

# Walhill Farm & Events

857 Six Pine Ranch Road • Batesville, In 47006

**Michaela Hamin**

gm@walhillfarm.com

Phone 812.934.2600



## 2020 Barn Rental Agreement

Lessor and Lessee agree to the lease of the facility\* as specified below:

Name of the event: \_\_\_\_\_

Date of the event: \_\_\_\_\_ Estimated Number of People: \_\_\_\_\_

Estimated Event Time: \_\_\_\_\_

\*Facility refers to The Barn and the grounds immediately surrounding The Barn. Separate events (i.e. rehearsal dinners or Sulky Lodge events) may be booked under separate agreements.

<b>Barn Rental</b>	<p><b>\$3900 – Off Season (January – June)</b> <b>\$4900 – Peak Season (July – December)</b> **See pages 2, 3, 4, 5, and 6 for additional pricing.</p> <ul style="list-style-type: none"><li>• 6-hour reception. The latest last call is 11:00 pm. The latest event can end is 11:30 pm.</li><li>• The balance must be paid in full one week prior to the set-up date in order to have access to The Barn.</li><li>• A Walhill Farm employee is the last to leave The Barn on the night of the event. All individuals must be gone from The Barn within 30 minutes of the event ending – unless otherwise agreed upon.</li><li>• For additional event time, there will be a charge of \$450 per hour extra. Additional time must be requested prior to the start of the event.</li><li>• The Barn is a non-smoking facility but smoking areas and ashtrays are provided outside under cover.</li></ul> <p><b>Included in The Barn Rental:</b></p> <ul style="list-style-type: none"><li>• The Lessee may have access to The Barn one day prior to the event at 9 am.</li><li>• Personal items must be removed from The Barn by noon on the day after the event.</li><li>• Walhill Farm will set up all tables included in this Rental Agreement, clean, and tear down after the event.</li><li>• Lap-length linens are provided by Walhill Farm for the tables included in the Rental Agreement with the choice of white, ivory, or black.</li><li>• Five distressed, ivory chandeliers.</li><li>• A consultation with our On-Site Decorator is included who will work with your requirements and develop a floor plan specific for your event. To make an appointment please contact <a href="mailto:eventdesign@walhillfarm.com">eventdesign@walhillfarm.com</a>.</li></ul>
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<p><b>Barn Rental continued</b></p>	<ul style="list-style-type: none"> <li>• Endless Fountain Soda.</li> <li>• Chips &amp; Pretzels.</li> <li>• An invitation to Walhill Farm’s 2020 Wedding Tasting for the booked weddings of the year, to sample several menu items and the house wines and tour The Barn, Inn Rooms, and Lodge.</li> <li>• A “Day-Of” Manager will be on-site the day of your event to accept deliveries and greet Lessee’s vendors (photo booth, DJ, Band, etc.)</li> <li>• An Event Manager will be on-site through the entirety of your event and will be the last to leave The Barn.</li> <li>• Should Lessee wish to have a rehearsal dinner, engagement party, or bridal shower, the Lodge rental fee will be waived. Use of the Lodge requires the signing of a separate Rental Agreement. Speak to the Event Manager for more information. <b>Only redeemable one time.</b></li> <li>• Honeymoon Suite – complimentary for one evening.</li> <li>• Use of the beautiful property to take photos.</li> </ul>
<p><b>Lakeside Ceremony</b></p> <p><b>East Side of Barn</b></p> <p><b>Lodge Patio Ceremony</b></p> <p><b>Indoor Barn Ceremony</b></p>	<p>\$500 (in addition to The Barn rental) Includes 100 chairs. Each additional chair is charged at \$2 per chair.</p> <p>\$250 (in addition to The Barn rental) Includes 100 chairs. Each additional chair is charged at \$2 per chair.</p> <p>\$500 (in addition to The Barn rental) Includes 100 chairs. Each additional chair is charged at \$2 per chair.</p> <p>\$150 (in addition to The Barn rental) Includes 100 chairs. Each additional chair is charged at \$2 per chair.</p> <p>Talk to the On-Site Decorator for alternative plans due to weather. A plan must be made prior to the ceremony.</p> <p>The Groom’s Room and Bride’s Room are complimentary with the rental of one of our ceremony sites. The Groom’s Room and Bride’s Room are available to rent if Lessee would like to use them but are not planning on having a ceremony at Walhill Farm. Speak to the Event Manager to work out the details.</p> <p>The ceremony sites, Groom’s Room, and Bride’s Room are first come, first serve. The corresponding fees must be paid as soon as possible in order to secure these services.</p>
<p><b>Bar/Beverages</b></p>	<p><b>All alcohol, at all times, must be supplied through Walhill Farm per our liquor license. Alcohol obtained from sources other than Walhill Farm is not permitted by law to be on the property and will lead to possible legal action as well as the loss of the lessee’s security deposit. No Exceptions. Arrangements must be made for any alcohol brought in on the Lessee’s shuttle, party bus, or any other mode of transportation to Walhill Farm.</b></p> <p>A fixed amount of alcohol can be pre-purchased for your event. Domestic beer starts at \$230 per half barrel.</p> <ul style="list-style-type: none"> <li>• Untapped kegs will be refunded, minus a \$15 restocking fee. Refunds will be sent within 10 days of the event.</li> <li>• Kegs cannot leave Walhill Farm property.</li> </ul>

