Elegant Acres, LLC

Imagine your forever!

W5300 Territorial Rd, Elkhorn, WI 53121 Elegantacres2018@gmail.com 608-359-0721

**Confirmation of Exclusive Wedding Reservation**

For Your Wedding on

Date

Ms. and Mr.

Address

Phone

Email

Dear,

We are pleased to confirm the reservation for your wedding day at Elegant Acres, according to the details described on the following pages of this Confirmation. Please be assured that we will do all we can to make your wedding celebration a memorable occasion for your family and guests.

We, the undersigned, accept the outlined terms, and wish to confirm the reservation at the total rental fee of **$.**. Optional services, if any (see Wedding Setup Checklist), not included. All payments will be applied against balance of the total rental fee. 1. **$**, due on the date this contract is initiated (50% Initial investment to firmly book the date.) 2. **$500.00** damage/cleaning deposit is due on ,**2021**(60 days before the date of the event). 3. Full balance of **$** (Plus any optional services) 60 days before wedding day, **2021.** 4. Wedsafe insurance due **2021** (30 days before wedding date).

Parties agree to the above terms and conditions:

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must be signed with policy contact

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Must be signed with policy contract



**Elegant Acres, LLC Policies**

**Wedding Reservation Terms of Agreement**

This document, when appended to a Confirmation page, constitutes the entire agreement for an exclusive wedding reservation at Elegant Acres, LLC.

1. **To Reserve Your Date**

We require a 50% non-refundable deposit along with our signed rental contract. We accept cash, check or credit card, however, there is a 3.5% surcharge for the use of credit cards. The balance is due 60 days prior to your event, and is non-refundable. A separate, damage deposit of $500 is also due with the balance. The damage deposit amount is refundable, if no damage is done, and no excessive cleaning is required, 15 days after your event. Damage that exceeds $500 will be charged to client and paid to Elegant Acres, LLC.

Sales tax is included.

There is no discount for "less" use of the property. For example, there is no credit for not making use of the entire time period, not holding a ceremony on the property, not using the chairs/tables provided, etc.

(Please review Cancellation policy at the end of this Confirmation.)

Optional costs such as over-capacity accommodations, tent rental, furniture rental, and remote site setup fees shall be additional according to the separate published fees.

If the wedding is cancelled, you are obliged to notify us in writing promptly so we can attempt to rebook the date. Failure to do so will incur an obligation for the balance due.

1. **Exclusivity and Service Hours** On the wedding day we will provide exclusive use of the Elegant Acres barn, Bridal and Groom Suites, Patio, and adjacent landscaped areas for your reception and also ceremony, if desired. The exception to this exclusivity is the potential on-site rehearsal of the following day’s wedding party during the dinner hour. (Please see more in REHEARSALS below.). For on-site ceremonies, you are welcome to use our facilities for dressing, makeup, and other preparations on the wedding day.

Bride's room features air-conditioning, gorgeous cobble stone walls, tall mirrors, vanities, and comfortable seating. The door has a keypad lock to keep items safe. Bride's Room is accessible during the entire event and must be cleared out by end of the event.

Groom’s room features air conditioning, comfortable seating, mirrors, and chill station. Groom’s room is equipped with a keypad lock to keep items safe. Groom’s room is accessible during the entire event and must be cleared out by the end of the event.

EA provides indoor restrooms with running water and flushing toilets.

Hours are as follows: Starting time—10AM; Ending time: Friday and Saturday Midnight; Sundays & Weekdays—10PM; Music stops one half hour earlier.

1. **Insurance**

Elegant Acres, LLC is insured.

Your vendors need to provide proof of their general liability insurance policy prior to working your event with coverage for property and personal damage caused by the vendor, employees or sub-contractors.

The applicant will, at his/her own expense, provide and maintain certain insurance in

full force and effect at all times during the term of this agreement. Special Events Liability Insurance in the amount not less than a combined single amount of $1,000,000.00. This policy should be endorsed to name: Elegant Acres, LLC.

If serving alcohol at your event you must add the alcohol to your insurance policy.

Event insurance can be purchased at Wedsafe.com and must be provided to EA 30 days before the event.

1. **Capacity**  We can seat up to 225 in the Barn dining/reception area. Larger groups can be accommodated for dining as follows:

1. On our outdoor patio

2. In a tent set up outside the lower level. Please keep in mind that the tent option will involve additional costs for tent and furniture rental. We do not move our tables and chairs into a rented tent, due to soiling and damage to the bottoms by rough surfaces.

1. **Setup**

Elegant Acres (EA) staff will set-up initially, and take-down post event, all equipment provided by EA (i.e. tables, chairs, etc.). EA staff will remove trash and maintain the facility's cleanliness during the event. EA staff will not be responsible for catering or dinner service, table clearing, or décor set-up or take-down (unless this service is chosen for an extra fee). EA requests that you designate an Event Coordinator (friend/family/professional) for your event to handle communication with EA staff during your event.

