

Eagle's Ledge RENTAL AGREEMENT

This agreement provides for the terms & conditions of the rental of Eagle's Ledge facility by the renter as follows:

1. **Reservation Dates** - Subject to the approval of the authorized representative of the Eagle's Ledge, the facility is reserved for the sole use of the renter and guests for the ____ day of _____, 20____. Rental of the facility will generally be from 7A.M. until Midnight Fridays and Saturdays, 7A.M. until 9P.M. on weekdays and Sundays, unless other arrangements have been made. DJ must be done playing by 11P.M. (Fridays and Saturdays), 8P.M. (Weekdays/Sundays) (your arrangements for flowers, DJ, cakes, etc. need to be made inside this timeline) and the bar will close at 11P.M Or 8P.M (Weekdays/Sundays) There will be a \$250 per hour fee for anyone that goes past the Midnight or 9PM (weekdays/sundays) timeframe. With a maximum of 2 hours.

2. **Base Rental Fee** - The base rental fee for the facility shall be _____\$ for the event. Half of the rental of the barn itself (deposit) is due at time of booking with the other half of the barn rental along with the \$1000 suites rental (when applicable) due 60 prior to the date of the event. The deposit is non-refundable.

3. **Cancellation or Postponement** - Cancellation must be provided in writing to Eagle's Ledge management no later than 90 prior to the event. If cancelled more than 90 days prior, the renter will lose the non-refundable deposit. If after the 90 mark, renter will owe the remaining balance of the rental fee.

4. **Liability Disclaimer** - Eagle's Ledge LLC (DBA Eagle's Ledge) assumes no responsibility for stolen, lost, or damaged personal items of the renter or the renter's guest. Renters will be required to obtain Wedding Liability Insurance. Written proof must be provided no later than 2 weeks before the date of the event.

5. **Notification** - The renter must notify the Eagle's Ledge Owner by email heidi@eaglesledgeevents.com within 48 hours of any accident or injury occurring at Eagle's Ledge during the event at the facility. Renter agrees to provide such information complete with documents as may reasonably be requested by the Eagle's Ledge regarding any accident or injury.

6. **Availability** - The renter understands that reservations of the facility do not guarantee its availability. Events beyond the control of the Eagle's Ledge, such as fire, vandalism, flood, pandemic, etc. may render the facility unavailable for rental use. If the facility is unavailable on the reserved date for any reason, renter's sole remedy will be a return of any fee paid for the facility.

7. **General Rules** - Renter agrees to adhere to the following rules.

- Absolutely no nails, pins or any other type of fastener or command strip of any nature is allowed on our walls.
- Absolutely no glitter of any sort is allowed. This is not limited to glittered jars, decor, ribbon, confetti, sequins, etc.. If any of these things are found after the event, additional cleaning fees will be assessed at \$150 per hour.
- No standing on tables or chairs
- Fire Exits can not be blocked
- Maximum capacity for the facility is 420 persons
- No items, including tables and chairs may be moved or removed from the building for any reason.
- Children must be supervised at all times. This goes for inside the facility and outside. We are located on a highway, a bike trail and there is a pond. Eagles Ledge LLC and their employees will not be responsible or be held accountable for children.
- Absolutely no alcoholic beverages are allowed to be bought onto the property of Eagle's Ledge, coolers included. We must enforce this by law. Anyone found bringing alcoholic drinks/coolers onto the property will have their coolers/alcohol confiscated for the first warning, 2nd time they will be asked to leave the property. This will be enforced by the security officer onsite. THIS ALSO INCLUDES THE BRIDAL AND GROOM SUITES. We do reserve the right to check in the suites at anytime.
- Absolutely no one will be served unless they have an ID. This includes the bridal party. If a minor is found drinking, they will be asked to leave with no warnings. No Exceptions!
- Smoking is allowed in the parking lot of the building only. And must be disposed of properly
- Real candles are allowed. They must be fully enclosed in a vase or container. If wax is found on the tables during clean up, \$150 cleaning fee will be assessed.

