



Wedding & Commitment Ceremony Lease Agreement

Ceremony Date _____	Length of Rental _____	Number of Guests Expected _____
Arrival Time _____	Departure Time _____	Office Use Sunrise/Sunset _____

Ceremony Couple

Name _____	Name _____
Contact Name _____	
Address _____	
City _____	State _____ Zip _____
Phone _____	Alt Phone _____
Email _____	Alt Email _____

In conjunction with the use of the Japanese House & Garden, the undersigned agrees to fully comply with, keep, observe, and perform all of the expressed conditions stated in the Wedding & Commitment Ceremony Policy and House Rules provided in this agreement. The undersigned also agrees to fully comply with, keep, and observe the following expressed conditions:

1. Prior to signing this agreement the undersigned has physically visited the Japanese House & Garden site and discussed this ceremony with a staff member.
2. Upon signing of this agreement, the undersigned will pay to the Friends of the Japanese House & Garden (FJHG) a non-refundable deposit of \$500.
3. The balance, amounting to \$_____ must be paid by _____ [two weeks (14 days) in advance of the rental date] by cash, by check payable to: **Friends of the Japanese House and Garden**, or by Visa, MasterCard, or Discover. Lease fees are non-refundable in the event that the lessee cancels his reservation without two weeks (14 days) notice.
4. The undersigned will provide proof of insurance at least two weeks (14 days) prior to the ceremony date.
5. The undersigned will provide names & contact information for all 3rd party performers, caterers, or vendors associated with the ceremony at least two weeks (14 days) prior to the ceremony date.

My signature below signifies that all the information provided is correct, that I have read these conditions, and agree to abide by them.

Renter's Signature _____	Date Signed _____
Staff Signature _____	Date Signed _____



Payment Worksheet

Ceremony Packages	Fees	Totals
Standard Rental	\$1000	\$1000
Additional Hours*	\$500/hour	
Koto Player †	\$300 for 2 hours	
Tea Ceremony † ‡	\$400	
Total		
Less non-refundable deposit		\$500
BALANCE DUE		
Unscheduled Additional Use Fee	\$300/half-hour	

* Subject to local sunrise / sunset

† Subject to performer availability

‡ May require additional rental time.

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Date Signed _____

Staff Signature _____

Date Signed _____



Wedding & Commitment Ceremony Policy

This policy applies to any use of the Japanese House and Garden site to publicly commence or commemorate the union of two people. All cultures, religions, beliefs, and philosophies are welcome.

Availability: The Japanese House & Garden is available for private leases, at the discretion of the Executive Director, from April through October. Ceremonies may only take place when the site is closed to the public. The site will not be closed to the public early or opened late to accommodate a ceremony.

Ceremonies can take place during the following hours (sunlight may further limit availability):

Mondays & Tuesdays: 8:45am – 8:15pm

Wednesday – Friday: 4:15pm – 8:15pm

Saturday & Sunday: 5:15pm – 8:15pm

Other times may be available dependent upon staff approval and FJHG calendar of operations.

Payment: A \$500 non-refundable deposit is due at the time of booking in order to secure the session date and time. The remaining fees are due two weeks (14 days) prior to the scheduled ceremony, or the ceremony will be automatically cancelled. Unscheduled Additional Use Fees are due prior to departure on the day of the ceremony. Payment can be made in cash, by check made out to the **Friends of the Japanese House and Garden**, or by Visa, Master Card, or Discover.

Insurance: Proof of public liability insurance for the amount of \$1 million must be provided two weeks (14 days) prior to the scheduled session in the form of a certificate of insurance listing the Friends of the Japanese House and Garden as an additional insured. Professional photographers often carry this type of insurance, or it might be added as a rider to an existing insurance policy belonging to a member of the ceremony party. Failure to provide proof of insurance two weeks (14 days) prior to the scheduled date will cause automatic cancellation of the ceremony without refund of fees. Members of the ceremony, their guests, the photographer, and any assistants agree to hold harmless the Friends of the Japanese House & Gardens, their staff, and volunteers from any and all claims and injuries whatsoever arising out of the use of this site or in performance of this agreement.