 We will provide facilities and setup for an outdoor or indoor ceremony, based on your preference and weather conditions. Final decision regarding indoor or outdoor setup must be made by noon on the day before wedding day so we can complete setup during our setup shift. b) We will provide facilities and setup for your dinner and reception.

Items brought in by the wedding party will be set up and taken down by the party.

Setup of food service and personal décor can begin after 10AM on the wedding day. Ordinarily, no personal items may be brought or left before or after the wedding day, unless otherwise arranged in advance.

Dance music must be staged indoors.

Music cannot be loud enough to disturb the tranquil country atmosphere and neighbors of Elegant Acres.

Music must conclude one half hour before the above listed closing time. Band or DJ should be prepared to pack and leave promptly—in about one-half hour. No recorded music can be played after the music ending times.

1. **Decorating** Dining Tables—Covering (white and ivory linens provided by EA) and decorating the dining tables is the responsibility of the wedding party. You are welcome to use your own centerpieces. Table covers and décor can be set up by the wedding families and/or their decorating consultant or caterer starting at 10AM on the wedding day, unless otherwise arranged.

Live candles cannot be used in the barn or patio. Battery operated candles may be used in the reception area.

Standard Elegant Acres decorative items such as the LED lighting or any other décor around timber columns are not to be removed.

You are welcome to add decorative items of your choice to complement existing décor.

We do not allow the use of nails, push pins, duct tape, clear tape, or staples. You may use masking tape, flower wire, or fishing line to hang up your decorations.

Because of difficulty of cleaning up small, artificial items, as well as safety concerns, the following decorative and entertainment items are not allowed:

* Plastic or paper confetti, rice, or birdseed sprinkled on tables, floors and grounds
* Glitter or other sprinkled decorative particles
* Fireworks of any kind
1. **Cleanup** The property must be cleared out by midnight on Friday and Saturday, and by 10:00pm on Sunday & Weekdays. Please keep in mind that your event may need to end earlier to allow your vendor(s) time to clear their items from the venue.

We ask that you pick up all tables and floor of trash and put all trash into the trash containers provided. The EA staff will be responsible of the trash removal at the end of the event.

You will be responsible to pick up personal items and decorations brought in by the wedding party. Personal items must be removed at the end of the wedding day, unless arrangements are made in advance.

If china dinnerware is provided by the caterer, table cleanup is done by catering staff. Dishes must be removed and washed off-premises.

1. **Food Service and Serving Utensils** Catering for food service can be arranged with any caterer of your choice. There are lists of food and beverage caterers on our website for your convenience.

Self-catering is allowed, but food must be brought in ready to serve. No cooking is allowed on site, including opening and heating of canned foods.

Professional grilling is allowed, as long as no grease or ashes will be spilled on the ground.

You or your caterer must provide all related serving, eating, and drinking utensils.

Renter and caterer must ensure trash must be properly bagged and tied.

There is a vendor staging area in the barn which your caterer can use to make final preparations to the presentation of the food. We ask all caterers new to EA to visit the farm prior to your event.

All Caterers must be insured.

1. **Beverages and Liquor**

If liquor will be served, a licensed and insured bartender from EA’s [vendor](http://www.pioneercreekfarm.com/vendors) list must be used. Documentation is required at least 7 days before the event.

Guest are permitted to serve, but not sell, alcohol on the premises.

Elegant Acres does not provide alcoholic beverages, nor bartending services.

Guest assumes all liability for any and all consequences of alcohol consumption. This includes, but is not limited to, adverse health reactions, property damage and 3rd-party liability claims.

Elegant Acres, LLC, its owners, personnel and insurance carriers are exempt from any and all liabilities that may result from serving alcohol at your event.

Please advise your guests that Elegant Acres, LLC does not permit them to carry-in liquor.

Minors are not to be served or consume any alcohol on EA grounds.

There will be no drinking in the parking lot or vehicles on EA grounds.

EA does reserve the right to have guests removed for unruly behavior.

Bar service must end by 10:30 pm on Friday and Saturday nights, and 8:00 pm on Sunday evening.

1. **Ceremony**

If the weather is inclement, EA can move your ceremony into the new covered pavilion at no charge.

You can also move your ceremony into the barn at no charge, as long as guests sit at tables.

If you choose to have the guests sit in rows (without tables) inside the barn, EA charges a $250 fee for the labor involved in turning over the barn from ceremony to dinner seating.

EA supplies white folding chairs for outdoor ceremonies.

You may provide your own seating (i.e. straw bales), if you would prefer.

EA will be responsible for set-up and take-down of the chairs EA provides to limit damage to EA property.

