

# Pritchard's Barn

## Special Event Contract (Parties)

This Contract is made effective as of \_\_\_\_\_ (date) by and between *Pritchard's Barn, LLC* (known hereafter as "Pritchard's Barn") special event and wedding venue and

\_\_\_\_\_ (Clients).

The clients represent that they desire to hold a special event on \_\_\_\_\_ (date) at *Pritchard's Barn*. Therefore, the parties agree as follows:

### VENUE RENTAL FEE

The facility rental fees: Sunday – Thursday is \$950 (5-hour rental), Friday or Saturday (5-hour rental) is \$1500 (Friday's and Saturday's are only rented if within 2 months of the event). A non-refundable security deposit of \$500 required to hold the event date.

### RENTAL FEE INCLUDES THE FOLLOWING:

- Use of *Pritchard's Barn* (only the front room and porch).
- Rustic Wooden Tables: 13 - Round Tables (3 of these are more oval than round), 5 – long Rectangle Tables, 6 Regular Rectangle Tables
- Chairs, 150 Nice Dining Chairs
- Food Serving Bar: 1 - Serving Bar made from wood barrels and horseshoes along with 3 other serving tables of various sizes
- Various other antique glassware items and wedding decor to use for decorations
- Kitchen: 2 – Refrigerators, 1 – Stove, 3 - Preparation Tables, 1 – Commercial Quadruple Sink, 1 - Microwave, 5 – 55-gallon Trash Cans with 5 Liners provided, 1 – Mop, 1 – Broom and 1 – Dust Pan
- Central Heat and Air for heating and cooling as needed.
- Designated parking areas.

### NON-REFUNABLE SECURITY DEPOSIT

- The Clients agree to pay a **non-refundable SECURITY DEPOSIT**. This payment is for the use of the venue for the specified date of event/wedding and is payable at the time of contract signing. If for any reason, Pritchard's Barn is unable to fulfill its contractual obligation under this contract, the entire deposit will be returned with no further penalties or liabilities. **The balance of all facility fees must be paid 30 days prior to the event.** Pritchard's Barn fees are subject to change; any rental fee change will not affect clients under contract.

### Pritchard's Barn, LLC

**Physical Address:**

5593 Bates Pike NE  
Cleveland TN. 37323

**Mailing Address:**

529 Carson Road NE  
Cleveland, TN. 37323

**Phone:**

(423) 595-5684

**Email:**

pritchardsbarn@gmail.com

**Website:**

Pritchardsbarn.com

**Facebook:**

Facebook/pritchardsbarn

**Pritchard's Barn, LLC strives to be a reasonably priced, self-service venue. Therefore, we do not offer full-service options.**

Clients Initials	Descriptions
____ / ____	The client is responsible for returning tables or chairs, to the designated area or storage area before the end of the event time frame.
____ / ____	<p>The clients may use <i>Pritchard's Barn</i> Antiques, Serving Ware (such as Punch Bowls, Serving Glasses, Serving Plates, Drinking Urns, etc.) and other available decorations (Signs, Bird Cages, Columns, adder, Wooden Disc, etc.) free-of-charge. The client is required to return all items to the storage area after the event in the same condition or <b><i>a replacement fee for each item will be assessed.</i></b>  </p> <p>If an item is damaged or broken, do not throw the item away! Leave the item in the Bin in the Kitchen labeled "Broken Glassware".</p>
____ / ____	Reception Area: Tables and Chairs are set up specifically as shown on the diagram to account for a total of x tables and 150 chairs. The client is required to return all tables / chairs after the event based on the Reception Area diagram in the same condition or <b><i>a replacement fee for each item will be assessed.</i></b>
____ / ____	
____ / ____	<p>The venue is expected to be left in the exact condition it was found in! In the following way:</p> <ul style="list-style-type: none"> <li>● Dispose of all trash into the 5 – 55-Gallon Trash cans.</li> <li>● All tables wiped down</li> <li>● Sweep and Spot mop floors in the Reception Area.</li> <li>● Clean kitchen</li> <li>● Clean bathrooms.</li> </ul> <p><b>The Clients will be responsible for removing their items from the barn and returning all borrowed decorations/kitchen supplies, tables, pews and chairs to their designated area (This is not part of the cleanup-fee charge).</b></p>
____ / ____	Pritchard's Barn staff <b><i>will NOT</i></b> move the tables, chairs or pews for the client before the event, nor return the tables, chairs or pews to the designated areas after the event. If any damage is found or if the staff have to move tables, chairs or pews back to the original location, <b><i>a labor fee will be assessed.</i></b>
<b>DATE CHANGES:</b>	
____ / ____	<p>In the event, the Clients need to change the date of the event or wedding, every effort will be made by Pritchard's Barn to transfer reservations to support the new date. All fees paid will be credited to the new date. The Clients agree that in the event of a date change, any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Clients. The Clients further understand that last minute changes can impact the quality of the event and that Pritchard's Barn is not responsible for these compromises in quality. If the Client needs to change the date more than once, the Client understands that a new booking charge will be assessed.</p>
<b>CLIENT CANCELLATIONS:</b>	
____ / ____	In the event of a cancellation by the Clients of this special event/wedding, the deposit will be forfeited and is non-refundable. A cancellation performed within 30 days of the scheduled event date will be charged the full amount of the rental contract. <b><i>Any event moved within 30 days of the original date, and</i></b>

