

Oak Hill Moments



Welcome to Oak Hill Moments

Welcome to your new event venue at the Oak Hill Reiki and Yoga Studio! We are dedicated to providing a serene and inviting space for your special occasions. Whether you're celebrating a birthday, anniversary, wedding, baby shower, or any other memorable event, our venue is designed to accommodate your needs. This document outlines our venue offerings, pricing structure, and policies to ensure a smooth booking process.

Venue Overview

Our event venue offers both indoor and outdoor spaces suitable for up to 50 people. The outdoor area features a beautiful pergola overlooking the water, making it ideal for small gatherings, parties, and intimate events. With plenty of grassy space surrounding the pergola, your guests can enjoy the beauty of nature during your celebration.

The indoor facility is clean and equipped with durable linoleum flooring, providing a welcoming environment for any occasion. We also provide essential setup options, including tables, chairs, and a tent, ensuring your event is comfortable and stylish.

Pricing Structure

- **Weekday Pricing:**
 - Venue Rental: \$80 per hour
 - Setup Fee: \$40
- **Weekend Pricing:**
 - Venue Rental: \$100 per hour
 - Setup Fee: \$50

Minimum Booking Requirement: We require a 2 hour minimum.

- **Weekdays:**
 - 2-hour minimum booking: \$200
- **Weekends:**
 - 2-hour minimum booking: \$250

Add-On Pricing:

- Chairs: \$2 each (50 available)
- Tables: \$10 each (10 available)
- White Table Linens: \$8 per table
- Table Runners (Pink/Blue) \$4 per table
- Tent Setup: \$100

Blissful Gatherings Packages

Indoor Setup (No Tent):

- **Weekday Rates:**
 - 2-Hour Total: \$200 (Venue Rental) + \$40 (Setup Fee) = \$240
- **Weekend Rates:**
 - 2-Hour Total: \$250 (Venue Rental) + \$50 (Setup Fee) = \$300

Outdoor Event with Tent:

- **Weekday Rates:**

- 2-Hour Total: \$200 (Venue Rental) + \$40 (Setup Fee) + \$100 (Tent) = \$340
- Weekend Rates:
 - 2-Hour Total: \$250 (Venue Rental) + \$50 (Setup Fee) + \$100 (Tent) = \$400

Down Payment Policy

To secure your date, a down payment is required. Please review the following terms:

- Down Payment: 20% of the total event cost (minimum \$50)
- Non-Refundable: The down payment secures the date and is non-refundable in case of cancellation.

Cancellation Policy

Cancellations made at least 30 days prior to the event date will receive a refund of any payments made, minus the down payment. Cancellations within 30 days of the event date are non-refundable.

Damage Fee Policy

A damage fee of \$100 will be collected as a security deposit prior to the event. This fee will be refunded within 7 days after the event, provided no damage occurs to the venue or its property. If any damages are incurred, the cost of repairs will be deducted from this deposit.

Alcohol Policy

To maintain a family-friendly and safe environment for all guests, alcohol is not permitted on the premises. We aim to provide a welcoming space for all types of events, and this policy helps ensure a positive experience for everyone involved. If you have any questions or need further clarification regarding our policies, please feel free to reach out.

Food and Decoration Policy

Clients are welcome to bring their own food and decorations. Please note that a cleanup fee may be assessed based on the condition of the venue after the event. If messes, such as confetti or other decorations, are made, a cleanup fee may be applied to ensure the venue is returned to its original state.

Contact Information

For inquiries or to book your event, please contact us at:

Email: ninabivol1234@gmail.com

Phone: (219) 613 - 1431

We look forward to hosting your event at Oak Hill Reiki and Yoga studio! With our beautiful venue and dedicated service, we aim to make your experience memorable and enjoyable.

Signature & Agreement

By signing below, the client acknowledges that they have read, understood, and agree to all the terms, conditions, and policies outlined in this Oak Hill Moments Venue Agreement. The client agrees to be responsible for any damages, fees, or additional charges incurred during or after the event. The signed agreement, along with the down payment, will secure the event date.

Client Name (Printed): _____

Client Signature: _____

Client Email: _____

Client Phone: _____

Date: _____

Event Date: _____

Estimated Start Time: _____ **End Time:** _____

Venue Representative (Printed): _____

Venue Representative Signature: _____

Date: _____