



Event Date _____
The Old Gray Barn
Wedding and Events
6600 North County Road o EW
mitchellsoldgraybarn@gmail.com
theoldgraybarn.com

Party Package

Date of Event: _____

Type of Event: _____

Full Names of Clients: _____

Home Address: _____

Primary Phone: _____

Primary Email: _____

I have initialed and agreed to the conditions set forth by The Old Gray Barn owners.

By signing my name below, I am agreeing to these conditions and saving the date for my event.

Signature(s): _____

Printed Name(s): _____

Date Contract Signed: _____

the payments area below is for staff use only

Booking Retainer

Amount: _____

Date: _____

Payment Type: _____

Damage Deposit

Amount: _____

Date: _____

Payment Type: _____

Final Payment

Amount: _____

Date: _____

Payment Type: _____



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By initialing the following statements, you are agreeing to abide by the terms and conditions set forth by The Old Gray Barn. In addition, this contract will be accompanied by a non-refundable booking retainer of 50% of the total fee which will be taken off of the total barn rental of \$_____ for _____ hours for the guest total of _____. In the event that the terms of this agreement are violated, the contract becomes null and void at the discretion of the owners of The Old Gray Barn.

1. Booking & Retainer _____

- a. The Party Package is available any time between 10am and 6pm Monday through Thursday as well as between 12pm and 6pm on Sundays. Fridays and Saturdays are not available due to booked weddings. The fee depends on the number of guests and the hours booked. You must provide an expected guest count so we can prepare tables and chairs.
- b. You must pay a non-refundable 50% deposit to book your date. Usage of the premises must be within the above date and time including setup and clean up. Please contact the owners for approval of any variation. If the event extends past the agreed upon times, you will be charged for the unapproved overage.
- c. The full rental and damage deposit must be paid in full 30 days in advance prior to the event.
- d. Cancellation following the 30-day deadline will result in total forfeiture of the payment.
- e. Appropriate forms of payment are personal check, cashier's check, cash, or online card payment. Checks are to be made out to *The Old Gray Barn*.

2. Damage Deposit _____

- a. A refundable damage deposit of \$500 is due in addition to the final balance 30 days prior to the event. The check will be held in escrow and may be returned to you one week after your event after The Old Gray Barn owners inspect the venue and ensure all clean-up has been completed by the allotted time given.
- b. Any confetti used on the property must be biodegradable. If having flower girls, the petals thrown must be real to keep our outdoor areas free of debris.
- c. Smoking is only permitted in designated areas and cigarette butts must be disposed of in proper receptacles. Smoking isn't permitted inside of the barn at any time and will result in loss of deposit.
- d. All trash, including cigarette butts, bottle caps, etc must be placed in appropriate trash receptacles before you leave. This requirement includes the parking area.
- e. All personal property must be removed from premises by allotted times.
- f. All areas of the property must be free of any damage by you, guests, or vendors.

3. Vendors & Caterers _____

- a. We do have recommendations for vendors and caterers. You may choose to use your own personal vendors and caterers for all services except for alcohol.
- b. All food and drink setup, service, upkeep, and clean up is you or your caterer's responsibility. It is not included in our day-of coordination.

4. Alcohol _____

- a. Alcohol is only available through booking The Old Gray Barn add-on service. Outside bartending services are not accepted. Only beer and wine are served on the property. Appearance of outside alcohol will be considered a violation of the contract and the event will be cancelled.
- b. The Old Gray Barn is not liable for anyone leaving the grounds that has been drinking and may drive under the influence. It is your responsibility to ensure all guests arrive and leave safely.
- c. The Old Gray Barn reserves the right to dismiss any guests they believe will cause harm to themselves or others by calling a taxi service or the local authorities. This action will only be taken after consulting with the bride and groom.

5. Day-of Coordination _____

- a. The Old Gray Barn staff will be available for setup and tear down of tables, chairs, & linens, emptying trash receptacles, and keeping the bathrooms stocked. We will visit as-needed throughout your event for those purposes, but will not offer any coordination services for your event.

6. Insurance _____

- a. The Old Gray Barn has an insurance policy that safeguards against injury while participating in events on the grounds. This policy assumes that individuals attending events will refrain from participating in any activity that could put them or the well-being of other guests in danger. In addition, it does not protect you from any liabilities incurred if damage occurs to the property while your event is taking place.
- b. The Old Gray Barn and its staff cannot be held accountable for any personal injury to self or property incurred by you or your guests.
- c. The Old Gray Barn requires you to provide proof of a liability and property damage insurance policy prior to the event. This event insurance must cover any potential damage caused by any member of the wedding party or guest. A minimum of \$500,000 insurance is required and must be written to cover the event for the entire duration of the event. Policy must be submitted to The Old Gray Barn by email 30 days prior to the event.

7. Use of Premises _____

- a. Usage of the premises must be within the booked time including setup and clean up. You will not be given access before or after your booked time. Please contact the owners to submit a special request of any variation to be decided by the owners. All personal belongings must be removed from the property by the end of the event.