

# Hop Harvest & Vine Venue Rental Agreement

This Rental Agreement ("Agreement") is entered into between Hop Harvest & Vine, located at 2205 Silvernail Rd, Pewaukee, WI 53072, Phone: 1-262-232-8866, Email: joe@goodharvestmarket.com, Website: www.hopharvestvine.com ("Venue"), and the undersigned client ("Client") as of \_\_\_\_\_ [Date of Agreement].

Client's Information:

Client's Name(s): \_\_\_\_\_ Phone Numbers: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## 1. Rental Details

### 1.1 Event Date and Type

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

### 1.2 Venue Space Choices and details – Pricing is available at:

[https://www.goodharvestmarket.com/classes-events/private\\_parties.php](https://www.goodharvestmarket.com/classes-events/private_parties.php)

Venue: Which space do you want to reserve – Dining Room, Upstairs or Pavilion? \_\_\_\_\_

#### Available Rental Spaces' Details:

##### - Dining Room:

- Tables, Chairs & Set-Up: Included for up to 50 people.
- Catering: Available for up to 50 people from Hop Harvest & Vine.
- Handicap Accessible: Yes.
- Heating & Air Conditioning: Yes.
- TV for Presentations: Available.
- Food and Drink Minimums: None.
- Outside Food and Drink: Not allowed, except for celebration cakes.
- Sales Tax: Applicable.

##### - Mezzanine:

- Tables, Chairs & Set-Up: Included for up to 50 people.
- Catering: Available for up to 50 people from Hop Harvest & Vine.
- Includes outdoor terrace usage in warm weather
- Handicap Accessible: No.
- Heating & Air Conditioning: Yes.
- Food and Drink Minimums: None.
- Outside Food and Drink: Not allowed, except for celebration cakes.
- Sales Tax: Applicable.

##### - Pavilion:

- Tables, Chairs & Set-Up: Included for up to 125 people.
- Outside Caterers: Allowed; Venue's kitchen is not available to caterers.
- Handicap Accessible: Yes.
- Heating: Yes.
- Air Conditioning: No, but client can rent one if desired with outside rental firm. Must be removed by 10am the day following event

- Outdoor Seating: Additional outdoor, uncovered seating for up to 20 people.
- TV for Presentations/photo shows: Not available yet but plans are for installation of large screen tv by early 2024.
- Food and Drink Minimums: None.
- Outside Food and Drink: Not allowed, except for celebration cakes.
- Sales Tax: Applicable.
- All-Day Rentals include:
  - o Bridal Room with kitchen and bathrooms
  - o Bose Pro Sound System & Microphone.
- Linens and Table Settings: Available for rent.
- Additional Spaces for Rent for all-day renters:
  - o Kids Play Area: \$250 to reserve.
  - o "Point" for Wedding Ceremonies: \$250 to reserve. (Includes chair set-up and removal, as well as a wedding arbor.)
  - o Circular Patio: \$250 to reserve.

### 1.3 Setup and Event Hours

- Setup Starting at: \_\_\_\_\_
- Event Starting at: \_\_\_\_\_
- Event Ending at: \_\_\_\_\_
- Clean-up Ending at: \_\_\_\_\_
- Total Hours: \_\_\_\_\_

### 1.4 Expected Number of Guests \_\_\_\_\_

## 2. Payment and Deposit

### 2.1 Rental Fee

- Rental Fee for selected space, date and times are \$\_\_\_\_\_
- The Client agrees to pay the rental fee for the use of the Venue as specified in the invoice provided by the Venue.

### 2.2 Deposit

- A non-refundable date-hold deposit of 50% of the total rental fee is due upon booking to secure the date. The remaining balance of the rental fee and security deposit (if required) is due 30 days prior to the event.

### 2.3 Credit Card Authorization

- The Client authorizes the Venue to charge the provided credit card for the date-hold deposit, or client can pay in person, however the rental isn't secured until payment and signed contract is received and approved by venue agent. The remaining rental fee and balance due (payable 30 days prior to event) can be paid by cash, check or credit card.

### 2.4 Cancellation Policy

- All deposits are non-refundable unless the date and space are able to be rebooked. In this case, 25% of total rental fee will be forfeited
- Any repayment of deposits which are approved will be paid to Client by 30 days after the event date

## 3. Venue Inclusions and Notes

### 3.1 Decor and Clean-Up

- All items for your event must be removed at the end of the event unless arrangements have been made with management.
- Any type of decor is allowed with the exception of latex balloons, glitter, confetti, rice, or anything that may damage the facility.
- Clean-up by Hop Harvest & Vine staff (if necessary) is an additional \$100 charge.

