

## Wedding Venue Contract

This Agreement is made effective as of \_\_\_\_\_, by and between Mason House Inn and  
(names of clients)\_\_\_\_\_

The Clients represent that they desire to hold a wedding event on (date)\_\_\_\_\_ with the arrival time of \_\_\_\_\_ on the date of \_\_\_\_\_ and a departure time of \_\_\_\_\_ on the date of \_\_\_\_\_.

### 1) VENUE RENTAL FEE(S):

- (a) The Clients or Representative for the Client (s), agree to pay an initial non-refundable deposit of 50% of the total of all fees. This payment serves to hold the venue for the specified date of the wedding and is payable at the time of contract signature. A \$500.00 refundable security deposit is required for all weddings and will be returnable to the client (s) up to two weeks after the event has been held once property has been inspected for any potential damage from the event or wedding.
- (b) The remaining agreed upon venue rental fees will be due 60 days prior to the date of the event. The agreed upon date of payment will be the following:\_\_\_\_\_.

**Gold Package:** \$6,000. Rental of the entire property, including all of the lodging (2 rooms in the main house that sleeps two each, 2 rooms in the main house that sleep three each, 1 room in the annex building that sleeps three, 2 rooms in the main house that sleep four each, 1 room in the annex building that sleeps four, and a caboose that sleeps 2 adults and a child), the dining hall in the main house, and the parlor room in the main house for two nights. Check in is 3pm on the first day and check out is 11am on the third day. Price includes preliminary meeting and consultation with venue & coordinator, choice of ceremony and reception space (Mason House Inn, Historic Pedestrian Bridge, Rose Gardens, Presbyterian Church, or Stone House), day of Coordination (6 hrs.), Officiant (if needed), \$1,000 towards a catered meal (any amount remainder is forfeited, any amount extra is the responsibility of the financial responsible party), full linen and decor selection, full setup and teardown, simple bouquet and boutonnieres by a vendor of our choice. Maximum lodging occupancy is 28 people. Tents or other overnight camping are not allowed. Additional room nights may be added as needed. Maximum ceremony/reception guests – 60. Price does not include staff or venue gratuity. The event must end by 10pm.

**Silver Package:** \$3,000. Rental of the main house, including all of the lodging (2 rooms in the main house that sleeps two each, 2 rooms in the main house that sleep three each, 2 rooms in the main house that sleep four each, the dining hall in the main house, and the parlor room in the main house for two nights. Check in is 3pm on the first day and check out is 11am on the third day. Price includes preliminary meeting and consultation with venue, choice of ceremony and reception space (Mason House Inn, Historic Pedestrian Bridge, Rose Gardens, Presbyterian Church, or Stone House), day of Coordination (6 hrs.), 10 table linens and simple decor set up of reception space, simple bouquet by a vendor of our choice. Maximum lodging occupancy is 19 people. Tents or other overnight camping are not allowed. Additional room nights may be added as needed. Maximum

ceremony/reception guests – 60. Price does not include staff or venue gratuity. The event must end by 10pm.

**Bronze Package:** \$1,500. Day use of our Bridal Suite (Room 5) and our Bentonsport Room (Room 1), the dining hall in the main house, and the parlor room in the main house. Check-in must be scheduled. Price includes choice of ceremony and reception space (Mason House Inn, Historic Pedestrian Bridge, Rose Gardens, Presbyterian Church, or Stone House), 10 table linens for reception space/use. Tents or other overnight camping are not allowed. Additional room nights may be added as needed. Maximum ceremony/reception guests – 60. Price does not include staff or venue gratuity. The event must end by 10pm.

**Elopement Package:** \$250. Day use of our Bentonsport Room (Room 1), the dining hall and parlor room in the main house for a maximum of 2 hours. Price includes a ceremony at the Mason House Inn or Historic Pedestrian Bridge. Rose Gardens, Presbyterian Church, or Stone House available for added fee. Tents or other overnight camping are not allowed. Room nights may be added as needed. Maximum ceremony guests - 60. Price does not include staff or venue gratuity. The event must end by 3pm. This package requires full payment when scheduled and is non-refundable.

## **2) DATE CHANGES:**

In the event the Client(s) is forced to change the date of the event every effort will be made by Mason House Inn to transfer reservations to support the new date. The Client(s) agrees 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 Client(s). The Client(s) further understands that last minute changes can impact the quality of the event and that Mason House Inn is not responsible for these compromises in quality.

## **3) CANCELLATIONS:**

In the event of a cancellation of a special event or wedding, all payments made to date are non-refundable and all outstanding payments will be due immediately. We understand that sometimes it is necessary to change or cancel a reservation. We cannot refund any advance payment for a canceled reservation unless the date is re-rented for the entire period and prepayment has cleared. We will make every effort to re-book the location; however, if it is not re-booked, you forfeit all monies paid. If a cancellation is successfully re-rented, all of the rent, taxes and damage/security deposit will be reassigned to the re-rented date, less a 15% cancellation fee. Mason House Inn may cancel rentals due to emergency conditions, or events beyond the control of Mason House Inn. In case of cancellation initiated by Mason House Inn, all rental and deposit monies will be reassigned to the next available event date only. Refunds will not be available. If a next available date is not optional for the client(s), the client(s) forfeit all monies paid.

