

Chapters on the Horizon LLC 12815 River Drive, Viola WI 54664

WEDDING & EVENT VENUE CONTRACT

(THIS IS ONLY A SAMPLE - REVIEW YOUR SIGNED CONTRACT FOR YOUR SPECIFIC DEFINITIONS) We honor all of our contracts!

You have the option of bringing your own food and refreshments (alcoholic and/or non- alcoholic) for the **rehearsal dinner only** or Chapters on the Horizon LLC can provide a staffed full-service bar at an additional cost (bar packages available upon request).

**Chapters on the Horizon LLC is not responsible for cleanup after the rehearsal dinner.**

## CEREMONY:

*Weather is unpredictable - you can always plan to have the ceremony outside and if the weather is not desirable, your Ceremony can be moved indoors. See Policy below.*

***We understand you may be in the beginning phases of planning. We recommend/advise meeting with our venue manager one month from your wedding date to finalize details, which include floor layout, something borrowed inventory and linens.***

## FOOD & ALCOHOL:

Dinner must be done by a licensed catering company:

Deserts/snacks/appetizes can be self-catered.

Chapters on the Horizon LLC does **not** provide any food service utensils, plates, salt, pepper, glasses, staff or serving dishes. We are not responsible for any food beside our frozen pizzas that are available to purchase at the bar after 9 P.M. We will have Ice available on site for $5 a bag, if you are needing a large amount of ice, please give us a 48-hour notice. Chapters on the Horizon LLC is not responsible for providing staff to assist with catering.

### Chapters on the Horizon LLC is not responsible for cleanup after catered events.

**All licensed caterers are welcome, a copy of their insurance is required two weeks prior to the event. Caterer/facility renter is responsible for leaving kitchen prep area as they found it.**

**Alcohol:**

We are a fully licensed bar. All alcoholic beverages for the ceremony and reception must be purchased through Chapters on the Horizon LLC. No outside alcohol is allowed. If outside Alcohol is found on the premises during day of event, it will be confiscated and

you risk losing some or all of your security deposit. If Carry- Ins persist after warnings- Chapters on the Horizon has the right to shut down event at any given time. Bar can remain open until 2:15 A.M. if facility renters wish- must have adequate guest at bar to remain open after midnight. **Alcohol is not included in the price of the venue rental.**

There is a full-service bar on the main level and a limited-service lounge bar on the upper level. Chapters on the Horizon LLC will provide staff based on event needs at a rate of $20 per hour per staff member. *Chapters on the Horizon LLC reserves the right to deter mine staffing needs based on your event size. Upstairs bar opened per request.*

### Bar Packages:

***Cash Bar*** - All guests are responsible for their beverages and bartender gratuity, cash and credit accepted (4% service fee applied to credit card sales an additional 20% will be added for any bar tabs for bartender gratuity). Cash bar will always be available during the duration of your event. Last call is at 2:15 a.m. or earlier if you choose. (Example: midnight) Must have adequate guest at bar after midnight to allow bar to remain open.

***Open Bar*** - Client(s) is responsible for bar tab and bartender gratuity (20%). We do not sell kegs. Ask us why at a tour. We do sell cases of wine.

### Predetermined Amount: is custom to our couples, you choose items, amount or hours you wish to purchase. If you do not hit your custom amount a refund will be given.

*\*Bartender(s) will provide updates throughout event and client(s) have the option to increase the dollar amount during the event, any additional charges will be due at final walkthrough the day after the event.*

*Examples:*

*$1000 exclude top shelf + 18%*

*$500 Beer & Wine (18% included in price)*

#### \*After open bar package has concluded, cash bar will be available through the duration of the event.

Chapters on the Horizon staff can/will set up and pour champagne for a toast for head table only.

### Wine Tasting

Chapters on the Horizon will provide a wine tasting to the bride and groom if requested one month before the wedding while meeting for final details. If wanted, it’s $20 per bottle for wine tasting. You will be able to take home the bottles opened during your wine tasting.

# ADDITIONAL VENDOR INFORMATION: We do not have any restrictions on

**the vendor team you choose. We will need a copy of DJ or Live Band Insurance two weeks prior to the event.**

**LINENS:** Package will now include linens. There are 16 different color options for napkins, and swatches are onsite for you to view during your showing. Table Clothes come in black or white. You are welcome to bring in own linens. We need at least a two-week notice if you are using linens from us. Linens come clean and pressed in plastic - we do not iron linens.

