RED ACRE BARN

Special Events Agreement Form

General Information

Red Acre Barn is available for rent from 8 am-12 midnight and includes use of the barn and surrounding area. The barn will accommodate up to 300 people.

RENTAL FEE

Price includes: set up, tear down, bartenders, professional cleaning afterwards, and security.

May-October:

Saturday: \$5,900, plus tax Friday: \$4,500, plus tax

Sunday-Thursday: \$4,000, plus tax

Weekend (Friday-Sunday): \$8,500, plus tax

Holiday Weekend (Friday-Sunday): \$10,500, plus tax

November-April:

Saturday: \$4,900, plus tax Friday: \$4,500, plus tax

Sunday-Thursday: \$4,000, plus tax

Weekend (Friday-Sunday): \$7,500, plus tax

Holidavs:

Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve: \$5,900, plus tax

*Teacher Discount: 5% off booking if bride and/or groom is a teacher.

*Military/Veteran Discount: 5% off booking if bride and/or groom is serving in the military or a Veteran.

*Law Enforcement Discount: 5% off booking if bride and/or groom is serving in law enforcement.

DINNER REHEARSAL

The Red Acre Barn rental fee for rehearsal/dinner is \$500, plus tax for the day before your wedding (9am-9pm) or \$150, plus tax for 1 hour Monday-Thursday (5pm-9pm), if booked within 90 days of your wedding depending on availability. Wedding rehearsal and rehearsal dinner rentals will be required to work around Friday and Saturday rentals in regard to availability.

Inclusions

- Country setting venue
- 2 acre vineyard
- 7,616 square feet
- Seats 300 guests
- Heating and Air Conditioning
- Use of indoor space and outdoor grounds
- Open year round
- Inventory of available decor to use
- Rental hours from 8 AM-midnight
- Rehearsal/dinner rental
- Bridal suite and groom's lounge
- Kitchen is available, BBQ/grill & roaster use allowed
- Any licensed catering service may be used
- Fully stocked bar with trained bar staff, non-alcoholic drinks may be brought in
- Large loft space
- Accommodations for band/DJ/speaker

Set Up

Facility rental includes round and rectangle tables and chairs to be used indoors during the event.

- 350 white resin folding chairs and 20 lime wash x-back chairs
- 35 60" round tables (seats 8 people)
- 20 6' (30"x72") rectangle tables (seats 5-8 people)
- 10 cocktail tables
- Outdoor benches for ceremony pad
- 7 8' (30"x90") rectangle tables (seats 8-10)
- 4 large farmhouse tables for head table use

Decoratina

Decorating must be performed during the rental agreement times agreed upon. No decorations are allowed that leave any kind of residue; this includes confetti, glitter, silly string, feathers, tacks, staples, and all types of tape or other potentially damaging adhesives inside or outside Red Acre Barn. Helium balloons are not allowed. No candles are allowed, unless battery operated. No water gel beads for floral arrangements/vases. No gum or unwrapped small candy is allowed to be scattered on tables as decorations. No fake flower petals outdoors. All decorations must be removed at the end of the event. Anything hung from the ceiling must be done by an insured decorator.

Food

Any outside licensed catering service may be used. It is suggested they visit our facility prior to the event. The caterer may use the kitchen for prepping the food. BBQ/grill and/or roasters may be used on the premises. Caterer is responsible for arranging the delivery, preparation, presentation/set-up (including serving and/or replenishing as needed) and pick up of food, plate and dinnerware for hosts, as well as, arranging for the appropriate wait staff if applicable. Caterer is responsible for clearing their trash to the dumpster, cleaning the kitchen, and any other areas used by the caterer. Non-alcoholic beverages may be brought in, but all alcoholic beverages must be provided by Red Acre Barn.

Music and Entertainment

All musicians and/or DJs must cease playing by 11:00 pm. This will allow time for musicians and/or DJs to dismantle their equipment and be off the premises by 12 midnight. Bubble machines, fog machines, pyrotechnics, dance wax, or any other compound or substance spread on the floor is not allowed.

Alcohol

All alcohol must be purchased through Red Acre Barn (refer to www.redacrebarn.com for pricing). Alcohol will not be served after 11 pm. No outside alcohol may be brought onto the premises; if any is found, it will be confiscated. An off-duty police officer, who Red Acre Barn contacts and lines up on your behalf, must be present if you have more than 50 people and alcohol, for the last 4 hours of your event. Payment for any hosted beverages will be due at the end of your event before you leave. A service charge of 18% will be added to the final bill on any hosted alcoholic beverages served. You are not allowed to take any leftover kegs with you and you will not get a refund for any untapped kegs that you purchased.

