



The Heart of Julian



VENUE RENTAL AGREEMENT

EVENT DATE: _____ **TIME OF EVENT:** _____ **TO** _____

TYPE OF EVENT (ex: wedding, corporate, etc): _____

CONTRACT AND FINANCIAL AGREEMENT

Accepting this invoice agrees to the terms and conditions listed below. This Agreement is made effective for all purposes in all respects as of the date of acceptance of this estimate by and between CurlypriUSA, hereinafter referred to as the "COMPANY" and the client(s) shown on the estimate, hereinafter referred to as "THE CLIENT" relating to The Heart of Julian, hereinafter referred to as the "LOCATION" and event detailed below, hereinafter referred to as "THE EVENT".

CLIENT(S)

NAME: _____ PHONE NUMBER: _____ e-mail: _____

NAME: _____ PHONE NUMBER: _____ e-mail: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PAYMENT INFORMATION

Venue Rental Fee: \$ _____ Extra Hours: _____ Booking Deposit Due: \$ _____

1. The COMPANY accepts, Major Credit Cards, VENMO or cashier's check or Cash
2. Any payment made 30 days or less prior to THE EVENT date must be paid in cash.
3. Cashier Checks should be made out to CurlypriUSA, 3435 Helix St, Spring Valley, Ca 91977

FINANCIAL AGREEMENT

1. In order to book an event, a retainer of 20% of amount of rental is required unless THE EVENT date is within 60 days of booking. Then the total amount of contract is due at time of booking.
2. Balance is due 60 days before scheduled event.
3. If payment is not received by 45 days prior to the event date, a late fee of \$500 will be issued. This does not apply to clients booked 60 days or less prior to event and paid in full at booking.
4. Reservation retainer is non-refundable. Cancellations must be made in writing. If an event is cancelled 90 days or more in advance, THE COMPANY will retain the reservation retainer paid at time of booking. For events cancelled less than 90 days in advance of the event date, the remaining event fee must be paid in full. The 20% reservation retainer of entire venue rental fee as applicable, shall constitute reasonable estimate of liquidated damages to THE COMPANY for the LOCATION in accordance with California Civil Code Section 1671.
5. A date change will not be considered a cancellation if made at least 60 days prior to the scheduled event date and rescheduled within a calendar year.





The Heart of Julian



6. If an “Act of Nature” (wildfire, earthquake, tsunami) damages the The Heart of Julian structures or gardens, prohibiting them from use due to safety issues, client’s retainer will go towards a mutually agreed upon rescheduled event date The Company reserves the right to issue a refund in the case that damage is irreversible.

RULES & REGULATIONS

MAXIMUM CAPACITY

Maximum capacity is 60 guests during the Event

CONTRACT TIME

1. Contract time is defined as the period the client has invited guests to attend the event.
2. Earliest start time for The Heart of Julian events is 1:00 pm. See Venue Manager for exceptions
3. The front door is opened to admit guests 30 minutes before contract time begins.
4. Bar service must end 45 minutes before contract time ends AND no later than 9:15 pm
5. Food service must end 30 minutes before contract time ends AND no later than 9:30 pm
6. The Heart of Julian doors close at 10:00 pm per city regulations for a residential zone. All venue guests must have exited the property by 10:00 pm or the end of the stated contract time (whichever is earlier)
7. Your finalized contract time and name/contact information of your day-of event coordinator are due 90 days prior to your event.

Client Initials _____

Client Initials _____

REQUIRED PAPERWORK

1. Completed and signed Venue Rental Agreement due at time of booking.
2. Completed client Worksheet and Vendor Certificates of Insurance (COIs) due no later than 60 days before event.
3. Signed Event Coordinator Rules Agreement due no later than 30 days before event.

Client Initials _____

Client Initials _____

UPSTAIR SUITES

1. During “upstairs suites times”, the house is open to the wedding party alone. For these purposes, wedding party include parents of wedding couple. Extended family and other guests will not have access to the house during this time. Please see Venue Manager for more information.

THE LOCATION

1. The Location runs on “vintage” electricity. Hair and makeup is permitted on-site, use of hair dryers should be one at-a-time to avoid power outages. Hair and makeup shall be cleaned up by client or an additional charge will be incurred for excess clean up.