8. **Clean up and Decorations-** Decorating appointments must be made in advance with the owner. Clean up is required the night of the event unless other arrangements are made with the Owner. Anyone still tearing down after the stated times in the contract will be charged an additional \$250/hour with a maximum of 2 hours.

9. **Renter's Obligation** - The renter is responsible for all violations of the agreement by any contractor used for the event, including but not limited to DJ and photographer. Any and all damage to the Eagle's Ledge and its property, other than normal wear and tear will be the responsibility of the renter. You will be contacted within 5 business days if there is any damage to the property, at this time an estimate of the damage and pictures will be provided as well. The renter will then have 15 days to provide payment to Eagle's Ledge for the damage incurred.

10. **Indemnification** - In consideration for the rental and use of the facility and as a duly authorized representative of the organization or group renting the facility, the renter hereby agrees to indemnify and hold harmless Eagle's Ledge LLC (DBA Eagle's Ledge), its agencies, and employees, for any injuries, expenses (including attorney fees) to any persons or causes of

actions by any persons which may arise out of or in the course of the usage of the facility.

11. **Security** - Eagle's Ledge will provide a security guard for the event at the renter's expense. If there are less than 100 guests attending your event, no security will be required. The fee for security is \$200, this fee is subject to change depending on security availability. Security will arrive when the bar opens and stay until the bar closes. This will be billed out to the renter at the end of the event.

12. **Bar Services** - Eagle's Ledge will provide all bar services. No outside alcohol will be allowed to be brought in. Only exception to this would be wine, there will \$20 per bottle corking fee. All unopened bottles will be sent back with the owner after the event. Bartenders will have tip jars out during the entire event. All open bar tabs over \$100 will be subject to a 15% gratuity charge and a 3% credit card fee if paid with a credit card. Venmo is subject to a 2% fee. There is a \$1500 minimum on all bar services that is also subject to 15% gratuity. Whether cash bar, open bar, drink tickets...etc. If this minimum is not met, renters will be provided a bill at the end of the night. If no alcohol is served at the wedding (dry wedding) there is a \$1000 surcharge. Any bar tabs left open at the end of the night will be charged 20% gratuity.

13. **Catering Services** - Eagle's Ledge does have an in house catering company (The Lincoln Club Catering). If using an outside catering company, there is a kitchen charge of \$1000, due at the 60 day meeting. They must be licensed and insured and they also must provide 1 server per 100 guests for clean up of dinnerware. Dinnerware must be completely picked up before the catering staff leaves. If no servers are provided by the outside catering company, or if they don't complete the job, this will be billed at \$25 per hour per server to the renter at the end of the night. Catering company will also have to sign our catering agreement before they are allowed to serve your guests. Contact venue management for a list of approved caterers.

- We understand that we are responsible for the actions of ourselves, our guests and our vendors while attending our event at Eagles Ledge. This includes children.
- We will obtain Wedding Liability Insurance and provide proof of that insurance no later than 2 weeks prior to the day of rental.
- We understand we are not to remove or move any rocks from the landscaping, and that the bench seating at the ceremony site must not be moved. Any damage to the outdoor or indoor area including damage to the sod will be billed to the renter at the owner's discretion
- We understand that any damages to the property and/or equipment or extra cleaning up ie: confetti/glitter will result in an additional charge which will be added to the final bill.
- We understand that we are responsible to ensure the venue is left in the same condition in which it was found. All decorations and props will be removed at the

end of our booking period. Eagle's Ledge LLC will provide cleaning of the venue after the event.

- We understand that we can not have any music outside of the facility unless it is acoustic only. Music for the ceremony is allowed.
- We understand that all tables are permanent at Eagle's Ledge. No tables can be moved for any reason.
- We understand that we do only get 1 hour for rehearsal time ahead of the wedding, anything over that hour will result in additional charges of \$150 per hour. This will be billed out on the final bill.
- We understand the rules of the bar and the catering services.

Print Bride & Grooms Names and or Business/Renter's Name

Mailing Address

Renter's Signature

Date

Best Contact Phone Number

Best Email Address

Approximate Guest Count

Additional Contact Name and Phone Number

Eagle's Ledge Representative

Date