

Pritchard's Barn

Special Event and Wedding Venue Contract

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 or wedding on _____ (date) at *Pritchard's Barn*. Therefore, the parties agree as follows:

VENUE RENTAL FEE

The facility rental fees: Sunday – Thursday is \$2900.00 (one-day rental) or \$3400.00 (2-day rental), Friday and Saturday \$3400.00 (1-day rental) or \$3900.00 (2-day rental). A non-refundable security deposit of \$1000 required to hold the event date. All Inclusive \$10,900.

RENTAL FEE INCLUDES THE FOLLOWING:

- Use of *Pritchard's Barn*, and immediate surrounding property include;
- One-day rental: Sundays through Thursday are from 9:00 am until 11:00 pm.
- Two-day rental: Weekend rentals include Friday from 3:00 pm until 10:00 pm and Saturday from 9:00 am until 11:00 pm.
- Rustic Wooden Tables: 13 - Round Tables (3 of these are more oval than round), 5 – long Rectangle Tables, 6 Regular Rectangle Tables
- Chairs/Pews: 250 - Folding Chairs, 150 Nice Dining Chairs, 20 – 8 Foot White Wooden Pews with green seats
- 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, 3 – 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.
- Use of the Bridal Loft and Groom's dressing area the day of the event.
- A non-exclusive appointment for a 1-hour ***planning meeting*** with your wedding planners, caterers, etc. to set event details 30 to 45 days ahead of the event date.
Note: Planning meetings must be coordinated around other events by the Pritchard's Barn staff

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

NON-REFUNDABLE 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.

Clients Initials	Descriptions
____ / ____	The clients are responsible for setting up the tables, chairs, or pews in the Reception and Ceremony Area as desired and the client is responsible for returning tables, chairs, or pews to the designated area or storage area before the end of the event time frame.
____ / ____	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, ladder, 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 <i>a replacement fee for each item will be assessed.</i> 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".
____ / ____	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 <i>a replacement fee for each item will be assessed.</i> <i>Every Bride places chairs and tables to their liking. We ask that the areas are presentable. If tables are removed from certain rooms, we ask that they are returned.</i>
____ / ____	Ceremony Area: Pews are stacked close to the ceremony area in the storage area, the chairs for the Ceremony area are located in the front of the ceremony area behind the double doors in the area to the left of the doors. The client is required to return all Pews / chairs after the event based on the storage area in the same condition or <i>a replacement fee for each item will be assessed.</i>
____ / ____	The venue is expected to be left in the exact condition it was found in! In the following way: • All tables wiped down • Sweep and Spot mop floors in both Reception and Ceremony area • Clean kitchen • Clean bathrooms • Clean Bridal Suite, and Groom's Room at the conclusion of the rental. • Dishes are to be washed, dried, and placed back where they belong. 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.
____ / ____	Pritchard's Barn staff <i>will NOT</i> set up 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, <i>a labor fee will be assessed.</i>
DATE CHANGES:	
____ / ____	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.
CLIENT CANCELLATIONS:	
____ / ____	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. <i>Any event moved within 30 days of the original date, and</i>

	<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>
UNFORESEEN EVENTS:	
____ / ____	The Clients <i>will NOT</i> 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.
CATERING AND OUTSIDE VENDORS:	
____ / ____	• Clients may select any outside vendor (caterer, florists, bakers, musicians, rental companies, etc.) of their choosing. • 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. • ALL vendors (florists, bakers, musicians, rental companies, etc.) must adhere to the terms of this contract, and <i>it is the client's responsibility to share this contract with them.</i>
TRASH DISPOSAL:	
____ / ____	• Client will be responsible for disposing of all trash that isn't in the 5 Trash Cans at the conclusion of the event <i>off premises</i>. Absolutely, no trash (other than the 5 cans) will remain at the Pritchard's Barn or <i>a disposal fee will be assessed.</i> Pritchard's Barn will provide 5 – 55-gallon Trash Cans and 5 liners. <i>If additional liners are required the client is responsible for providing their own liners.</i>
RULES and REGULATIONS:	
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.	
<u>NOT PERMITTED Inside or Outside the facility</u>	
____ / ____	<u>Use of Any flames:</u> • Any use of candles, lanterns, luminaries, or torches are <u>NOT</u> allowed inside/outside the facility. • Outdoor Fire, Bonfires or Fireworks are <u>NOT</u> permitted inside/outside the facility.
<u>NOT PERMITTED Inside the facility</u>	
____ / ____	• Rice, Confetti, Glitter, Sparklers, Blowing Bubbles, <i>Fog Machines</i> are <u>NOT</u> permitted inside the facility.
____ / ____	• <i>Smoking is <u>NOT</u> permitted inside any of the facilities in ANY area.</i>

