



## Wedding and Event Venue

This contract defines the terms and conditions under which Heather Hill Farm, LLC and \_\_\_\_\_ (hereinafter referred to as "Client") agree to the Client's use of Heather Hill Farm, LLC facilities on \_\_\_\_\_ (event date) This contract constitutes the entire agreement between the parties and becomes binding upon signature of both parties. This contract may not be amended or changed unless executed in writing and signed by Heather Hill Farm, LLC, and the Client. This contract shall be considered void if not signed and returned within two weeks of issuance.

### Function and Client Information

Client: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

Type of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated # Guests \_\_\_\_\_

**For Weddings and Rehearsal Only:**

**Bride Information:**

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Groom Information:**

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Planner / Day of Event Contact Person**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

A rehearsal time of 1 hour is allotted, to be arranged at a mutually agreed upon time and date.

## **Facilities and Services Provided by Heather Hill Farm, LLC**

- Barn building, including bride and groom dressing rooms, restroom facilities, and surrounding grounds (excluding house)
- On-site parking, with additional street parking available
- 16 Farm tables and 140 chairs for guests
- Use of catering kitchen for warming and chilling (full scale cooking is not permitted)
- Sound system (Client must comply with local sound ordinances)
- All in-house decor and props available only by prior arrangement.
- A staff member on duty on day of event

## **Fees and Deposits**

The total cost for the use of Heather Hill Farm, LLC as described in this contract is \$\_\_\_\_\_ plus Utah Sales tax. To reserve services on the date requested Heather Hill Farm, LLC requires this contract to be signed by both parties and an initial deposit of \$\_\_\_\_\_.

Payment of the remaining balance of the rental fee is due 21 days in advance of the event. If payment is not received at that time, your event may be cancelled, and all deposits will be forfeited. The initial deposit is refundable for the first 10 days of the contract. After that, the deposit is non-refundable. Any cancellations received within ninety days of the event will result in forfeiture of the entire deposit.

## **Damage/Excessive Cleanup Deposit**

In addition to venue rental deposit, a damage/excessive cleanup deposit is required in the amount of \$500 and is due at the time of the final rental fee and is refundable after the event. Heather Hill Farm LLC includes only nominal clean-up in its' rental fees. Hand scrubbing, power washing, hosing down areas and other similar efforts will be billed at \$50 per hour. The Client will be liable for any damages to the premises and property that is caused by the Client, guests or by persons or companies hired by the Client. The client agrees that additional charges may result if damage exceeds the deposit. Clients and their caterers and other service personnel must leave the property in clean, tidy, and good condition with all decorations removed at the conclusion of the event. The damage deposit will be refunded no less than 20 days after the event.

Deposits and payments may be made by Venmo, cash, certified check or bank check made payable to: Heather Hill Farm, LLC.

## **Some Gentle Reminders (Because We Like You)**

Sometimes people forget that Heather Hill Farm staff are not there to run the music or coordinate the event.

Delegating a day of event coordinator is often the difference between an enjoyable event and one that well...is not.

The bride and Groom should be free to attend to their guests while the coordinator is responsible for all the other details. Remember, a separate rehearsal time (1 hour) is allotted in your contract where everything can be worked out.

Your wedding party may arrive 2 hours prior to the start of your event. Dropping off set up items is acceptable at an agreed time. The building will be clean for your arrival, and we will not do any further cleaning before your event.

Your caterer, or whoever may be providing food, is responsible for providing all serving items, including display items, ice, utensils, serving implements, containers, foil and plastic wrap for packing out all leftover food items. The kitchen is a serving kitchen only. All food preparations such as washing and chopping must be done beforehand. Any use of items previously agreed upon, such as water dispensers, or display items, must be washed after their use.

Any display items such as photos, candles, flower arrangements or other material, including silk rose petals must be cleared up by the rental party. If not, the cleanup time will be deducted from your damage deposit.

We want everyone to have an enjoyable time, but overuse of alcohol may result in unpleasant and sometimes dangerous situations. If the contract is violated, Heather Hill reserves the right to shut down an event to prevent damage or injury.