	<i>canceled at a later time, will forfeit the entire cost of the venue and is non-refundable, without prior approval of Pritchard's Barn Staff.</i>
<b>UNFORESEEN EVENTS:</b>	
____ / ____	The Clients <b><i>will NOT</i></b> hold Pritchard's Barn responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, or interruptions of public utilities. If an Act of God were to occur preventing the event from taking place as scheduled, every effort will be made by Pritchard's Barn to allow for the event to be rescheduled, pending availability, with no penalty.
<b>CATERING AND OUTSIDE VENDORS:</b>	
____ / ____	<ul style="list-style-type: none"> <li>• Clients may select any outside vendor (caterer, florists, bakers, musicians, rental companies, etc.) of their choosing.</li> <li>• Outside vendors are responsible for the set-up, break-down, and clean-up of the catered site. Please allow appropriate time for break-down and clean-up in planning your event.</li> <li>• ALL vendors (florists, bakers, musicians, rental companies, etc.) must adhere to the terms of this contract, and <b><i>it is the client's responsibility to share this contract with them.</i></b></li> </ul>
<b>TRASH DISPOSAL:</b>	
____ / ____	<ul style="list-style-type: none"> <li>• Pritchard's Barn will provide 5 – 55-gallon Trash Cans and 5 liners. <b>If additional liners are required the client is responsible for providing their own liners.</b></li> <li>• <b>Pritchard's Barn will take off any garbage that is left in the 5 trash cans provided.</b></li> </ul>
<b>RULES and REGULATIONS:</b>	
The following is a list of rules and regulations to be upheld by Clients, which includes all EVENT PLANNERS, WEDDING COORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of <i>Pritchard's Barn, LLC</i> venue.	
<b><u>NOT PERMITTED Inside or Outside the facility</u></b>	
____ / ____	<p><b><u>Use of Any flames:</u></b></p> <ul style="list-style-type: none"> <li>• Any use of candles, lanterns, luminaries, or torches are <b><u>NOT</u></b> allowed inside/outside the facility.</li> <li>• Outdoor Fire, Bonfires or Fireworks are <b><u>NOT</u></b> permitted inside/outside the facility.</li> </ul>
____ / ____	<p><b><u>Non-Alcohol Venue:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Pritchard's Barn, LLC</i> is an <b><i>Alcohol-Free</i></b> Venue.</li> <li>• <b><i>Alcohol of any kind is NOT permitted inside/outside any of the facilities.</i></b></li> <li>• <i>Pritchard's Barn, LLC</i> reserves the right to refuse entrance to the facility by any client, guests or vendors that are under influence of alcohol.</li> </ul>
<b><u>NOT PERMITTED Inside the facility</u></b>	
____ / ____	<ul style="list-style-type: none"> <li>• Rice, Confetti, Flower Petals, Glitter, Sparklers, Blowing Bubbles are <b><u>NOT</u></b> permitted inside the facility.</li> </ul>
____ / ____	<ul style="list-style-type: none"> <li>• <b><i>Smoking is NOT permitted inside any of the facilities in ANY area.</i></b></li> </ul>

