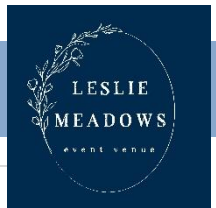


**LESLIE MEADOWS TERMS & CONDITIONS OF VENUE RENTAL
: BOOKING AGREEMENT #5000**



Venue **Leslie Meadows**
Contact Kristin Leslie
Phone (269) 978-8702
Email info@lesliemeadows.com
Location 11586 South 48th Street
Fulton, MI 49052

Client(s)
Phone
Email
Address

Invoice Date
Rental Rate
Deposit Due
Damage Hold

Event Date(s)
Access Time



This contract will be considered void if the deposit payment is not received within fourteen (14) days of the invoice date

Leslie Meadows, LLC (herein referred to as "**Leslie Meadows**") and **XXX** and **XXX** (collectively referred to as "**Client**") hereby enter into this Agreement for venue property access, event staffing and services as detailed in **Invoice #5000**; an electronic document accompanying this Agreement. Client confirms receipt and accuracy of invoice and agrees to the terms, conditions, policies and procedures as outlined in this contract and supporting documents immediately upon providing payment.

DEPOSIT DUE: A payment equal to 30% of the rental rate is required to secure Client's event date(s). This payment serves as a date retention fee and is **NON-REFUNDABLE** (see *Cancellation*). Client's event date will be reserved when the deposit payment has been received, in full.

DAMAGE HOLD: Client will submit a \$500.00 damage hold with the balance due. This payment is fully refundable, pending inspection of the property following the event. Refunds will be sent by check, within thirty (30) days of the event. Client is responsible for any damage guests or vendors may cause to Leslie Meadows property, structures, plumbing, furniture and appliances; including but not limited to the barn, catering space, farmhouse, restrooms, playground, gardens and lawns. Damages will be calculated based on fair market cost of replacement or repairs. Charges exceeding the \$500.00 hold will be billed to Client and payment must be made within thirty (30) days of invoice. In addition, Leslie Meadows reserves the right to submit a claim on Client's event insurance policy (see *Insurance*) for damages exceeding the \$500.00 hold.

PAYMENTS: An updated invoice will be issued after the retention fee has been paid and any time additions or adjustments are made to the booking. Client's balance must be paid in full no less than sixty (60) days prior to the event. Leslie Meadows reserves the right to delay access to the property until all payments are met, in full. Invoices will be sent via email and may be paid by credit card through the link provided. Credit card payments will incur a 3.5% processing fee. Leslie Meadows will deduct this charge from Client's damage hold. To avoid this fee, payments may be made by check or money order mailed to:

Leslie Meadows
11586 South 48th Street
Fulton, MI 49052

CAPACITY: By order of the Kalamazoo County Fire Marshal, the number of guests permitted on Leslie Meadows property is two-hundred (200) people total, with tables and chairs. Client is responsible for ensuring their guest count remains at or under the capacity limit. Leslie Meadows reserves the right to suspend services or withdraw access to the property entirely if the capacity limit is exceeded and no refunds will be issued.

VENUE ACCESS: Leslie Meadows agrees to grant Client access to the barn and venue property on the date(s) and time(s) stated on the Booking Invoice. Additional access time may be added at a rate of \$150.00 per hour, when available and at the discretion of Leslie Meadows. Leslie Meadows reserves the right to deduct a fee from Client's damage hold for early arrival or excessive loitering on the property outside of the contracted timeframe. No camping or overnight stays are permitted on the property at any time.

FARMHOUSE ACCESS: Client will be granted access to the farmhouse/dressing suite on the day of their ceremony only. Pets are not permitted inside the house. Cooking is not permitted inside the house. Furniture and other items may not be removed from inside the house. Smoking is not permitted inside the house. Client is responsible for removing all personal belongings from the house; including clothing, food and drinks, by the end of their contracted rental time on the day of the ceremony.

WEATHER: Leslie Meadows is an outdoor venue. All events are considered "rain or shine". It is Client's responsibility to arrange for tent rentals, additional heaters or fans, if so desired. In the event hazardous weather warnings are issued in the area for tornados, severe thunderstorms, lightning strikes or extreme heat, Leslie Meadows reserves the right to suspend services until warnings have expired. Refunds will not be issued for events cancelled or concluding early due to inclement weather.

CHILDREN: Leslie Meadows is a family farm, open to guests of all ages. Children under the age of fifteen (15) must be supervised by an adult at all times. Leslie Meadows is not responsible for the safety of children left unattended.

PETS: Dogs and other pets are welcome at events. Pets must be supervised by an adult. Pets are not permitted inside the farmhouse or barn catering space. Service dogs are excluded from these restrictions. Leslie Meadows is not responsible for the safety of pets or the safety of guests in relation to the presence of pets at the event. Client is responsible for cleanup of all pet waste. A fee will be deducted from Client's damage hold for cleanup of pet waste left after the event.