**CLEANING:** Chapters on the Horizon LLC offers a full-service cleanup for a flat rate of $500.

Client(s) have the option to clean the ceremony and/or event space (no cleaning fee will be applied as long as the below responsibilities are completed).

*Client(s) cleaning responsibilities are the following:*

-Wipe tables and chairs clean and return them to their original locations (DO not Stack or break down)

-Clean up any spilled liquids/ food/body fluids

-Sweep the floors

-Bag trash and place it in the dumpster

-Responsible for removal of all personal items from premises by 12 p.m. the following day of event

-Place used linens in linen bags (provided)

-Clean outside trash/cigarette butts

**EVENT RENTAL RULES AND REGULATIONS**

All Client(s) are jointly and severally responsible for all terms and cost related to this agreement. NO Deposits will be refunded for any cancellations (no exceptions). The client(s) is responsible for any and all damages and injuries related to your rental event occurring at Chapters on the Horizon LLC.

Chapters on the Horizon LLC reserves the right to terminate use of the property to any organization or individual that violates the following policies and procedures. **By submitting payment** to Chapters on the Horizon LLC **you are accepting the Event Rules and Regulations**.

### I/We understand that the parties hereby released accept no liability of any sort by reason of said lease/rent/use and occupancy of the premises. I/We declare that the terms of this lease/rental/use agreement have been completely read and are fully understood and are voluntarily accepted.

**COVID - 19 Disclaimer:** During this unknown time of Covid-19, having a small gathering is an inherent risk of exposure to covid-19 in any public place where people are present. Covid-19 is an extremely contagious

disease that can lead to severe illness and death. Chapters on the Horizon LLC **and your guest voluntarily assume all risks related to exposure to Covid-19. Anyone who is part of your event or visiting during your event should not visit if they are experiencing fever, cough, fatigue or shortness of breath.**

1. All renter(s) of the facility shall be required to sign the above contract, pay deposit and rental fees prior to using facilities and grounds. This contract is dependent upon approval

by Chapters on the Horizon LLC. Chapters on the Horizon LLC reserves the right to cancel the agreement in the event of a breach of contract by the renter(s), when the rules outlined in this contract are not followed or if the event is not acceptable.

1. The person(s) signing the rental agreement must be at least twenty-one years of age.
2. Facility rental for Saturday weddings allows access to Chapters on the Horizon LLC 12 pm Friday until 12 p.m. Sunday. $1000 PER DAY IF YOU WISH TO ENTER EARLIER IN THE WEEK DEPENDENT ON VENUE AVAILABILITY OR $100 AN HOUR.
3. Cancellations: In the event of a cancellation of event or wedding, all payments made to date **are nonrefundable.**
4. The facility rental fee includes the use of the venue’s table and chairs for indoor use only. For outdoor ceremonies we have 60 permanent 8ft benches at the Pergula/Arch!
5. If the weather does not allow for an outdoor ceremony or you choose an indoor ceremony, the renter can setup the ceremony indoors at no charge (renter is responsible for indoor ceremony setup, takedown and reception setup).
6. Speakers and Microphones are for indoor use only. We have now added an outdoor speaker with microphones.
7. Any damage beyond normal wear and tear of the facility, equipment, grounds, and/or furnishings shall result in damage fees equal to the cost of repairs including labor, or replacement as determined by the facility owner.
8. Decorations must not be attached to the building by using nails, staples, tacks or cellophane tape. Masking tape, rice, paint, confetti, glitter, gum, silly string and fog machines are not allowed inside or outside the facilities. Any use of candles must be approved by

the facility. All candles must be contained or enclosed in glass. The flame must not reach higher than two inches below the top of the glass.

1. Set up at noon on Friday will be done by renter(s). This includes ensuring tables are laid out per your desire, linens on tables, placement of napkins, decorating, adding your candles to the decorations (candles approved by facility), etc. Please note

that lighting candles will not be done by Chapters Staff.

1. A set of keys to the Venue will be given to the renter(s) on Friday at noon. As of Noon on Friday the Venue and items on the property will be the renter(s) responsibility until keys

are given back on Sunday at noon.