Retainer and Payment

To confirm the date of your weekend event, a retainer of \$1,000 is required along with this signed contract. Within 90 days of the first retainer installation, another \$1,000 is due (or you can pay your \$2,000 deposit upfront if you choose). The full payment of the rental fee is due two weeks prior to the date of your event. To confirm the date of your weekday (or special low rate event) event, a retainer of \$500 is required along with this signed contract. The full payment of the rental fee is due two weeks prior to the date of your event. Any payment that is overdue will result in cancellation of your confirmed rental date. All retainers will go towards your final bill. THE RETAINER/ANY PAYMENTS MADE ARE NOT REFUNDABLE UPON CANCELLATION OF THE EVENT. If the date is changed, the party is subject to a \$500 fee unless the original date is booked by another party. If using a credit card for payment, you will be charged an additional 3% fee for processing purposes. A credit card number is required on file for any

additional charges that may occur. Red Acre Barn cannot and will not be

responsible for acts of God, inclement weather, or the parties' change of plans. A charge of \$300/hour will be assessed for every hour past contracted limit (this includes all guests/DJ/band/caterers/etc.) For your protection, all guests should be notified of these hours. Additional fees may be assessed for extra cleaning.

Additional Information

- Red Acre Barn is a smoke-free facility; smoking allowed outside only.
- Tents may be rented.
- No sky lanterns, sparklers, bottle rockets, firecrackers, or any other fireworks are allowed due to county law.
- Absolutely no weapons or firearms are allowed on Red Acre Barn property.
- Children must be supervised at all times.

BY LAW, NO ONE UNDER 21 YEARS OF AGE MAY CONSUME OR TASTE ALCOHOL BEVERAGES.

The management may ask guests for identification to verify age. Minors consuming alcohol and adults providing alcohol to minors will be subject to removal from the event. Red Acre Barn reserves the right, at all times, to refuse admission to or to cause to be removed from the event, any disorderly person, including employees, contractors, guests and invitees, as determined by Red Acre Barn, in its sole discretion. The party renting the facility shall work together with Red Acre Barn to safeguard that no underage drinking is allowed.

Red Acre Barn is unable to assume responsibility for damage or loss of any merchandise or articles left on premise before, during, or after your event.

Red Acre Barn personnel have the authority to contact law enforcement officials, if necessary, to protect Red Acre Barn and personnel.

Red Acre Barn will not be held liable for injuries or property damage/loss during this function, including, but not limited to: death, personal injury, property damage, and any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. The term of the agreement begins when the first guest arrives on the property and concludes when the last person leaves the property.

Hold Harmless and Indemnification

Red Acre Barn shall not be liable for any claim, loss, injury, damage, or expense either with respect to person or property, sustained by you, or by any of your employees, agents, invitees, and guests due to your use of the facilities, or arising out of the use, operation, or condition of any equipment, machines, or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees, or guests of yours. It is agreed and understood that you hereby expressly release and discharge Red Acre Barn and its owners, officers, employees, and agents from any and all demands, claims, and actions arising out of any such causes.

Moreover, it is agreed and understood that you shall defend, indemnify, and hold harmless Red Acre Barn and its officers, directors, employees, and agents from and against any and all claims, demands, actions, losses, costs, damages, and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon, or about the facilities due directly or indirectly to your use of the facilities. This obligation of yours to protect, indemnify, and hold harmless Red Acre Barn shall include the obligation to pay all reasonable expenses incurred by Red Acre Barn in defending any of such claims, including reasonable attorney's fees.

Red Acre Barn reserves the right to cancel this agreement up to 90 days prior to rental. All retainers and payments will be returned in the event Red Acre Barn cancels the event.

For your protection, all events held on Red Acre Barn properties require event liability and risk management insurance. You may use Wed Safe

(www.wedsafe.com) to provide this insurance or consult with your personal insurance agent/provider. A copy of the certificate must be provided to Red Acre Barn at least 2 weeks prior to your event. The coverage must include the following: \$1,000,000 each occurrence/\$1,000,000 aggregate with host liquor liability included. Red Acre Barn must be shown as an additional insured on the certificate: Red Acre Barn, 4053 Kirkwood St., Prole, IA 50229

Ready to Book Your Event with Us?

Submit a non-refundable retainer of \$1,000, along with the signed Special Events Agreement form (or you can pay your \$2,000 deposit upfront if you choose). You will receive an email confirmation that your retainer has been received and your date has been reserved on our calendar.

Two weeks prior to your event, Red Acre Barn needs you to provide the following:

- Submit payment for the balance of your rental.
- Provide a copy of your Event Liability Insurance (if alcohol is being served).
- Furnish us a list of your contacts for vendors who will be accessing our facility & all certificates of liability insurance from any vendors (caterer, florist, bakery, music, audio, etc.).
- Turn in any special requests or needs.

Bride & groom's printed first & last name	
I, (renter's printed first and last name) have read	
and agree to all terms in th	nis contract.
Renter's signature	Date
Approved by	Date

Red Acre Barn Special Events Agreement Form

Date of Event:	
Type of Event:	
# of Guests:	
Hours of Event:	
Address:	
City/State/Zip:	
Day Phone:	
Email:	
Credit Card #:	
(also include 3 digits on back of card):	
Expiration Date:	
Retainer Paid Today: \$	
Barn Rental Price: \$	