

Evergreen Lavender Farm, LLC
7169 Old Evergreen Road
Appomattox, Virginia. 24522
434-664-9561
evergreenlavender.com

WEDDING and/or RECEPTION or EVENT CONTRACT

This contract defines the terms and conditions under which Evergreen Lavender Farm and _____ (hereafter referred to as the CLIENT) agree to the CLIENT's use of Evergreen Lavender Farm's facilities on _____ (reception/event date). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Evergreen Lavender Farm and the CLIENT.

Client Information:

Client Name. _____

Address _____

Telephone # (H) _____ - (W) _____

Email address _____

Proposed Event. _____

Approximate Number of Guests. _____ (65 maximum)

Caterer selected _____

Musician/DJ selected _____

Facilities and Services Provided by Evergreen Lavender Farm. Evergreen Lavender Farm will provide use of the following **dependent upon the option chosen** between the hours of 10:00 a.m. to 8 p.m.

- Outdoor wedding space with chapel (option #1, #3, or #4)
- event barn (seats 40 people) and patio (option #1, #2, #and #4)
- tables and chairs (seating for 65). Option #1 and #2
- bathroom/kitchen barn and porch (all)

- additional port-a-potty (option #1)
- exclusive use of gardens and lavender fields (all)
- parking field and attendant (option #1)

_____ Option one. **Wedding/Reception package \$1800:** Up to 65 people, farm rental up to **6 hours** which includes set up, chapel for wedding, reception, time for photos, and break down. Includes a room for preparation and a 30-minute rehearsal. Overtime is \$200 per hour. A credit card will be held the day of the wedding.

_____ Option two. **Private event** (not weddings/receptions). Up to 50 people, rate of \$300 for 4 hours. And \$75 per hour overtime. A credit card will be held the day of the event.

_____ Option three. **Chapel only.** Up to 65 people, rate of \$700 for 3 hours. The time includes the service, a wedding photo session, and a 30-minute rehearsal. Additional time is \$200 per hour. A credit card will be held the day of the wedding.

_____ Option four. **Elopement package \$900:** Up to 30 people, farm rental up to **4 hours** which includes set up, chapel for wedding, reception, time for photos, and break down. Celebrant officiant \$80. Includes a room for preparation if needed. Additional time is \$200 per hour. A credit card will be held the day of the wedding.

ADDITIONAL ITEMS AVAILABLE WITH EXTRA FEES

- 1) The Cottage is available for \$200 for the day for wedding party preparation if it is available. _____. The Cottage is available for overnight stays for guests through Airbnb or VRBO (minimum 2 nights).
- 2) Dried or fresh lavender (seasonal). \$12 a bunch. # _____ x \$12 =
- 3) _____ Loose lavender per pound (around 15 cups)- \$34 a pound. # _____ x \$34 =
- 4) _____ Gifts for wedding parties and guests are available upon request. We have a full line of soaps, sachets, lotions, essential oils, and sprays.

Gift items _____ =. _____

TOTAL _____

All other services, facilities, and arrangements for services shall be the responsibility of the CLIENT.

The client or representative for the client agrees to pay the basic package fee as checked above. The client agrees to pay a **non-refundable deposit** of \$500 for option one; \$175 for option 2, \$350 for option 3, and \$300 for option 4 at the time of contract signature. This deposit, payable to **Evergreen Lavender Farm** serves to reserve the venue for the specified date of the event. A second deposit of 50% of the balance is due 4 months prior to the event date. Payment for the remaining balance is due 2 months in advance of the event. Reservations made 2 months prior to the event will need to be paid in full. Deposits and payments will be made by certified bank check or cash to Evergreen Lavender Farm. A receipt will be provided for each.

<u>Scheduled payment</u>	<u>Amount</u>	<u>Date Due</u>
Initial deposit	_____	with signed contract
Second deposit	_____	_____
Remaining balance	_____	_____

A credit card from the client will be held on the day of the event for additional expenses that may occur for any of the options chosen.

PROPERTY RESTRICTIONS

All other buildings, except for those mentioned, are **off limits**.

The farm will remain open to the public during business hours, Thursday through Saturday from 10 to 4, May through /September. Parking and access to certain areas may be restricted.

No open flames, candles, bonfires, fire pits, or charcoal grills. Gas grills may be used for food preparation.

No alcohol or food may be left on the premises overnight.

Smoking is prohibited inside all buildings. Use can receptacles for cigarettes.

All decorations must be removed following the event. No nails, screws or other fasteners are to be used. No aerosol string (such as Silly String), rice, bird seed, oats, or confetti may be used for any event.

Tables, benches, and any other farm property must be returned to their original location.

No guns on the property even with an open carry permit.