<u>PERMITTED Inside or Outside the facility</u>	
____ / ____	<u>Music:</u> • Music is permitted inside/outside the facility. • <u>All music must end by 10:00 pm during weekdays and 11:00 pm during weekends.</u> • Maximum music volume is 85 decibels measured by the provided meter. <u>Decorations:</u> • All other decorations must be freestanding. • Decorations may <u>NOT</u> be hung from rafters. • All decorations must be removed on the day of the event and without leaving damages. Any damages to the facility <i>will result in a fee being assessed.</i> • Masking tape, duct tape, electrical tape, transparent tape or double stick tape is <u>NOT</u> permitted. • Nails and staples may <u>NOT</u> be used on the walls, unless approved by a <i>Pritchard's Barn, LLC</i> representative prior to installation. • Any decorations left after the rental period will be considered property of Pritchard's Barn or will be disposed of during clean-up. • 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".
____ / ____	
____ / ____	
<u>PERMITTED Outside the facility</u>	
____ / ____	• The use of birdseed is permitted <u>only outside</u> for wedding and reception farewells.
____ / ____	• <i>Smoking is permitted outside the facilities in the <u>designated area only!</u></i>
<u>PERMITTED Outside the facility (only with prior approval Pritchard's Barn, LLC representative)</u>	
____ / ____	• Flower Petals, Balloons, Sparklers, Blowing Bubbles are permitted outside the facility although these items do require prior approval from Pritchard's Barn.
____ / ____	• The use of electric/gas grill/smokers, and outdoor charcoal or mesquite grill/smokers although these items do require prior approval from Pritchard's Barn.
____ / ____	• Any outside activities that produce garbage/trash is required to be picked up and disposed of prior to the end of the event.
<u>Additional Information and Regulations:</u>	
• <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.	
• <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.	
• <i>Guests are responsible for their children at all times; An adult must be present with children.</i>	
• <i>No personal pets, service animals only and documentation will be required and kept on file.</i>	
• <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>	
• Planning events are scheduled at non-exclusive times and others may be on the property. • Rehearsal and decorating times that require additional rented time and will be scheduled as exclusive time to the client. • The Planning appointments, Rehearsal and Decorating appointments cannot be interchanged.	

ADDITIONAL SERVICES AVAILABLE: (must be paid 30 days prior to event)	
____ / ____	● Rehearsal Time (Monday – Thursday) - \$150 an hour A minimum two-hour block of time can be rented for rehearsal on a Monday through Thursday evening in conjunction with a full day event. In order to reserve, the specific time frame desired must be specified and paid for when the wedding contract is signed to guarantee availability. Otherwise, the Rehearsal time must be paid 30 days prior and is based on availability at that time.
DAMAGE CLAUSE:	
____ / ____	● 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 <i>will be charged for repair or replacement cost of the item.</i>
____ / ____	● If damages occur to the facility, the Client will 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.
OUTSIDE RENTAL EQUIPMENT:	
____ / ____	● 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.
COURTESY PROTOCOL:	
____ / ____	● 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. ● Assistance from law enforcement agencies may be acquired if this request is not met immediately.
LIABILITY:	
____ / ____	The Clients <u>will not</u> 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.
REQUIRED ONE-DAY RENTAL INSURANCE and ALCOHOL REQUIREMENTS:	
____ / ____	● Clients are required to have one-day rental insurance for the day of their event. ● We allow outside beer and wine. However, any alcohol brought onto the property, whether for guests or the wedding party, requires an event insurance liability policy, with a copy provided at least 30 days prior to the event. A licensed bartender is also required. The contract between clients and bartender must also be provided at least 30 days before the event. All drink service will end one hour before the event concludes. There is a \$350 Fee for alcohol use at Pritchard's Barn.

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!