1. Swimming in the pond (18ft deep) is at your own risk, there is no lifeguard on duty. Chapters on the Horizon LLC is not responsible for any accidents.

Fishing is catch and release ONLY.

1. Animals, generally, may not be brought on the premises.(unless Bride and Grooms) Only registered service animals may enter the buildings. Any other animals on the premises must be approved in writing prior to the event. Renter(s) must remove excrement left by any animal(s) brought to their

event as soon as it is created.

1. Chapters on the Horizon LLC is a non-smoking venue. SMOKERS ARE ONLY ALLOWED TO SMOKE OUTSIDE. Smoking materials must be disposed of properly and safely. No artificial smoke inside the building such as vapes.
2. Compliance with Laws: The renting party shall comply with all applicable laws and regulations and shall not use or occupy Chapters on the Horizon LLC for any unlawful purpose or permit others to use or occupy Chapters on the Horizon LLC for any unlawful purpose.
3. Alcohol: Persons under the age of 21 may not purchase or consume alcohol under any circumstances. Chapters on the Horizon’s LLC staff may check ID for persons they believe may be under the age of 35. Wisconsin State law provides that alcohol servers are allowed

to deny service to anyone. Guests may not serve themselves. All Wisconsin alcoholic beverage laws and statutes apply. The renter agrees to obtain all beverage services and products through Chapters on the Horizon’s LLC. NO outside alcohol can be brought onto the grounds the day of the event. Doing so violates our liquor permit, it will be confiscated and will result in

the loss of your damage deposit. **If carry-ins persist after warnings Chapters on the Horizon had the right to shut down the event at any given time.**

1. Chapters on the Horizon LLC is not responsible for any damage to vehicles parked on the premises.
2. Entire of understanding: The renter/s agree this contract contains the entire understanding between them and Chapters on the Horizon LLC and that there are no oral or written promises, inducements, representations, warranties, covenants, undertakings or agreements whatsoever between them, except as contained herein. This agreement cancels, annuls, and invalidates any and all prior agreements between parties, whether verbal or written, regarding the rental of Chapters on the Horizon LLC.
3. Outside vendors: Prior arrangements need to be made and agreed upon for tent(s), bounce house, etc. and a copy of the outside vendors insurance is required.
4. Fire Pits: Fire pits are available if desired. Fire pits are gas, do not apply wood. Chapters on the Horizon LLC supplies one propane tank per fire pit for reception day/night only. Chapters on the horizon staff will lite firepit and turn all outside lighting on at dusk.
5. Impossibility: Chapters on the Horizon shall not be held liable for failure to carry out the event due to fire, flood, electrical failure, an act of God or other conditions beyond reason able control. Force Majeure- in the event that Richland County is red flagged/locked down due to an event beyond the client or chapters on the horizon control (example Covid) Chapters on the Horizon will allow movement of the event to another, mutually agreeable date, without penalty. In the Event that Guest counts are lowered by Richland county, we will encourage our clients to continue their contract. In the event that mask or other PPE is mandated, Chapters on the Horizon will continue with the contract and will not move the date. Cancellations due to choice when Chapters on the Horizon is legally able to host the event will not receive a refund.
6. Conduct: Renter(s) agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations, and Chapters on the Horizon LLC rules. The Renter(s) assumes full responsibility for the conduct of all persons in attendance and for the damages, loss, and liability incurred therein. Chapters on the Horizon LLC reserves the rights to refuse patronage and service to any renter(s) and/or guests if they do not comply accordingly.
7. If any provision of this rental agreement is violated, the renter shall forfeit the entire deposit.
8. Security Deposits will be refunded in 10 business days after the key is returned and the venue is inspected for damages. Failure to comply with cleaning checklist will forfeit your whole deposit.
9. We do allow overnight RV parking and camping with prior approval as long as no damage is done to property which includes trash being cleaned up by Sunday noon. You are responsible for your guest and camping- damage or trash cleanup fees will be taken out of security deposit. Please note we do not have electrical or sewer hook-ups.
10. Chapters on the Horizon’s LLC event staff are not responsible for any supplies or equipment that are brought in for your event. Event staff is not responsible for personal property that is damaged, lost, stolen or left on the premises.
11. Pyrotechnics may be used on the property - must be approved in writing prior to the event. Large firework shows can be a MAX of 10 minutes and must be done close to dusk. We only allow a limited number of large fireworks per year. Proper Permits needs to be filled out with the township ( found on website)
12. If using our complimentary “something borrowed” closet of décor it is expected to return items in condition you found them. If something is broken or damaged it will be deducted from your security deposit. We do not supply batteries, candles or tea lights. All wax must be removed from decor. We highly recommend dripless candles to reduce wax - found on amazon. All items must stay inside the venue and on the property of Chapters on the Horizon.
13. Children must be supervised at all times while they are on the property.
14. Facility Renters shall indemnify, defend and hold harmless “Chapters on the Horizon LLC” and its members and employees against any and all liabilities, damages, losses, costs