Keep out of the animal/ livestock/ bee areas. Initial _____

EVENT INSURANCE

Clients are required to have day-of event insurance. This can be through your insurance or through several providers.

Evergreen Lavender Farm, LLC is not liable for any injuries or damages to persons or personal property.

Initial _____

DATE CHANGES

In the event the client is forced to change the date of the event, every effort will be made by **Evergreen Lavender Farm, LLC** to transfer reservations to a new date. The client agrees that, in the event of a date change, any expenses including but not limited to deposit and fees are non-refundable and non-transferable. The client further understands that last minute changes can impact the quality of the event and that **Evergreen Lavender Farm, LLC** is not responsible for these compromises in quality.

Initial _____

ALCOHOLIC BEVERAGES

Clients must adhere to all state and local laws governing alcohol use. Clients assume liability for alcohol service and consumption. **A one-day banquet license is required from the ABC bureau.** Clients are responsible for providing all of the alcohol for the event, either purchasing it themselves or having their caterer/bartender provide it. **Open bars where guests serve themselves is not allowed.** There must be a bartender present to serve and oversee alcohol consumption. Alcohol may be consumed on the grounds, with the exception of the parking lot or in vehicles. There is no alcohol service to minors. At any time, if the bartender or venue owner deems alcohol consumption to be excessive, the staff has the right to close down all alcohol service and/or evict any inebriated guest from the premises. Alcohol service must conclude a half hour before the end of the event. **Evergreen Lavender Farm, LLC** assumes no liability for alcohol service or consumption. Clients are advised to check with their insurance agent to ensure they have adequate coverage for the event. Initial. _____

MUSIC ENTERTAINMENT

DJs, live bands, and dancing are allowed both indoors and outdoors. The proximity of local residences to Evergreen Lavender Farm is such that venue sounds, specifically sound related to music, must be kept below certain levels. All music must end by 7:30 P.M.

Initial _____

VENDORS

Clients are welcomed to use any vendors of their choosing. Clients must furnish Evergreen Lavender Farm with a list of all vendors and their contact information no later than 60 days prior to the event. All caterers are required to provide a current business license, Certificate of Insurance (minimum of \$1 million coverage including Workman's Compensation, Bodily Injury, Property Damage, and Food and Products Liability), and a signed caterer's agreement. Caterers who have not previously worked at **Evergreen Lavender Farm, LLC** are required to schedule a site visit prior to the event in order to familiarize themselves with the site and appropriate procedures.

A kitchen is available for storage, set up, and warming. It is not for food preparation. All serving spoons, pots, pans, towels, cutlery, and dishware will need to be provided by the caterer. The kitchen will need to be returned back to its initial state. There will be an additional fee of \$200 if the kitchen is a mess.

All vendors must coordinate arrangements for delivery and staging of materials and equipment in advance and are required to check in with Evergreen Lavender Farm staff upon arrival for delivery or set up.

Initial. _____

CLEAN-UP INFORMATION

Arrangements for trash removal are the responsibility of the client. All trash must be bagged and removed from the property at the end of the event. A \$200.00 fee will be assessed and charged to the credit card for the clean-up of any trash left on site after a private event. Most caterers and bartenders take the responsibility of removing their own trash. Clients should check with their particular vendors to see what their policies are. **Evergreen Lavender Farm, LLC** must be made aware of these arrangements no later than a week prior to your event.

Initial _____

PARKING GUIDELINES

Evergreen Lavender Farm, LLC is a privately-owned property and residence. Parking attendants are provided. For that reason, your cooperation with the following is requested:

- Parking is permitted only in the defined parking area
- **Parking in front of the barn is limited to drop-off and pick-up only**

Initial _____

IMPOSSIBILITY OF PERFORMANCE

Evergreen Lavender Farm, LLC shall be released of its obligation to perform under this agreement in the event of an Act of God, or other events, including flooding, fire or other casualty, or other cause beyond the reasonable control of **Evergreen Lavender Farm, LLC**. Should an Act of God occur on the day of your event, Evergreen Lavender Farm, LLC is not responsible or liable for any injuries sustained to persons or personal property.

Initial _____

The client understands that they and their guests will abide by these requirements while on the property of **Evergreen Lavender Farm, LLC**. The client understands, that by signing this agreement, they are bound to the terms set forth above and acknowledge that they understand each portion that they initialed.

Signatures:

Party providing services: _____, owner of Evergreen Lavender Farm, LLC Date _____

Party receiving services: wedding couple, client(s), or agent of the couple who is financially responsible for all of the above

_____ (Bride)

_____ (Date)

_____ (Groom)

_____ (Date)

_____ (Client or Agent for couple)

_____ (Date)