All Smoking** should be across Main Street on the corners.
6. No kegs allowed, only cans and bottles of beer permitted without permission.
7. DO NOT invite people not on your guest list onto the property.
8. If the Hay Loft is used:  
Children must always be accompanied by parents.  
The main door must be locked from the time of ceremony until leaving at 8 pm.  
Access to the Get Ready room is 9 am and leave by 8 pm that same day.
9. **No Alcoholic beverages on the city sidewalk.**  
**Violators may be asked to leave, and the event may be shut down at the owner's discretion.**

This Rental Agreement will be binding upon both client and Palmer House Stable signatures by mutual agreement along with receipt of the event fee.

AS ACCEPTED AND EXECUTED:

\_\_\_\_\_  
Client 1: Printed Name on Rental Agreement

DATE \_\_\_\_\_

\_\_\_\_\_  
Client 1: Signature on Rental Agreement

DATE \_\_\_\_\_

\_\_\_\_\_  
Client 2: Printed Name on Rental Agreement

DATE \_\_\_\_\_

\_\_\_\_\_  
Client 2: Signature on Contract

DATE \_\_\_\_\_

\_\_\_\_\_  
UPTOWN MAIN LLC, AI Wells  
PALMER HOUSE STABLE

DATE \_\_\_\_\_

**RELEASE AND HOLD HARMLESS AGREEMENT**

**Date of Event:** \_\_\_\_\_

Client 1 \_\_\_\_\_

Client 2 \_\_\_\_\_

(Persons on the Contract)

We understand that our participation and/or involvement in a **WEDDING** and that it carries, with it the potential for certain risks, some of which may not be reasonably foreseeable.

We further acknowledge that these risks could cause me, or others around us, harm, including, but not limited to, bodily injury, damage to property, emotional distress, or death.

We are willing participants in a **WEDDING**.

By signing this agreement, we agree to release, indemnify, and hold harmless PLACE PARTNERS

LLC. (Legal entity and Owner of THE PALMER HOUSE STABLE), AI Wells, and the City of Solon as well as all their employees, agents, representatives, successors, etc. associated with The PALMER HOUSE STABLE from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of our (participation in, attendance at, etc.) (Activity, event, program, etc.).

\_\_\_\_\_  
DATE \_\_\_\_\_

Client 1: Signature on Rental Agreement

\_\_\_\_\_  
DATE \_\_\_\_\_

Client 2: Signature on Rental Agreement

\_\_\_\_\_  
DATE \_\_\_\_\_

UPTOWN MAIN LLC, AI Wells

### Departure Check List

Thank you for selecting The Palmer House Stable (PHS) we want to do whatever it takes to make your event a success and we appreciate your help when departing.

### IF the Hay Loft was used only as "Get Ready"

9am to 8 pm Saturday Weddings

Noon to 8 pm Sunday Weddings

This pertains to both lofts if used just for getting ready.

- \_\_\_\_\_ Access at 9 am the day of the ceremony (Sunday 12 noon). The Hay Loft should be vacated, and all personal belongings removed by 8 pm the day of your event. This is to ensure that excessive drinking and partying is minimized.
- \_\_\_\_\_ Children are not allowed in the loft.  
Except if they are in the wedding party and getting dressed or having their hair done. (We have had children that were left unattended tumble down the steps)
- \_\_\_\_\_ The Hayloft Entry door must be locked from the start of the ceremony until vacated at 8 pm.
- \_\_\_\_\_ The get ready room is just that, it is not to be used by anyone not in the immediate wedding party.
- \_\_\_\_\_ Please put furniture, tables, and chairs back where they were originally.
- \_\_\_\_\_ Dirty glasses and dishes leave in the sink.
- \_\_\_\_\_ Any towels used please put by the washer/dryer.

\_\_\_\_\_  
#1 Client Initial

\_\_\_\_\_  
#2 Client Initial

## Cleanup Checklist

Thank you for selecting The Palmer House Stable (PHS) we want to do whatever it takes to make your event a success and prepare the property for the next couple.

### If the Hay Loft was slept in cleaning procedure:

Please Check off each item as they are completed prior to leaving the property.

- \_\_\_\_\_ Any pillows used please remove the pillowcases along with any sheets that were slept on and drop off by the washer/dryer. Otherwise, we have no idea if a bed was slept in.
- \_\_\_\_\_ Any towels used please place them on the floor next to the washer/dryer.
- \_\_\_\_\_ A renter utilizing the kitchen for cooking please Follow typical kitchen-cleaning procedures.
- \_\_\_\_\_ Put all furniture back where you found it if it has been moved.
- \_\_\_\_\_ Refrigerator emptied of everything.
- \_\_\_\_\_ All items brought into the building including food, and containers must be removed during cleanup.
- \_\_\_\_\_ There are extra-large garbage bags in the pantry for excess garbage.  
We will sweep the floors thanks for helping.

### Cleanup Procedures for the Main Level, Lower Level, Terrace, and grounds.

- \_\_\_\_\_ **(Main Level)** Just clear your items from this level. We will put tables and chairs away.
- \_\_\_\_\_ **(Lower Level)** Just clear your items from this level. We will put the tables and chairs away.
- \_\_\_\_\_ **(Terrace)** Red chairs if used please make 2 stacks towards the street SE corner terrace.
- \_\_\_\_\_ If you use white chairs on the terrace after they were picked up from the ceremony, please find a cart and lay flat. 50 chairs per cart (About 5' 10" high), All 3 carts in the lower level.
- \_\_\_\_\_ A renter utilizing kitchen facilities should follow typical kitchen-cleaning procedures.
- \_\_\_\_\_ Refrigerator emptied and wiped out if there is spillage.
- \_\_\_\_\_ If the range was used, please clean the surfaces.
- \_\_\_\_\_ To empty the garbage can please take the garbage can outside of the building and *do not pull the bag out of the can inside the building*. Bags leak and people slip and fall. Remove the bag tie the end and place in the red large dumpster.
- \_\_\_\_\_ All items brought into the building including food, containers, decorations, and props must be removed upon the completion of the event.
- \_\_\_\_\_ The 3 beverage troughs need to be emptied of all beverages and drained and all 4 placed in the lower level. Please drain the water and ice in the **GRASSY AREAS ONLY** **Not** in the Mulch in front or in back.
- \_\_\_\_\_ All vendors must pick up their items by the time your event ends not the next day. During the signing of the contract, we acknowledge and have read the "Cleanup Procedures" above and agree by our signatures below.

\_\_\_\_\_  
Client 1: Signature on Rental Agreement

DATE\_\_\_\_\_

\_\_\_\_\_  
Client 2: Signature on Rental Agreement

DATE\_\_\_\_\_

\_\_\_\_\_  
UPTOWN MAIN LLC, Al Wells  
PALMER HOUSE STABLE Al Wells 319.400.2908 al@palmerhousestable.net

DATE\_\_\_\_\_