or expenses (including reasonable attorneys and professional fees and other expenses of litigation and/or arbitration) resulting from or arising out of a claim, suit or

proceeding brought by a third party against “Chapters on the Horizon LLC” for bodily injury, personal injury, or property damage arising out of the facility renters use of “Chapters on the Horizon LLC” premises.

1. No weapons or drugs are allowed on the property.
2. Facility Renter shall maintain at all times during the period of use insurance with the minimum limits shown below for day of event:
3. Commercial General Liability Insurance providing limits for bodily injury, liquor liability and property damage of $1,000,000 each occurrence. The policy must include “Chapters on the Horizon LLC” as an Additional Insured on a primary and noncontributory basis. Approx. cost is $190 dollars; we recommend Wedsafe.com.

We are a fully insured venue;( our insurance protects us) however, this policy helps protects **yourself** against financial loss that could result from a wedding mishap or vendor incident. Wedding Liability insurance is now required by many wedding venues.

### Facility Renters will provide a certificate of insurance, documenting the terms in clause A. prior to using the premises.

This beautiful establishment has been built for the enjoyment of our guests. It has taken a great deal of time and work, and your respect of our property is expected and appreciated.

Onsite staff during the event will be the venue manager and Bartenders only. The venue manager works with you via email, phone or meetings in the months leading up to your wedding to ensure the venue space meets your needs on your wedding day. They will review your site plan and timeline and are present on your wedding day to provide access to your vendors (caterer/dj/band) at the appropriate times. The venue manager will be on site but may not be visible, as they will be moving about the property, doing a number of things in preparation. They will be available to your vendors to answer any questions and resolve any issues regarding the venue (air/heat/restrooms/ lighting, electrical. Ect) but will be a limited resource for guest. Our team does not coordinate or implement your wedding day timeline and does not take place of a wedding planner, serving/catering staff or coordinator.

Payments can be made by check, cash or debit/ or credit card (4% service fee applied to credit payments).

# PAYMENT SCHEDULE:

**First Payment:** Reservation Deposit of half of Venue rental.

#### \*This reservation shall become effective upon receipt of this completed contract, reservation deposit and Chapters on the Horizon’s LLC approval. We will hold/pend date for two weeks, If payment is not received, the date will be opened back up.

**Second Payment due 30 days before event:** Remaining balance of Venue Rental plus any add-ons

**Add-ons:** Bar package, staffing cost, linens, and cleaning fee (if applicable to your event)

**Security Deposit:** $1000 refundable deposit. If there is no damage from your event, your $1000 damage deposit will be returned within 10 days after the event. You are subject to the loss of your damage deposit if outside alcohol is brought into the venue or parking lot day/night of ceremony/reception.

#### \*The second payment must be received 30 days prior to the event, if not received

#### Chapters on the Horizon has the right to terminate event.

**Final Payment:** Open Bar Resolution

***Predetermined Dollar Amount:*** Any increase made during the event to the original bar package plus 20% gratuity. A refund will be issued if dollar amount (total beverage cost and 20% gratuity) has not been met.

***\*Final payment must be received during final walkthrough the day after the event. {Sunday} Please set up a time for Final Walkthrough with Venue Coordinator.***

## ALL PAYMENTS MADE ARE NON-REFUNDABLE

Please send all checks to: {if you are not using a credit card} Chapters on the Horizon LLC

PO Box 155

Readstown, WI 54652

**CANCELLATION POLICY** In the event that request to cancel is made, notification must be received in writing. Upon notice of cancellation Chapters on the Horizon LLC reserves the right to re-book your date.