Scheduled Time Period: This is an agreed upon block of time that encompasses the ceremony, photography, and all other related activities, including the set-up, break-down, and clean-up activities that are the renter's responsibility, and the departure of all participants, including performers, officiates, and tea performers, from the premises. If any of these activities exceed the Scheduled Time Period, an Unscheduled Additional Use Fee of \$250/half-hour will be applied. If performers, such as musicians or a tea master, need to arrive before the ceremony to set up, the Scheduled Time Period begins when they arrive on-site, but members of the ceremony and their guests will not have access until the site has been closed to the public. If no performers are involved, the Scheduled Time Period will begin promptly at the agreed upon Arrival Time, regardless of the actual arrival time of all participants. No refunds will be made for partial use of the Scheduled Time Period due to late arrival or early departure.

Cancellations: The Friends of the Japanese House & Garden will automatically cancel a ceremony if full payment and proof of insurance have not been received at least two weeks (14 days) prior to the scheduled date. Notice of cancellation must be received in writing, by letter, or email, at least two weeks (14 days) prior to the scheduled event. Cancellations can only be made by a person listed at the top of this lease agreement.

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Renter's Signature _____

Date Signed _____

Staff Signature _____

Date Signed _____



Wedding & Commitment

Ceremony Policy

Refunds: The \$500 deposit is non-refundable. The remainder will only be refunded if notice of cancellation is received at least two weeks (14 days) prior to the scheduled session. No refunds will be made if cancellation is caused by failure to provide proof of insurance at least two weeks (14 days) prior to the scheduled date. No refunds will be made due to eviction caused by a failure to follow conditions of this agreement or the Rules of the House provided below. No refunds will be made for partial use of the Scheduled Time Period due to the late arrival or early departure of participants. No refunds or other compensation will be made due to inconvenience, annoyance, or other interference arising from the necessity of repairing, renovating, or redesigning any portion of the building or garden, however this necessity may occur, whether scheduled or unanticipated. No refunds will be issued for inclement weather.

Facilities & Accessibility: The site cannot accommodate wheelchairs or electric scooters. Arrangements must be made in advance to use our limited number of folding chairs reserved for guests unable to stand or sit on the floor for extended periods of time.

Renters' Responsibilities: The Renter is responsible for enforcing the proper conduct of their guests according to the conditions of this agreement, and informing their guests and everyone associated with the ceremony as to those applicable conditions and the Rules of the House provided below. The Renter is responsible for leaving the site in the same condition at the end of their lease as it was at the start of the Scheduled Lease Time. This includes removal of all materials brought into the site by the Renter or anyone associated with the ceremony.

Staff's Responsibilities: A staff member will be present throughout the ceremony lease. It should be understood that the scope of their duties extend only to the security of the House, the Garden, and their collections. The staff and volunteers of the Friends of the Japanese House & Garden are not responsible for the loss, damage, or theft of personal property from these premises.

Inclement Weather: No refunds will be issued for inclement weather. In case of rain, ceremonial functions may take place within rooms of the house, while guests view from the covered veranda. If weather is so severe that the safety of guests, staff, or interior collections are a concern (e.g. tropical storm force winds or greater, localized flooding, etc.) the site will be closed and an alternate date or time may be scheduled.

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Date Signed _____



Rules of the House

Due to the fragile nature of the House and its surrounding grounds, the following rules have been created to protect the site, and will be strictly enforced by the staff. Failure to follow these rules can result in eviction from the site and forfeiture of all fees.

NO SMOKING or use of any flame is permitted within the grounds of the Japanese House & Garden. This ban includes the use of lit candles or canned fuel (e.g. Sterno.)

SHOES MAY NOT BE WORN IN THE HOUSE. Even small amounts of grit and dirt can cause permanent damage. Members of the wedding party, the photographer, guests, and any assistants must wear socks or stockings in the house to comply with state health codes. The tips of walkers, crutches, canes etc., must be rubber tipped if to be brought into the house. The site is not accessible to wheelchairs or scooters.

SHOES MUST BE WORN IN THE GARDEN. Socks that have touched the ground, even briefly, must be replaced before re-entering the house. For your own safety, bare feet are not allowed in the garden.

Photography equipment, props, musical instruments, and chairs cannot rest directly on the wood or tatami. Staff will provide straw work mats to be placed under tripods, equipment, and chairs at all times.

No changes or alterations may be made to the House or garden for a private event. No tape, tacks, or nails may be used. Flowers or other decorations may be held by members of the ceremony, but may not be hung on the house or from plants.

Guests may not throw rice, birdseed, or blow bubbles within the grounds of the Japanese House & Garden.

