

Longmire Wedding & Event Barn

Rental Contract

16105 Longmire Road SE, Yelm, Wa. 98597 360-259-4601 – cell#

Renter: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Day): _____ Cell# _____

Email: _____ Event Date: _____

Names and Contact Information for Bride and Groom (if applicable):

Bride: _____ Cell # _____

Groom: _____ Cell # _____

If the terms and conditions set forth in this contract meet your requirements, please sign in the space provided below and remit your deposit of _____, made payable to Longmire Wedding & Event Barn, LLC.

Renting Party _____ / ____ / 20__

Longmire Representative _____ / ____ / 20__

**Both the renting party and the licensed caterer must sign contracts prior to the event (a separate Caterer's Contract is attached to this document.*

Rental Information for Longmire Wedding & Event Barn

Capacity and Season

Longmire can accommodate up to 200 people. Larger parties are required to supply a rented tent and extra seating. It is understood by the renting party that it is the Barn and the grounds immediately surrounding the Barn that are being rented and that the resident and other out-buildings and farm animals are private. *Please be respectful. _____ initials*

The rental season is April – November.

Services Provided by Owner

This contract guarantees the exclusive use of Longmire Wedding & Event Barn, the grounds surrounding the barn; both get ready rooms and parking area are included in the rental.

Other amenities included with the rental are:

- Use of catering kitchen for warming and chilling (full scale cooking is not permitted);
- Ample parking near the barn;
- Parking attendant;
- Handicap accessible restrooms;

- Use of the croquet, volleyball and other lawn games in specified areas.
- A staff representative will be on duty the day of the event to assist you;
- Firewood and the use of the fire pit;
- Thursday evening rehearsal;
- Use of the garbage dumpster – all food & left over beverages shall be hauled out by renter;
- No glass bottles/glasses allowed.
- Any drug use is prohibited.

The owners reserve the right to veto any activities that may be damaging to the buildings or the grounds, or that may disturb property owners surrounding the barn. Renters must comply with sound ordinances and be respectful of our neighbors during the event. _____*initial.*

Terms and Conditions

Hourly Rates:

1. Rentals for birthday parties, baby showers, bridal showers, celebrations of life, wine tastings and corporate events shall be priced out by the hour. Hourly rate for 20__ season is \$50.00 per hour and shall be no more than 6 hours with the option to book 2 extra hours at \$75.00 per hour. All events must be concluded by 11:00 p.m. (10:00 p.m. on weekdays and Sundays). A \$200.00 deposit is required to secure your date – this is non-refundable after 5 days of booking. A certificate of insurance must be provided by renter for any rental of over 4 hours. _____
2. Family and personal photo sessions are available for rent at Longmire, these photo sessions are a 2 hour package for \$100.00. Use of the parking area & porta-potties are included, as well as use of barn and surrounding grounds. A \$50.00 deposit is required to secure your date – this is non-refundable after 5 days of booking. Pets are welcome; please clean up after them and yourselves.

Venue rates, terms and conditions:

1. This contract provides renters 18 hours of access to the venue. Decorating and set up is open at 6:00 am. _____. Clean up and tear down must be completed by 12:00 midnight.

*There will be a fee of \$100 per hour for exceeding the time limit. _____

2. Seating in the barn is limited to 200. A rental tent is required to be set up on the grounds for larger events with an additional facilities fee of \$350.00. If the event has more than 200 guests, the owner requires two portable potties to be brought in and removed on the day of the event. This will be an up-charge for the rental of the potties.

3. Renter will acquire a Certificate of Insurance showing general liability in the amount of 1,000,000.00 showing Longmire Wedding & Event Barn, LLC as an additional insured on a primary and non-contributory basis. All certificates of insurance shall be filed with Longmire Wedding & Event Barn, LLC and must be presented to the owner/representative within 45 days of the event. The type and limits of insurance coverage shall not be less than \$1,000,000.00 and shall be written with insurers authorized

to do business in the state of Washington and with Bests' ratings of A- or better. Renter is welcome to go through Nicolson and Associates – 1-800-481-9426.

4. Caterers must be licensed and insured to serve food and beverages to their clients at the site with a minimum of \$1,000,000.00 general liability and \$1,000,000.00 liquor liability. The renter must provide the owners/Rental coordinator a signed Caterers Contract (copy attached) and a certificate of general liability and liquor liability insurance at least 45 days in advance of the event.

5. If you hire an independent bartender, they must be licensed and insured and sign a separate Caterers Contract and supply a certificate of insurance showing that the bartender has \$1,000,000.00 liquor liability policy with Longmire Wedding & Event Barn. The renter is responsible for getting this to the Rental Coordinator 45 days prior to the event. _____

6. For your protection, the owner reserves the right to approve all caterers. The renter is urged to let the Rental Coordinator know the name of the caterer they have selected as soon as possible.