NEW: All Inclusive Package Includes:

- Venue/Tables/Chairs/Church Pews (included in all rentals)
- Rehearsal and Wedding Day Coordinator to help things run smoothly
- Help with Set Up and then we Take Down/Clean Up
- Decorations from our venue
- Photographer
- DJ (set up in 2 locations)
- (1) Bridal Bouquet and (3) Bridesmaid Bouquets and (4) boutonnieres
- Food (Taco Bar or BBQ for 50-100 people)
- 3 tier wedding cake and 24 cupcakes

Taco Bar Includes:

Beef, Chicken, Tortillas, Chips, Salsa, Refried Beans, Mexican Rice, Queso Cheese, Lettuce, and Pico.

BBQ Plate Includes:

Pulled Pork, Pulled Chicken, Baked Beans, Coleslaw, Buns, and BBQ sauce.

Home Cooked Plate Includes: 1 entree, 2 vegetables, and rolls (2 entrees \$500 more)

Entrée: Chicken Casserole, Tenderloin, Grilled Chicken, Ham, Baked Ziti, Baked Spaghetti, Chicken Alfredo

Sides: Green beans, Corn, Mac N Cheese, Baked Beans, Roasted Red Potatoes, Pinto Beans, Black Beans, Slaw

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)
Rehearsal Date: _____ Rehearsal Time _____ (Additional time must be rented if on another day)
Group Name (Last Name of Couple): _____ Est. number of attendees: _____ (Max. 250 People)

Contact Information

Phone

Main: _____
Other: _____
Caterer: _____

Wedding Ceremony / Wedding Reception (If Applicable)

Bride's Information:

Name _____ Address _____
City _____ State _____ Zip Code _____ Phone _____
Cell Phone _____ Email _____
Parents Name (If Applicable): _____ Phone: _____

Groom's Information:

Name _____ Address _____
City _____ State _____ Zip Code _____ Phone _____
Cell Phone _____ Email _____
Parents Name (If Applicable): _____ Phone: _____

Miscellaneous Information regarding the day of event

Please check: Live Music _____ Disc Jockey _____ Other _____

Permitted Outside of the Facility:

Please check (all that apply): Confetti _____ Flower petals _____ Balloons _____ Sparklers _____ Blowing Bubbles _____
Approved: _____ Date: _____

Please circle (all that apply): Use of Electric Grill / Electric Smoker; Gas Smoker / Gas Smoker; Charcoal Grill / Charcoal Smoker
Approved: _____ Date: _____

RENTAL CONTRACT

By signing below, the Clients agree to all the terms and conditions of this contract including the fees listed below. They additionally agree to pay for any damage to the interior or exterior of the buildings, their furnishings, or the property resulting from actions taken by renter, their guests, or by any person contracted by renter for the event. The renter agrees to hold Pritchard's Barn, LLC and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event. A rental contract must be completed in its entirety, all sections initial and signed, as well as appropriate deposits submitted in order to confirm Pritchard's Barn venue.

This contract is void if not returned within two weeks of issuance.

Description	Fee	Notes	Fee Charged
Rental Fee:			
• Sunday – Thursday (one day)	2900.00		
• Sunday – Thursday (two day)	3400.00		
• Friday – Saturday (one days)	3400.00		
• Friday – Saturday (two days)	3900.00		
• All Inclusive (two days)	10,900.00		
Additional Services:			
• Anytime Exceeding Contract Time	\$150.00 /hr	# hours needed: _____	
• Speaker small JBL	\$95.00		
• "Get Away" Truck Rental	\$300.00		
• Alcohol Fee	\$350.00		
All Inclusive Hold the Date: \$1500		Total Rental Cost:	
		Deposit Paid:	
		Remainder of Balance Due: _____	
After Event Assessed Fees:			
• Reception Area: Tables and Chairs not returned as requested, Kitchen not cleaned	\$250.00		
• Ceremony Area: Pews and Chairs not return to Storage area and not cleaned	\$250.00		
• Antiques or Glassware Broken / Missing	\$25.00/each		
• Venue Decorations Broken / Missing	\$20.00/each		
• Table Broken / Missing	\$200/each		
• Trash / Garbage remains on premises	\$75.00 for any extra.	We will take the garbage in the 5 cans provided.	
Credit Card number for after event fees:		Total "After Event" Assessed Fees:	

Any Additional Notes: Weddings booked in January and February will receive a \$500 discount.

Client Name (Printed): _____ Signature: _____ Date: _____

Client Name (Printed): _____ Signature: _____ Date: _____

Pritchard's Barn, LLC (Printed name of Representative) _____ Signature: _____ Date: _____