### 3.2 Event Timing

- Last drink call on Friday and Saturday is 10:00 pm, Wednesday and Thursday is 9:00 pm.
- All guests must be out by 11pm on Friday and Saturdays and 10pm on Wednesdays and Thursdays.
- There will be an additional \$200 charge if guests haven't left by 11:00 pm (Fridays and Saturdays).
- Vehicles left overnight must be picked up by 10:00 am the next day.

### 3.3 Guest Behavior

- Owners & staff reserve the right to remove any guest for displaying inappropriate behavior.
- We are a smoke-free facility.
- Our pavilion is dog-friendly; however, all dogs must be kept on a leash, out of the main building (unless a certified service dog) and cleaned up after as necessary.
- Underage guests are not allowed to drink alcoholic beverages on our premises.
- All guests who appear 40 or under will be carded.

### 3.4 Catering and Vendors

- All outside caterers must be approved by Hop Harvest & Vine.
- Client's caterer must perform all activities related to food preparation, presentation, serving, clean-up, and disposal of related garbage.
- All vendors (florists, bakers, caterers, musicians, photographers, wedding coordinators, rental company, etc.) must adhere to our terms and policies. It is your responsibility to share these guidelines with them.
- All Hop Harvest & Vine Catering orders will be subject to 5% sales tax and a 20% service charge.

### 3.5 Compliance with Laws and Regulations

- Client will adhere to all City of Waukesha noise ordinances.
- All beverages must be provided by Hop Harvest & Vine, and per Wisconsin law, outside beverages are not allowed and will be confiscated.
- Party favors may not contain alcoholic beverages.

## 4. Damage and Liability

### 4.1 Client's Responsibility for Damage

- The Client acknowledges responsibility for any damage to the Venue or its property, including but not limited to, furniture, fixtures, equipment, and decor, caused by the Client, their guests, vendors, or any third parties involved in the event.

### 4.2 Security Deposit

- A refundable security deposit for all evening and full day rentals of \$200 is required and must be submitted to the Venue at least 30 days prior to the event. This security deposit will be held by the Venue throughout the

event and may be used to cover any cleaning, repair or replacement costs for damages incurred during the event.

#### 4.3 Damage Assessment

- The Venue reserves the right to assess and determine the extent of any damage to its property.
- In the event of damage, the Venue will provide the Client with an itemized list of damages and associated repair or replacement costs within 30 days after the event.

#### 4.4 Use of Security Deposit

- If damages are assessed, the Venue will deduct the repair or replacement costs from the security deposit.
- If cleaning is necessary a \$100 labor cost will be deducted from security deposit
- If the repair or replacement costs exceed the security deposit amount, the Client agrees to cover the remaining balance within 30 days after receiving the itemized list of damages.

#### 4.5 Return of Security Deposit

- If no damages are assessed, or if the repair or replacement costs are less than the security deposit amount, the remaining security deposit will be refunded to the Client within 30 days after the event.

#### 4.6 Insurance Coverage

- The Client is encouraged to obtain event insurance to cover any potential liability for damages.
- The Venue is not responsible for any loss or damage to personal property belonging to the Client, guests, or vendors.

#### 4.7 Venue Liability

- The Venue shall not be liable for any injuries, accidents, or damages incurred by the Client, guests, or vendors during the event, including those related to the use of the Venue's facilities, equipment, or services.

#### 4.8 Indemnification

- The Client agrees to indemnify and hold the Venue, its owners, employees, and affiliates harmless from any claims, damages, liabilities, costs, or expenses arising out of or related to the Client's event, including but not limited to, personal injuries, property damage, or disputes with vendors or guests.

#### 4.9 Venue's Right to Terminate

- In the event of significant damage to the Venue or repeated violations of this Agreement, the Venue reserves the right to terminate the event immediately without refund and to seek legal remedies for damages.

## **Client's & Venue's Acknowledgment and Agreement**

By signing below, the Client acknowledges that they have read and understood the terms and conditions of this Venue Rental Agreement and agree to be bound by them.

Client's Name: \_\_\_\_\_

Client's Signature: \_\_\_\_\_

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

Venue Representative's Name: \_\_\_\_\_

Venue Representative's Signature: \_\_\_\_\_

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