7. The Rental Coordinator will be happy to provide a preferred list of caterers that have been reliable and performed well in the past. You may hire a professional

caterer not on the list who meets the required insurance coverage and who is willing to abide by all the regulations. The owner has the right to approve all caterers. Caterers who have not met our standards and who have not followed these regulations may not be approved and denied access to facilities.

8. Caterers who have not worked at the site in the past and/or are unknown to the Rental coordinator are required to provide 3 references.

9. The renter must provide a Security Deposit of \$500.00 along with rental deposit at the time of booking. The security deposit is refundable after the event. The renter will be liable for any damages to the premises and property that is caused by the renter, the guests or by persons or companies hired by the renter. Renters and their Caterers must leave the property in clean, tidy and good condition with all food, garbage, bottles, decorations, ECT, removed at the conclusion of the event. They must comply with all provisions and limitations specified in the rental contract. If they do not comply, all or a portion of the security deposit will be withheld.

10. Longmire Wedding & Event Barn owners/rental coordinators are happy to handle deliveries and pickups for you. You must contact us for scheduling. The

owners/coordinators take no responsibility for items left before or after the event. The renter contracts for the day of the event only and May, with caterers and rental companies required them to remove all goods, tents, rental equipments, ECT. from the premises immediately after the event.

11. In the event of nonpayment or any violation of the contract, the owners reserve the right to cancel. This will be in writing.

Other Requirements and Special concerns

1. The renting party and all invited guests shall follow all requests of the Rental Coordinator and/or Site Supervisor on duty and abide by all applicable laws and regulations.
2. Alcohol requirements:
 - Alcohol must be served by a licensed and insured vendor;
 - Servers must remove and dispose of bottle caps prior to serving;
 - No glass bottles allowed;
 - Servers will close the bar no less than 30 minutes prior to the end of your event.
 - All licensed bartenders must and have the right to refuse service to any guest who exhibits that they have had too much to drink. You are responsible for your guests.

3. The following are not permitted:
 - Rice or confetti, ECT. thrown in the Barn or surrounding grounds;
 - Helium balloons inside the Barn;
 - Candles, smoking or flames in the Barn or anywhere on the venue grounds;
 - No fireworks, guns or knives;
 - Alterations of the grounds, Barn, gardens or other parts of the premises (no picking of the flowers or vegetation).
4. Smoking of cigarettes and vaping is permitted in designated areas only. A portion of the Security Deposit will be withheld if staff has to clean up cigarette butts following your event. No marihuana smoking allowed on premises.
5. Your band or DJ may set up inside the Barn. Electrical outlets are provided. Seating, a table and lighting are your responsibility and should be coordinated with the Event Coordinator and the band or DJ.
6. Outdoor grills may be set up in designated areas only.
7. Events must be concluded by 11:00 pm on Friday and Saturday evenings. You will be asked to turn down the music and shut the Barn doors at 10:30, Weekday and Sunday evening events will be concluded at 10:00 pm and music turned down at 9:00 pm.

If your band/DJ is too loud Longmire owners or staff has the right to ask you to turn it down to an acceptable level at any time.

8. Your layout plan and table arrangement must be submitted to the Rental Coordinator 5 days in advance of your event. All deliveries to the property must be made by per arrangement only, schedule 48 hours in advance.

Rental Deposit and Cancellations

A rental deposit of \$1000.00 is due upon signing the contract. Your deposit will be held for 5 working days, where as it can be refunded. However, on the sixth day it is no longer refundable. Any cancellations received within ninety days of the event will result in the forfeiture of the entire deposit and any payments you have made towards your balance – unless you reschedule your event.

Longmire is happy to rebook your event and put any monies towards another date or event. This is good for one year of your original event date.

The balance of the full rental is due 60 days prior to your event. If the money is not received at that time, your event will be cancelled and all deposits will be forfeited. Longmire is happy to set up a payment plan – please consult with your Longmire Representative for details.

Rental Deposit and Cancellations

A rental deposit of _____ is due upon signing of the contract. This amount is refundable for the first 7 days of the contract. After that, it is not. Your security deposit of \$500.00 is also due upon signing. This will be refunded to you within 7 working days after your event – if the Barn and grounds are in the same condition as you rented it in or if you cancel your event.

The balance of _____ is due 60 days before your event. If the balance is not paid in full, your event will be cancelled and all deposits will be forfeited. _____

Rental Fees For 2018-19

Since all weddings are unique we will be happy to give you an estimate on yours.

Security Deposit for all events \$500.00*

*Refundable within 7 working days after the event if the Barn and grounds are left in the same condition, repair and cleanliness as before the event.