<p><b>Bar/Beverages Continued</b></p>	<ul style="list-style-type: none"> <li>• Wine and liquor are nonrefundable. Any unused pre-purchased wine or liquor will be handed over to the Lessee following the event.</li> <li>• Ask the Event Manager for pricing on premium beer, wine, and liquor.</li> <li>• The Event Manager will work with you to determine how much of your chosen alcohol to purchase. This is a recommendation based on the information the Lessee has provided and is not a guarantee that all pre-purchased alcohol will be consumed or will last for the entirety of the event.</li> <li>• Lessee has access to and may purchase Walhill Farm's house wine, draft beer, and liquor if pre-purchased alcohol runs out during the event.</li> <li>• Walhill Farm has a limited supply of house alcohol on hand.</li> <li>• Bar packages are available upon request.</li> </ul> <p>A full cash bar is also available for any event.</p> <ul style="list-style-type: none"> <li>• Draft Beer starts at \$4.00 (this is the cash bar price)</li> <li>• Mixed Drinks &amp; Wine start at \$5.00 (this is the cash bar price)</li> </ul> <ul style="list-style-type: none"> <li>• Last call for alcohol service is given 30 minutes prior to the end of the event; at the latest is 11:00 pm.</li> <li>• Glassware is prohibited.</li> <li>• Water and soft drinks are available via the soda machine.</li> <li>• A coffee bar (regular, decaf, cream and sugar) is available starting at \$100.00.</li> </ul> <p>We will gladly accommodate any special requests. Additional costs may apply.</p>
<p><b>Bartenders</b></p>	<p><b>By law, all alcohol must be served by Walhill Farm's licensed bartenders through Walhill Farm's Liquor License.</b></p> <ul style="list-style-type: none"> <li>• Two bartenders are included with the purchase of alcohol.</li> <li>• Each additional bartender is charged at \$15 per hour per bartender.</li> </ul> <p>The Event Manager will determine if, or how many, extra bartenders are required for your event. The amount of required, extra bartenders is non-negotiable to ensure the event runs smoothly.</p>
<p><b>Gratuities</b></p>	<p>18% gratuity will be added on all alcohol and catering. Gratuity will not be refunded on any returned alcohol, this is a service fee.</p>
<p><b>Tables &amp; Chairs</b></p>	<p>Barn rental includes the following tables &amp; chairs: 400 chairs, 34 – 8ft tables, 30 – 6ft tables, 40 – 5ft round tables, 3 – 4ft round tables. This is subject to change.</p> <ul style="list-style-type: none"> <li>• Walhill Farm will set up all tables, chairs, and linens and create a floor plan for you.</li> <li>• Lap-length linens are only provided for the included tables in the contract with the choice of white, ivory, or black. Floor length linens and different colors are available at an additional expense.</li> <li>• Table décor is not included in The Barn Rental price. Please speak to our On-Site Decorator for rental décor options and ideas.</li> </ul>
<p><b>Decorating</b></p>	<p>No nails, staples, or screws may be used to hang anything from the walls, rafters and/or ceiling.</p> <p>By fire code and law, hay/straw bales are not permitted in The Barn and candles must be covered by a glass globe or in a glass container. The container must have a bottom to it. <b>Candelabras, taper candles, oil lanterns, and open flames are prohibited.</b></p> <p>All non-biodegradable items such as rice, artificial confetti, artificial petals, etc, are</p>