Food and drink are permitted on-site with approval of FJHG staff. Serving tables may be placed either on the veranda or in the garden. No food or drink may be brought into any rooms of the house; all food and drink must be served and consumed on the verandas. Drink must be light colored (white wine, sake, ginger ale, green tea, seltzer) if to be consumed on the veranda. Food must be light colored if to be consumed on the veranda (no red or dark sauces). Finger foods are preferable.

No glass (e.g. wine glasses) is permitted on site.

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Renter's Signature _____

Date Signed _____

Staff Signature _____

Date Signed _____



Set-up Questionnaire

Will you be having food/drink at the site? (yes / no)

What is the menu?

Will you be using a caterer? (yes / no)

Caterer contact information:

Caterer arrival time:

Do you require trashcans to be setup? (yes / no)

How many chairs would you like setup? (up to 20)

How many *zabuton* cushions would you like setup?

(up to 14 purple / up to 6 green)

Do you request table setup? (yes / no)

Will you be using a tent or other installation?

Set-up / arrival time:

Contact Information:

Third party vendor:

Contact Info:

Function:

Arrival Time:

Third party vendor:

Contact Info:

Function:

Arrival Time:

Special notes or requests:

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Date Signed _____

Staff Signature _____

Date Signed _____



Frequently Asked Questions

What time should I tell guests to arrive?

Rental time begins at first arrival. Please request guests to arrive after the beginning of the scheduled period. A standard schedule for a 2 hour rental is as follows, but is by no means the only option:

(Rental Time: 5:15 – 7:15)

5:15 Wedding Party Arrives, Initial Setup, Initial Photography

5:45 Guests Arrive

6:15 Ceremony Begins

6:45 Final Photography and Wrap-Up

7:00 Guests Leave

Is parking available?

Anyone affiliated with the ceremony may park in the free parking area behind the site. No parking is permitted in front of the gate.

How many guests can the Japanese House & Garden accommodate?

The site can accommodate up to 70 people including officiates, performers, and the wedding party.

Can there be a band, DJ, or musical performers?

The site can accommodate a band, DJ, or performers, but the nature of the site limits opportunities for dance. Ask the site manager for more details.

Are we required to use a specific caterer or vendor at the site?

There are no preferred vendors or caterers for the site, but staff can recommend caterers. There is no catering kitchen available. There are very limited electrical outlets available. No flame or fire is permitted anywhere on the site.

Are tables or chairs included in the rental fee?

We can provide a limited number of tables or chairs for use at the site at no additional cost. The use of other tables or chairs must be approved by staff.

How is a ceremony typically performed at the site?

Ceremonies are typically conducted in the grass between the house and koi pond, with guests watching from the veranda. Alternate set-ups are available.

What happens if there is inclement weather?

The site is beautiful in any weather. No refunds will be issued for inclement weather. In case of rain, ceremonial functions may take place within rooms of the house, while guests view from the covered veranda. If weather is so severe that the safety of guests, staff, or interior collections are a concern (e.g. tropical storm force winds or greater, localized flooding, etc.) the site will be closed and an alternate date or time may be scheduled.

What type of music can the koto player perform?

Our koto player's repertoire is all traditional Japanese koto scores. This includes, but is not limited to, "*Rokudan Shirabe*," "*Hachidan no Shirabe*," "*Midare*," "*Warabeuta*," and "*Kojo no Tsuki*." The koto music dramatically accentuates the serenity of the site.

What can the tea ceremony provide?

Tea may be served in two formats, and the *Urasenke* tea school will work with you to see which best suits your vision and needs.

- a. Tea may be served as entertainment for guests. Up to 30 guests can be seated and served at a time.
- b. Tea may be served to specific individuals as part of the ceremonial proceedings.



For Office Use Only

Couple Name & Ceremony Date				
Reservation Made By				
Intake Performed By			Date	
Permission to Facebook				
Deposit	Amount	Method	Date	Initial
Confirmation Sent By				
Tea School Requested?	Contacted Tea School?	Tea School Confirmed?	Notified Renter?	
Koto Requested?	Contacted Koto?	Koto Confirmed?	Notified Renter?	Koto Paid?
When is 14 days prior to rental date?				
Balance	Amount	Method	Date	Initial
Insurance Received			Date	
Facebook Picture Posted?			Date	

Notes