

**WEDDING RENTAL AGREEMENT**

Date of Wedding\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USER’S Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival time at THE OAKS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reserved time: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject to the USER’S compliance and agreement with the terms and conditions outlined below, including the attached Facility Use Rules and Responsibilities of the Caterer, THE OAKS hereby gives the undersigned USER permission to access and use THE OAKS on the date and for the event shown above.

The rental fee reserves the use of THE OAKS for the hours shown on the previous page, which includes preparation and set-up time, event time and clean up. Event time requirements will be reviewed at the time of final payment. A request by the caterer or florist for access prior to the reserved time for the event will be honored if the USER agrees to pay for the additional hour(s) as shown on the Fee Schedule.

**In order to reserve a wedding date**, a minimum payment of one thousand dollars ($1,000.00) must be paid at the time this agreement is signed. One hundred twenty (120) days before the event a second payment of one thousand five hundred dollars ($1,500.00) shall be paid. Thirty (30) days before the event, the balance of one thousand five hundred dollars ($1,500.00) shall be due.

**If the event is canceled**, the amount of the refund will be determined as follows:

Cancellation one hundred and twenty (120) days or more prior to the event date – one hundred percent (100%) of the fee previously paid will be refunded; cancellation less than one hundred and twenty (120) days prior to the event date will result in forfeiture of all the fees previously paid to THE OAKS.

THE TOTAL FACILITY USE FEE MUST BE PAID IN FULL AND RECEIVED BY THE OAKS thirty (30) days prior to the event date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full payment date). If the balance of the Facility Use Fee is not received by the payment date specified above, THE OAKS may immediately release the date to another party and that portion of the fee previously paid will be forfeited and retained by THE OAKS. At this time, a separate check for the damage deposit will be collected. (Please see #18 of the Facility Use Rules.)

THE ATTACHED FACILITY USE RUES ARE PART OF THIS AGREEMET and the User, all guests at the event and vendors associated with the event must comply with the rules. The USER will be responsible for the conduct and actions of the guests, caterer, photographer, florist, musicians and anyone attending the event. **THIS AGREEMENT, THE OAKS FACILITY USE RULES AND RESPONSIBILITIES OF THE CATERER HAVE BEEN READ CAREFULLY AND IT IS UNDERSTOOD THAT ALL RULES WILL BE ENFORCED. The undersigned acknowledges receipt of a copy of THE OAKS FACILITY USE RULES AND RESPONSIBILITIES OF THE CATERER.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of USER Signature of THE OAKS Representative

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

\_\_\_\_\_\_\_\_\_ Deposit \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ 2nd Payment \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ 3rd Payment \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ Damage Deposit \_\_\_\_\_\_