## **4) ACCOMMODATIONS:**

The Client(s) agree that additional guest rooms provided by the Mason House Inn for the event or wedding party may require a separate contract. Additional rooms are subject to our standard fees.

## **5) RULES AND REGULATIONS:**

The following is a list of rules and regulations to be upheld by Client(s), which includes all EVENTS PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the special event on the premises of the Mason House Inn.

- **Parking:** All vehicles associated in any way with the event or wedding must be parked within the parking area or the drive. No vehicles shall be parked on any lawn surface.
- **Barbecues/Grills:** Barbecues and grills are to be used outside only. No campfires are allowed anywhere at any time.
- **Candles:** Due to our location, candles are not allowed outdoors. Candles are allowed in the Mason House Inn only. All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.
- **Due to our location; sparklers, sky lanterns, and/or fireworks are not allowed anywhere on the property at any time.**

## **6) EVENT ENDING TIMES:**

All outdoor events must end by 10pm order to allow for cleanup and closure of the site by midnight.

## **7) DECORATIONS:**

Decorations may not be hung with tape, command strips, wire, staples, nails or screws anywhere on the property. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue.

Note: For weddings and reception farewells the following is allowed outdoors: bubbles, biodegradable confetti, real flower petals. Rice, bird seed, confetti, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility. Fake flower petals may be used inside buildings, but not in outdoor areas and must be picked up prior to the last guest leaving.

Tents and Stakes: If any event tents are used, setup must be supervised by Mason House Inn ownership. No stakes of any kind are to be driven into the ground without Mason House Inn supervision

## **8) INSURANCE:**

Client(s) shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name Mason House Inn as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

**Failure to provide evidence of this insurance to the Mason House Inn 30 days prior to your event, can cause immediate cancellation of your event. Cancellations resulting from failure of renter to provide the Mason House Inn with a proper and timely certificate of liability insurance will be treated as a renter caused cancellation occurring less than 30 days prior to the event.**

## **9) LIQUOR/ILLEGAL SUBSTANCES:**

All alcohol must be served by an approved company holding a valid Iowa Liquor License. Alcohol service ends at 9pm or at the end of the event, whichever is earlier. Alcohol may not be served to minors. Any visibly intoxicated guests will be refused service. Illegal substances are not allowed at any time on the premises. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of the event without refund. Mason House Inn may ask guests for identification to verify age and reserves the right to ask the entire party to leave if **(1)** a minor is consuming alcohol; **(2)** an adult is providing alcohol to a minor; or **(3)** a guest or guests appears intoxicated and refuses to leave the Premises. Renter shall indemnify and hold Mason House Inn harmless from all liability for improper use of alcohol.

**10) SECURITY DEPOSIT:** A \$500.00 security deposit will be returned 15 days after the event as long as there is no damage. If any damages that exceed the amount of the security deposit shall be the responsibility of the person financially responsible for the event. **FAILURE TO COMPLY WITH VENUE POLICIES WILL FORFEIT SECURITY DEPOSIT.**

**11) MUSIC:**

All music must end by 10pm.

**12) SMOKING:**

The Mason House Inn is a non-smoking venue. Smoking will be permitted only in designated outdoor areas. Due to our location, smoking may be banned outdoors during the dry season.

**13) CHILDREN:**

All children must be supervised at all times.

**14) PETS:**

Pets are not allowed inside the Mason House Inn unless they are fully-trained service animals. Animals in training to become service animals and Emotional Support Animals (ESA) are not permitted. Pets may be included in outdoor ceremonies only on a 6 foot leash and are not allowed in the yard directly behind the house. Clients are responsible for cleaning up all pet waste and any damages the pets may cause.

**15) FOOD AND CATERING**

The client agrees that the Mason House Inn will approve all catering. Outside food and drinks are not otherwise allowed during the event. The only exception: wedding cakes may come from any licensed bakery.

**The client will provide a final guarantee for the number of guests a minimum of two weeks before the event.**

For client(s) who choose the GOLD PACKAGE: The client will agree to the final menu one month before the event.

**16) INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:**

The Renter agrees to indemnify and hold the Mason House Inn, its officers and agents harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property of chattels, on or about the Mason House Inn, or to the property itself resulting from any act done, or omission by or through the Renter, its agents, contractors, employees, invitees, or any person on the premises of the Mason House Inn by reason of Renter's use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs and attorney fees incurred by the Mason House Inn owners and representatives in defending any such claim or action brought against the owner and representatives.

**17) PERSONAL AND ABANDONED PROPERTY:**

The Mason House Inn and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the event is over.

**SIGNATURES:**

Wedding couple, Client(s) or agent of couple: Financially responsible for all the above.

By:\_\_\_\_\_ Date:\_\_\_\_\_

By:\_\_\_\_\_ Date:\_\_\_\_\_

By:\_\_\_\_\_ Date:\_\_\_\_\_

The Mason House Inn:

By:\_\_\_\_\_ Date:\_\_\_\_\_

Chris and Fe Pope, Owners