

NORMANS GROVE WEDDING VENUE RENTAL AGREEMENT

This Wedding Venue Rental Agreement (the "Agreement") is entered into on this ____ day of _____, 20, by and between:

The Venue:

- **Business Name:** _____
- **Authorized Representative:** _____
- **Physical Address:** _____
- **Phone Number:** _____ **Email:** _____

The Client:

- **Full Name (Partner 1):** _____
- **Full Name (Partner 2):** _____
- **Billing Address:** _____
- **Phone Number:** _____ **Email:** _____

1. EVENT DETAILS & TIMELINE

The Venue hereby grants the Client permission to use the designated spaces for the following event:

- **Date of Event:** _____
- **Estimated Guest Count:** _____ (Maximum Capacity: _____)
- **Designated Event Spaces:** Grand Ballroom Outdoor Pavilion Bridal Suite Other: _____
- **Total Access Window:** From _____ [AM/PM] to _____ [AM/PM]
- **Guest Arrival Time:** _____ [AM/PM]
- **Event Start Time:** _____ [AM/PM]
- **Music/Bar Curfew:** _____ [AM/PM]
- **Hard Exit Time (Vendors & Items Out):** _____ [AM/PM]

2. FEES, DEPOSITS, & PAYMENT SCHEDULE

The Client agrees to pay the Venue according to the following financial schedule:

- **Total Venue Rental Fee:** \$_____
- **Non-Refundable Booking Retainer:** \$_____ *(Due upon signing to secure date)*
- **Refundable Security Deposit:** \$_____ *(Due 30 days prior to event; returned within 15 days post-event if no damage occurs)*
- **Remaining Balance Payment Schedule:**
 - Payment 2 Amount: \$_____ Due Date: _____
 - Final Balance Amount: \$_____ Due Date: _____
_____ *(Typically due 30–60 days prior to event)*
- **Late Fee Policy:** Payments received after the due date will incur a cumulative late penalty of ____% per week.

3. CANCELLATION & POSTPONEMENT POLICY

- **Client Cancellation:** If the Client cancels the event, the initial booking retainer remains completely non-refundable. Additional refunds are structured as follows:
 - Cancellation **90+ days** prior to event: ____% of subsequent payments refunded.
 - Cancellation **under 90 days** prior to event: No refunds issued; full remaining balance remains due.
- **Date Changes/Postponements:** Any request to change the date must be made in writing at least ____ days prior to the original date. Rescheduling is subject to venue availability and a date-change fee of \$_____.
- **Venue Cancellation:** In the rare event that the Venue must cancel due to structural issues or operational failure, a 100% full refund of all monies paid (including the retainer) will be returned to the Client.

4. VENDORS & CATERING REQUIREMENTS

- **Catering:** All food must be prepared and served by a licensed and insured professional catering company. Homemade food is strictly prohibited.
- **Alcohol Service:** Alcohol may only be served by a bartender certified in this state who carries active liquor liability insurance. Alcohol service must cease exactly ____ minutes prior to the hard exit time.
- **Vendor Rules:** The Client must submit a complete list of all contracted vendors to the Venue no later than 30 days before the wedding date. All outside vendors must provide proof of commercial general liability insurance.

5. VENUE RULES, DECORATIONS, & DAMAGES

- **Decorations:** No items may be nailed, taped, stapled, or permanently affixed to any venue walls or structures. Prohibited items include: glitter, confetti, open-flame candles, and fireworks.
- **Noise Restrictions:** The Client agrees to adhere to local municipal noise ordinances. Sound levels must not exceed ____ decibels after ____ [PM].
- **Clean-up Responsibilities:** The Venue is responsible for major post-event cleaning, table/chair breakdown, and trash removal. The Client and vendors are responsible for removing all personal belongings, gifts, and specialized decorations by the hard exit time.
- **Liability for Damages:** The Client assumes full financial responsibility for any physical damage caused to the Venue property by the Client, their guests, or their hired outside vendors.

6. LEGAL RESPONSIBILITY

Neither party shall be liable for failure to perform their obligations under this contract if such failure is the result of Acts of God (including fire, flood, earthquake, storm, or other natural disasters), war, government regulations, strikes, pandemics, or any other emergency beyond the parties' reasonable control making it illegal or impossible to host the event. In such a case, payments will be applied to a mutually agreed-upon future rescheduled date.

7. INSURANCE

The Client is required to obtain a one-day Event Liability Insurance policy with a minimum coverage limit of \$1,000,000 per occurrence. The Venue must be named as an "Additional Insured" on the certificate. Proof of this insurance must be submitted to the Venue manager at least 30 days prior to the wedding date.

8. ENTIRE AGREEMENT & GOVERNING LAW

This contract constitutes the entire agreement between the parties and supersedes any prior oral or written discussions. Any modifications to this agreement must be executed via a written amendment signed by both parties. This Agreement shall be governed and construed under the laws of the State of _____.

SIGNATURES & EXECUTION

By signing below, both the Venue representative and the Client acknowledge that they have read, understood, and agreed to be legally bound by all terms, policies, and financial rules outlined in this contract.

Venue Authorized Representative:

Signature: _____ Date: _____

Client / Partner 1:

Signature: _____ Date: _____

Client / Partner 2:

Signature: _____ Date: _____