VENDORS: Clients are welcome to use any service vendor of their choosing, with the exception of bartenders (see *Alcohol Service*). Client is responsible for confirming all vendors are aware of and in compliance with Leslie Meadows policies and procedures. Vendors must load in and out within Client's contracted timeframe. A fee will be deducted from Client's damage hold if Leslie Meadows is left to handle rentals, décor, food or other items delivered outside of the contracted timeframe or the return or disposal of any items left onsite after the event.

MUSIC: In accordance with local noise ordinances, music must end by 10:00pm Sunday-Thursday and 11:00pm Friday-Saturday. Amplified music is not permitted outside of the barn, with the exception of limited ceremony songs. Music may not exceed a level of eighty five (85) decibels, as measured inside the barn. Client is responsible for ensuring entertainment vendors adhere to Leslie Meadows policies and procedures. Leslie Meadows reserves the right to interrupt or stop services due to excessive volume or noise complaints. Any fines issued due to noise complaints for this event will be charged to Client and Leslie Meadows reserves the right to deduct that fee from Client's damage hold.

FOOD SERVICE: Cooking is not permitted inside the barn or farmhouse. Food trucks and barbeques are welcome in the picnic area and must remain at least fifty (50) feet from the barn at all times. Leslie Meadows does not provide dishes, utensils, chaffers or any other food service related equipment; Client understands they are responsible for obtaining these items, if needed. Food stored onsite overnight must be in closed containers or refrigerated. Leslie Meadows is not responsible for food left onsite before or after the event. All leftover food must be removed from the property following the event. A fee will be deducted from Client's damage hold for the disposal of perishable items left after the event.

BARTENDING SERVICES: Leslie Meadows will provide two (2) bartenders for up to eight (8) service hours with the standard rental. Bartenders will set up the bar area, provide safe alcohol service, monitor consumption throughout the event and pack up leftover alcohol and beverage service items at the conclusion of the event, for return to Client.

ALCOHOL SERVICE: Client is responsible for the purchase and delivery of all liquor, wine, beer and beverages for their event. Leslie Meadows is not responsible for products left on the property before or after the event. All alcohol consumed on site AT ANY TIME must be served by Leslie Meadows bartenders. Outside vendors are not permitted to serve alcohol. Guests are not permitted to self-serve alcohol. Guest are not permitted behind the bar area AT ANY TIME. Client understands that it is unlawful for persons under the age of twenty one (21) to consume alcohol and agrees to monitor minors appropriately. Leslie Meadows staff are obligated to refuse service to minors, guests who cannot provide proper ID or guests who appear intoxicated. Last call will be announced thirty (30) minutes prior to music end time. Bar service will conclude at the same time as music. Leslie Meadows reserves the right to interrupt services, withdraw access to the property entirely and retain the full \$500.00 damage hold if Client, guests or vendors do not adhere to alcohol service policies.

JANITORIAL SERVICES: Leslie Meadows will provide one (1) janitor for up to ten (10) service hours with the standard rental. Janitors will clean and restock restrooms and empty trash bins at regular intervals throughout the event. Janitors will sweep and mop floors, remove all trash from the building and tear down tables and chairs at the conclusion of the event. Client agrees to dispose of all trash and recycling in the proper bins. A fee will be deducted from Client's damage hold for excessive trash or property clean up that results in staff overtime.

WAITSTAFF SERVICES: Waitstaff services are not included in the standard rental but may be added at a rate of \$200.00 per staff, for up to eight (8) hours of service time. Client is in no way required to use Leslie Meadows for additional staffing or services. Client is responsible for ensuring catering companies providing outside waitstaff adhere to Leslie Meadows policies and procedures. Client is also responsible for food service setup/teardown and table clearing during the event if waitstaff are not provided by an outside vendor and/or client opts not to hire Leslie Meadows waitstaff.

TABLES AND CHAIRS: Leslie Meadows will provide up to two hundred (200) wooden folding chairs, twenty (20) 6' banquet tables, twenty (20) 60" round tables and ten (10) cocktail tables with the standard rental. It is Client's responsibility to arrange for the delivery of tables or chairs in surplus of the quantity provided by the venue, if needed. Leslie Meadows does not provide table linens or chair covers; Client understands they are responsible for obtaining these items, if desired. Client is responsible for ceremony chair set up and for the return of chairs to the barn after the ceremony. Tables and chairs may not be used outside of the barn when rain or wet ground conditions occur. A fee will be deducted from Client's damage hold for broken, water damaged or missing tables or chairs.

DECOR: Client is responsible for their floorplan design and for all event set up including tables, chairs, linens, dinner settings, signage, florals and décor. No nails, tacks or staples may be used to affix items to the barn walls, wood beams, bartop or mezzanine. Use of confetti and/or glitter is not permitted anywhere on the property. Use of faux flower petals is not permitted outside of the barn. Candles must be battery operated; real flames are not permitted inside the barn or farmhouse. Fireworks are not permitted. Sparklers are allowed but must remain at least fifty (50) feet from the barn at all times. Leslie Meadows is not responsible for decorations, floral arrangements, rental items, personal items, linens, clothing or valuables left on the property before or after the event.