At Heather Hill we love children, we just don't love them trampling in the garden and ask that they be supervised at all times and not allowed to wander the premises. All children under the age of 18 **MUST BE ACCOMPANIED BY AN ADULT**. A 4-hour event is a long time for young children to just hang out. Please provide your own entertainment and supervision for these children.

As Heather Hill is in a rural area and we have farm animals nearby, the fly population can be very annoying. We spray around the doors before an event to encourage them to party elsewhere, but if guests are not reminded, and the day of coordinator is not vigilant, you may wind up with more flies than guests. Please try and keep the doors closed.

## **Terms and Conditions**

1. This contract provides for a four-hour block for the event, two hours prior and one hour after for cleanup. There will be a fee of \$600 per hour for exceeding the time limit.
2. Client assumes all responsibility for the proper handling and service or catering of food.
3. Client acknowledges responsibility for the lawful and proper consumption of alcoholic beverages during the duration of the event. Open kegs are prohibited. Servers must be a licensed bartender with the State of Utah. Servers must remove and dispose of bottle caps prior to serving. Servers will close the bar no less than 30 minutes prior to the end of a 4-hour event. The client agrees to hold harmless Heather Hill Farm LLC, in any event resulting from the use of alcohol.
4. Client agrees that Heather Hill Farm LLC staff may enter and exit the premises during the event, and that all requests of the Heather Hill Farm staff shall be followed promptly.
5. Heather Hill Farm LLC requires that an event coordinator or day of event coordinator be designated.
6. The kitchen is a warming and service kitchen only. No cooking is permitted.
7. The following are not allowed in the barn or grounds: rice, artificial petals or leaves, glitter of any kind including hair spray, makeup, and glittered dresses and veils, confetti, fireworks, open flames, the smoking of any substance or nude photography. Balloons must be secured. Alteration of the grounds, barn, gardens, or other parts of the premises with nails, glue or staples is not allowed.
8. Events must conclude by 10 P.M. unless by prior arrangement. At all times Heather Hill Farm LLC reserves the right to close doors and windows to keep the noise at an acceptable level. Clients agree to abide by local sound ordinances and be respectful of our neighbors during the event.
9. Deliveries must be made by arrangement with Heather Hill Farm, LLC representative, if outside the scheduled event block.
10. Only staff may move any furnishings, artwork, lamps, tables, or seating. Battery operated tea lights are recommended. No items may be hung from light fixtures or electrical outlets and switches.

11. All children under the age of eighteen must always be supervised by an adult. Children are not permitted to wander the grounds or building unattended. Bicycles, skateboards, and rollerblades are not allowed. Balls, Frisbees, and other thrown objects are not allowed.

12. No pets of any kind are allowed in the barn. Service dogs are exempt from this restriction. Use of a family pet as part of your ceremony must be pre-arranged and the animal must always be on a leash. Following the ceremony, they must be kenneled or removed from the property,

13. Heather Hill Farm, LLC shall have the right to take photographs and videos at your event for marketing purposes. Any commercial use of the likeness of our buildings and grounds is prohibited without the express and written consent of Heather Hill Farm, LLC.

14. Client agrees that Heather Hill Farm, LLC, and its representatives shall not be liable in any way for failure to perform in whole or part resulting from causes beyond its control (force majeure). If an event is cancelled in whole or part because of conditions beyond the control of Heather Hill Farm, LLC, a complete or partial refund, excepting the initial deposit, will be made to the client no later than 21 days after the date of the event.

15. Client agrees to pay all costs and attorney fees incurred by Heather Hill Farm, LLC its owners and representatives in defending any claim or action brought against Heather Hill Farm, LLC its' owners or representatives resulting from Client rental of its' facilities.

16. No consumption of food or alcohol by the client or their guests is allowed in the Bride's or Groom's rooms. All drinks must have a lid or be in a sealed container. Drinks may not be set on any furniture without using the provided coasters.

17. Client understands that the violation of these terms and conditions may result in the loss of their damage deposit and the shutting down of their event until they are following the terms and conditions set forth in this contract.

By signing this agreement, I affirm that I have read and understand all the terms and conditions of this contract and that I agree to comply with the said contract.

Client

Signatures

\_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_

Heather Hill Farm, LLC representative

\_\_\_\_\_ date \_\_\_\_\_