<b>Decorating continued</b>	not permitted to be thrown at any event on Walhill Farm property.
<b>Catering</b>	<p><b>All catering must be done through Walhill Farm’s catering department with the exception of a popcorn bar, desserts, cake, and candy. Any items brought in by the Lessee that does not match the description of these exceptions may lead to the loss of the security deposit.</b></p> <p>Items are selected from a catering menu at catering prices. All meals in The Barn are served buffet style. Items catered by Walhill Farm will include disposable plate-ware, flatware &amp; napkins. Use of real dinnerware may be rented in through an outside source but bussers will be required. You can provide your own bussers or hire them through Walhill Farm at \$20.00 per busser per hour.</p> <p>For items not catered by Walhill Farm ie: Cakes. There will be a \$0.50 per person charge for plate-ware, flatware, &amp; napkins. Alternatively, you may bring your own.</p> <ul style="list-style-type: none"> <li>• Walhill Farm will provide a basic buffet table set up which includes linens.</li> <li>• Your menu needs to be selected 30 days prior to the event.</li> <li>• The confirmed headcount is due 15 days before the event. This final count will be used to calculate the final catering bill. Adjustments cannot be made during the 2 weeks leading up to the event.</li> <li>• Cake cutting service is available beginning at \$100. Additional fees may apply depending on your needs. Speak with the Event Manager prior to the event if this service is needed.</li> <li>• Chips &amp; Pretzels are included with your event.</li> </ul> <p>In order for catering leftovers to be taken home, you must sign the addendum and provide your own leftover containers. Walhill Farm Staff will package any leftovers to be taken home. The addendum will be provided by the Event Manager closer to the event.</p>
<b>No Oral Representation</b>	The Lessee agrees that all promises and representations made to them are contained in this Agreement and that no oral representations of any employee of Walhill Farm have been accepted. The Lessor has made no other representations or promises with respect to the Facility except those contained herein. No oral representations have been accepted. All modifications to this Agreement must be signed in writing by the Lessor.
<b>Military Discount</b>	If the Bride or Groom is able to present their Military ID, there will be a 5% discount on The Barn Rental price. <b>Cannot be combined with any other promotion/discount.</b>
<b>A Barn Rental deposit of 25% is due upon receipt of contract.</b> The total balance is due one week prior to the set-up date of the event.	
<b>A \$500 refundable security deposit</b> is due the same day as the 25% Barn Rental deposit and refunded within 10 days following the event as long as: there have been no violations of service laws and policies and belongings have been removed from the venue and there is no damage.	
<p><b>Cancellation Policy</b></p> <p>If the Lessee should wish to cancel their Barn rental, they must submit a written cancelation notice. The Lessor, Walhill Farm, will refund the \$500 security deposit to the Lessee within 10 days of receiving the written cancelation notice. If the canceled date is booked by another event, the 25% deposit will be refunded, minus a \$200 administration fee.</p> <p>If the canceled date goes un-booked, the Lessee does NOT receive a refund for the 25% deposit made on The Barn rental.</p>	

**The Bride and Groom Contact Information only needs to be filled out if they are not the ones signing the Agreement.**

<b>Bride Contact Info.</b>	<b>Groom Contact Info.</b>
Name: _____	Name: _____
Phone Number: _____	Phone Number: _____
Email: _____	Email: _____
Address: _____	Address: _____

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between Walhill Company, LLC (Lessor) and \_\_\_\_\_ (Lessee).

Amount Due for Facility Rental:

\_\_\_\_\_ Off Season Barn Rental (January – May) \$3900  
**Off Season Deposit Required: \$1475.00**

\_\_\_\_\_ Peak Season Barn Rental (June – December) \$4900  
**Peak Season Deposit Required: \$1725.00**

Ceremony fee:

\_\_\_\_\_ Lakeside Ceremony \$500

\_\_\_\_\_ Eastside of Barn \$250

\_\_\_\_\_ Lodge Patio Ceremony \$500

\_\_\_\_\_ Indoor Ceremony \$150

**Lessor Use Only**

Military Discount (attach copy of Military ID)

New Barn Rental price: \_\_\_\_\_ New Deposit Required: \_\_\_\_\_ Lessor Initial: \_\_\_\_\_

Deposit Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Paid By: \_\_\_\_\_

Check Number: \_\_\_\_\_ Cash Amount: \_\_\_\_\_

VISA      MASTERCARD      AMEX      DISCOVER

Last four numbers of debit/credit card: \_\_\_\_\_

**Signed By:**

_____ Lessee Signature	_____ Print Name	
_____ Address	_____ Telephone	_____ E-mail
_____ Lessee Signature	_____ Print Name	
_____ Address	_____ Telephone	_____ E-mail
_____ Lessor, Walhill Company, LLC	_____ Print Name	

Prices are firm once agreement is signed. Otherwise, all prices are subject to change.

Catering prices are subject to change due to season and availability.