SMOKING/MARIJUANA USE: Smoking is permitted only in the designated smoking area. Marijuana use is legal in the State of Michigan and is permitted on Leslie Meadows property; only by adults over the age of twenty one (21) and only in designated smoking areas. Smoking is not permitted inside the farmhouse, barn or restrooms. A fee will be deducted from Client's damage hold for smoke damage, cigarette burns or cigarette butt cleanup.

PARKING: Vehicles must park in the gravel lot and/or dirt lot overflow area, only. Vehicles are not permitted to park in the driveway or on the road outside of the venue. Vehicles are not permitted to drive over the clearly outlined septic field area; failure to adhere to this policy may cause significant damage to the septic system and Client will be held responsible for any resulting repair cost. Vehicles are not permitted to park on or drive over manicured lawns. Please use the circle gravel driveway located next to the barn entrances for guest and item unloading. A fee will be deducted from Client's damage hold for tire marks, ruts or damage caused to lawns or gardens by guest or vendor vehicles.

UNLAWFUL ACTIVITIES: Client will conduct the event in an orderly manner, in compliance with all State laws and local ordinances. Client is responsible for the actions of their guests and shall be liable for any damages or losses caused by guests and any legal ramifications resulting from their behavior at the event. Leslie Meadows reserves the right to interrupt or stop event services due to volatile guest behavior or unlawful activities occurring at the event.

LIABILITY: To the extent permitted by law, Client agrees to defend, indemnify and hold harmless Leslie Meadows, its staff and contractors from any liability, claims, demands, actions and causes of action, arising from or related to any loss, damage, illness or injury sustained by guests or others in connection with the consumption of food and beverages at this event; except for such damage, illness or injury confirmed to be caused by the negligence or misconduct of Leslie Meadows staff. Leslie Meadows' total liability for any claim arising from, relating to, or connected with the event services provided by Leslie Meadows under this Agreement shall be limited to (a) partial or full refund of payments made by Client for the specific service giving rise to the claim or (b) what is determined payable by Leslie Meadows' insurance provider.

INSURANCE: Client is responsible for obtaining a special event insurance policy; including host liquor liability coverage if alcohol is being served at the event. A minimum of \$1,000,000 single limit and \$2,000,000 general aggregate is required. The policy must cover the entire duration of the event, on all dates and times Client is granted access to the property. Leslie Meadows, LLC must be named as "additionally insured" and receive a copy of the certificate. Failure to provide evidence of required insurance prior to the event start time will result in the immediate cancellation of the event and no refunds will be issued. Visit www.TheEventHelper.com for policy information.

POSTPONEMENT: Event postponement requests must be submitted in writing. New date requests are subject to Leslie Meadow's availability and not guaranteed. A date change fee of up to \$500.00 may be applied to all postponements, at Leslie Meadows discretion.

CANCELLATION: All cancellation requests must be submitted in writing. Upon event cancellation for any reason other than those stated under the *Force Majeure* section of this Agreement, Leslie Meadows will retain the 30% date retention fee paid by Client at the time of booking. In addition, if the event is cancelled less than sixty (60) days prior to the event date, Leslie Meadows will retain the full rental amount paid by Client. The full rental amount will also be retained once the event has started. No refunds will be issued for events cancelled or concluding early due to Client, guest or vendor noncompliance with Leslie Meadows policies listed under this Agreement.

FORCE MAJEURE: If either Client or Leslie Meadows are prevented from performing their obligations under this Agreement by reason of an Act of God, fire, flood, government regulation or other condition beyond their reasonable control that causes the event to be deemed impossible and not due to the negligence or misconduct of either party then any payments collected from Client will be refunded in the same form that payment was rendered and neither party shall have any legal recourse against the other.

This Agreement shall be interpreted and governed by the laws of the State of Michigan, the county of Kalamazoo and the township of Wakeshma. This **Booking Agreement** and **Booking Invoice #5000** sets forth the entire understanding of the parties and supersedes any prior written or verbal understandings between them. Any claims or disputes related to this Agreement shall be brought under the jurisdiction of the courts of Kalamazoo County, Michigan.

The undersigned have read this contract, understand its terms and agree to be bound thereby. Any additions or revisions must be made in writing and approved by all responsible parties.

XXX
Client

Date

XXXX
Client

Date

Kristin Leslie
Managing Member
Leslie Meadows, LLC

Date

Payment of Booking Invoice #5000 confirms agreement with the terms and conditions herein, with or without Client's signature provided.
Please read this document in full, review your invoice and contact Leslie Meadows' Venue Director with any questions or concerns you may have, prior to making any payments.