<b><u>PERMITTED Inside or Outside the facility</u></b>	
<p>____ / ____</p> <p>____ / ____</p>	<p><b><u>Music:</u></b></p> <ul style="list-style-type: none"> <li>• Music is permitted inside/outside the facility.</li> <li>• <b><u>All music must end by 10:00 pm during weekdays and 11:00 pm during weekends.</u></b></li> <li>• Maximum music volume is <b>85 decibels measured</b> by the provided meter.</li> </ul> <p><b><u>Decorations:</u></b></p> <ul style="list-style-type: none"> <li>• All other decorations must be freestanding.</li> <li>• Decorations may <b>NOT</b> be hung from rafters.</li> <li>• All decorations must be removed on the day of the event and without leaving damages. Any damages to the facility <b>will result in a fee being assessed.</b></li> <li>• Masking tape, duct tape, electrical tape, transparent tape or double stick tape is <b>NOT</b> permitted.</li> <li>• Nails and staples may <b>NOT</b> be used on the walls, unless approved by a <i>Pritchard's Barn, LLC</i> representative prior to installation.</li> <li>• Any decorations left after the rental period will be considered property of Pritchard's Barn or will be disposed of during clean-up.</li> <li>• If you would like to leave decorations as a donation to the Pritchard's Barn, you are welcome to do so, by removing the decorations leaving them in the bin labeled "Decoration Donations".</li> </ul>
<b><u>PERMITTED Outside the facility</u></b>	
<p>____ / ____</p> <p>____ / ____</p>	<ul style="list-style-type: none"> <li>• The use of birdseed is <b>permitted <u>only outside</u></b> for wedding and reception farewells.</li> <li>• <b><i>Smoking is permitted outside the facilities in the <u>designated area only!</u> (right end of porch)</i></b></li> </ul>
<b><u>PERMITTED Outside the facility (only with prior approval Pritchard's Barn, LLC representative)</u></b>	
<p>____ / ____</p> <p>____ / ____</p> <p>____ / ____</p>	<ul style="list-style-type: none"> <li>• Confetti, Flower Petals, Balloons, Glitter, Fog Machines, Sparklers, Blowing Bubbles are permitted outside the facility <b>although these items do require prior approval from Pritchard's Barn.</b></li> <li>• The use of electric/gas grill/smokers, and outdoor charcoal or mesquite grill/smokers <b>although these items do require prior approval from Pritchard's Barn.</b></li> <li>• <b>Any outside activities that produce garbage/trash is required to be picked up and disposed of prior to the end of the event.</b></li> </ul>
<b><u>Additional Information and Regulations:</u></b>	
<ul style="list-style-type: none"> <li>• <i>Pritchard's Barn, LLC</i> reserves the right to refuse entrance to the facility by any client, guests, or vendors that arrive earlier than their designated time or under that influence of alcohol or drugs.</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Pritchard's Barn, LLC</i> and its representatives will not be held responsible for items lost, stolen, or left by clients, members of the wedding party or guests after the rental ends.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b><i>Guests are responsible for their children at all times; An adult must be present with children.</i></b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b><i>No personal pets, service animals only and documentation will be required and kept on file.</i></b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b><i>Please do not feed the animals. Please do not climb on the fence or throw items into fenced pasture or throw items at animals</i></b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Planning events are scheduled at non-exclusive times and others may be on the property.</b></li> <li>• <b>Rehearsal and decorating times that require additional rented time and will be scheduled as exclusive time to the client.</b></li> <li>• <b>The Planning appointments, Rehearsal and Decorating appointments cannot be interchanged.</b></li> </ul>	

<b>DAMAGE CLAUSE:</b>	
____/____	<ul style="list-style-type: none"> <li>• If for any reason any rental items (tables, chairs, tablecloths or antique decorations) are damaged or lost during the rental period in a manner that renders them unusable, the Clients <b><i>will be charged for repair or replacement cost of the item.</i></b></li> </ul>
____/____	<ul style="list-style-type: none"> <li>• If damages occur to the facility, the Client will <b>be charged for the cost to replace or repair the damaged items plus a labor charge of \$25 per hour for the time of the repair in full hour increments.</b></li> </ul>
<b>OUTSIDE RENTAL EQUIPMENT:</b>	
____/____	<ul style="list-style-type: none"> <li>• Equipment rented from outside vendors that requires delivery can only be delivered to Pritchard's Barn on the designated rental day. The equipment must also be removed immediately after the event.</li> </ul>
<b>COURTESY PROTOCOL:</b>	
____/____	<ul style="list-style-type: none"> <li>• Pritchard's Barn reserves the right to request any person or group of people acting inebriated, unruly, and contrary to rental regulations to leave the premises.</li> <li>• Assistance from law enforcement agencies may be acquired if this request is not met immediately.</li> </ul>
<b>LIABILITY:</b>	
____/____	The Clients <b><u>will not</u></b> hold Pritchard's Barn, its owners, staff, and volunteers, liable from suit, actions, damages, and expenses in connection with personal injury, illness, property damage or theft resulting from the use of any facility at Pritchard's Barn.
<b>REQUIRED ONE-DAY RENTAL INSURANCE:</b>	
____/____	<ul style="list-style-type: none"> <li>• Clients are required to have one-day rental insurance from American Insurance Managers, LLC for the day of their event.</li> </ul>

**ENTIRE AGREEMENT:**

This Contract contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

**AMENDMENT**

This Contract may be modified or amended if the amendment is made in writing and is signed by both parties.

**SEVERABILITY**

If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**WAIVER OF CONTRACTUAL RIGHT**

The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

**APPLICABLE LAW**

This Contract shall be governed by the laws of the State of Tennessee.

Be considerate and kind and leave the property as you found it!

# EVENT INFORMATION

Type of Event: \_\_\_\_\_ (Wedding, Birthday Party, Retirement Party, Reunion, etc.)

Date of Event: \_\_\_\_\_ Est. Time of Event: \_\_\_\_\_ (Morning, Noon, Early Afternoon, Afternoon, Evening)

Group Name (Last Name): \_\_\_\_\_ Est. number of attendees: \_\_\_\_\_ (Max. 150 People)

## Contact Information

## Phone

Main: \_\_\_\_\_

Other: \_\_\_\_\_

Caterer: \_\_\_\_\_

Rental Price: \_\_\_\_\_

Cleaning Fee: \_\_\_\_\_

Total: \_\_\_\_\_

Initial Payment: \_\_\_\_\_

Balance: \_\_\_\_\_

Client Name (Printed):

Signature:

Date:

\_\_\_\_\_

Client Name (Printed):

Signature:

Date:

\_\_\_\_\_

Pritchard's Barn, LLC (Printed name of Representative)

Signature:

Date:

\_\_\_\_\_