1. **Reception**

EA supplies rectangular and round tables for the barn/patio. These are all folding tables that need to be covered.

EA has an 8' portable bar.

EA has other random rustic tables all of which can be used for free and must remain inside the barn or on the patio.

EA staff will set up all tables and chairs for the reception.

1. **Rehearsals**  Some parties prefer to rehearse on site on a day before the wedding day.
* When possible and does not present a conflict with another event, we will provide an on-site rehearsal opportunity, included cost in the rental fee.
* The rehearsal must be brief— 1 hour is provided.
* If scheduled on Fridays and Saturdays, rehearsals must be scheduled Thursdays (rehearsal may be done on a Friday if the venue is not booked for an event that day). This is so as not to interfere with the event under way on a Friday.
* If there is a wedding on Thursday the rehearsal will be on Wednesday evening.
* Rehearsal dinners are to be provided off site
1. **Staffing During the Event** EA will provide staffing during the entire event to ensure that problems are addressed and bathrooms are serviced hourly.
2. **Security** Do not leave valuable items like wallets, cell phones, purses, and cameras unattended. Lock valuables in your car. Remember, no group is entirely safe from mischief and crime.

EA is not responsible for stolen or lost items.

1. **Parking**

We do provide parking on site and EA staff assists with parking.

All vehicles must be removed from the property by 10am the following morning or risk being towed.

EA offers use of a staff-driven golf cart.

1. **Engagement Photos**

Bride and Groom may have their Engagement Pictures taken at EA anytime between the signing of the contract and the date of the wedding.

The only limitation is that from May through October, due to weddings taking place on the grounds, pictures may only be taken Monday through Wednesday.

Please give EA a 24-hour notice prior to arrival.

1. **Misc.**

We do not allow the use of candles or flames inside the barn, on the patio, or on the deck, with the exception of catering/buffet service.

There is no smoking inside the barns, on the deck, or on the grounds in general. A smoking area will be provided and we request it be used to avoid fire hazards and littering. Please advise your guest to put their butts in the smoking receptacles. Electronic cigarettes (e-cigarettes) must be used in the smoking area.

As a respected business we do not tolerate the use of illegal drugs on our premises. Anyone suspected using or in possession of illegal drugs will be asked to leave immediately. Law enforcement may be contacted at the discretion of EA management or staff.

Fire exits and doorways cannot be blocked. Familiarize yourself with the locations of exits and fire extinguishers.

We do have electricity (200 amp), but we are not responsible for circumstances beyond our control.

Our rustic facility does not have heat or air conditioning.

We do not have a back-up generator.

EA is not responsible for inclement weather. However, we will try our best to accommodate you as best we can for your big day.

Our neighboring farms do produce occasional odors during the year. As we are located in the country we cannot control this or the times they choose to plow, plant and harvest the surrounding fields. Renters are aware that this will be a part of any true country experience and venue.

1. **Handicap and Wheelchair Accessibilities**

EA does provide handicap and wheelchair accessible bathrooms.

There are ramps to get in and out of the upper and lower portions of the barn and the bridal and Groom Suites area.

1. **Cancellations**

The standard policy of wedding banquet facilities is that wedding deposit payments are nonrefundable. Elegant Acres, LLC follows this standard.

There are several reasons for nonrefundable deposits. Here are some thoughts to explain why this policy is reasonable and necessary.

* **Reason 1**

If deposits were refundable, many couples without firm plans or serious commitment would reserve a date and later cancel. Cancelled dates are often not possible to re-book, or are rebooked at much reduced rates.

* **Reason 2**

The wedding banquet business is a challenging one, as evidenced by the fact that several banquet facilities in Wisconsin have gone out of business—some more than once—within the past few years.

Some reasons are:

* Large group facilities require a high investment, and are utilized mostly on weekends.
* Most wedding couples visit many different facilities before they decide where to book. This results in high expenses scheduling visits and holding personal and telephone discussions.
* Lots of staff members need to be available to staff a wedding, for setup, monitoring, and cleanup functions. This creates challenges in hiring and training help, and dealing with high staff turnover.
* When a wedding is cancelled after being booked, it is likely that other couples who may have been interested in the same date had been turned away.
* Even if the date is booked again later, the marketing expenses for booking the date have added up significantly. It costs a great deal to meet with wedding couples and their families—sometimes repeatedly—and to turn away other couples after a date is booked.

Elegant Acres has set reasonable initial and scheduled investments for weddings and other events to book dates firmly. These payments are nonrefundable.

Please consider this when making your plans. We want you to be sure that Elegant Acres is the right place when you are ready for your spectacular country wedding.

Please abide and adhere to the rules and guidelines printed above. My signature indicates that I will agree to these terms and guidelines at all times.

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must be signed with application/contract

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