The Heart of Julian



2. All vendors chosen to work at the Location during the event must have proof of liability insurance of at least \$1,000,000. Clients are responsible for providing this information to the Venue Manager 60 day prior to their event. The preferred method is for the client to collect the COIs and send all together in on email to the Venue Manager.
3. The client may supply alcoholic beverages; No shots or “neat” drinks are allowed. All hard alcohol drinks must be either mixed or served on ice. No full-size kegs are allowed. A pony keg or jockey box may be allowed with prior consent from the Venue Manager. No cash bar or tip jar are allowed. The Location staff reserves the right to close the bar when deemed necessary.
4. No alcohol is allowed to be served to guest at the Location until the bar opens.
5. CurlypriUSA is not responsible for breaches of contract between client (or representative) and any vendors contracted by the client.
6. Vendors may begin set up four (4) hours prior to the start of the event. Any tents or draping that require an earlier set up should be scheduled with the Venue Manager at least one week prior to the event.
7. Tear down begins immediately after the event and starts no later than fifteen (15) minutes prior to the contract end time or 9:45 pm. Tear down should not take over one (1) hour past event contract time or if a vendor leaves items overnight with prior permission. Staff overtime costs will be charged to client on a separate invoice. Any complicated tear downs that require items to be left overnight should be scheduled with the Venue Manager at least one week prior to the event.
8. Prepared food and beverage stations may be setup in the kitchen, patios, balcony, or library only.
9. Lighting and/or furnishings provided by rental companies will be set up on the concrete surfaces only. No lighting or furnishing of any type may be setup in any of the garden beds. Lights/decorations may not be strung from trees.
10. A babysitter is required for more than 6 children (ages 12 and under) attending an event.

PARKING LOT

1. There is one driveway at the location for vendors. The driveway will be kept clear to allow loading/off-loading access for Vendor. Guest drop off is permitted by the driveway from the public street level without blocking the driveway, exceptions will be made for the elderly and handicapped. A list of Vendor Names and function will be provided to the Venue Manager. A list of confirmed guest(s) that are elderly and handicapped will be provided to the Venue Manager for appropriate coordination.
2. The Heart of Julian attendants reserve the right to ask any vendor to leave the parking lot for any reason.
3. All guests not are not impaired will park on public streets or paid parking area that is located three (3) blocks away from location. No vehicles may be left at the location driveway overnight after an event. For Clients staying for the weekend, Client may use the driveway for the remainder of their stay after the event is completed.

SPECIAL EVENT POINT OF CONTACT

1. All special events are required to provide the Location Venue Manager with a Clients Point of Contact. The Clients Point of Contact must be the first to arrive on site. No other vendor will be allowed to set up prior to the Clients Point of Contact arrival unless previously arranged by Venue Manager. The Point of Contact and Location staff will conduct a final walkthrough of the Location before leaving at the end of the event.
2. The Company reserves the right to require an Event Coordinator that represents the Client for large special events to ensure the proper use of the location, most wedding clients are required to obtain the services of a professional Event Coordinator or Wedding Planner/Coordinator. **The Company strongly urges Clients to choose a Wedding Coordinator.**





The Heart of Julian



3. All Wedding Coordinators are required to sign and return a copy of the Rules and Regulations at least 30 days prior to event date. Failure to comply may result in the cancellation of your contract.
4. Wedding Coordinators will maintain the agenda for the event, as well as be responsible for set up and breakdown. The Coordinator will represent the clients best interest and will be relied upon to settle any issue which might arise during the event. This may include but is not limited to regulations of volume levels of the audio system or requesting a guest who exhibits unacceptable behavior to leave the event. This may also necessitate early closing of the bar.

DECORATIONS / NOISE/ MISC. RESTRICTIONS

1. The Heart of Julian is located in a residential area. City regulations require that volume be kept below 60 decibels, which is enforced by the Sheriff's department. In order to keep noise under the decibel limit, we do not allow amplified live music. DJs and acoustic musicians are allowed. During the event, the Location Venue Staff will monitor by meter the noise level and may adjust as necessary.
2. No smoking is allowed in the house or back patio area. Smoking is only permitted in the front courtyard, all cigarette, cigar butts are to be disposed in appropriate refuge provided. An additional will be invoiced to Clients for excess clean up for littering Location with smoking waste.
3. No candles are allowed inside the house. LED candles are permitted, votive holders, etc. No open flame is permitted in the house or courtyard. The Pellet Stove and Wood Stove may be used by Client.
4. To comply with insurance regulations, shoes must be worn at all times. CurlypriUSA cannot be held responsible for injuries sustained when clients or guests are not wearing shoes.
5. Real flower petals are not allowed on the ground. Silk petals are allowed but must be swept by catering staff or Event Coordinator immediately after use.
6. No "tosses" of any kind are allowed. This includes, but is not limited to: rice, glitter, confetti and birdseed. Sparklers are never permitted.
7. No red wine is allowed inside the house.

PREMISES

1. The client shall leave the premises, equipment and furnishes of the Location and other property owned by CurlypriUSA in a clean, neat and orderly condition. The client is responsible for any and all damage(s) to CurlypriUSA premises.
2. All trash must be removed from the Location after the event.
3. Equipment and/or furnishings damaged by the client, client's guests, caterer or other persons or services hired by client will be invoiced accordingly.
4. Necessary repairs, restoration and changes to Location; equipment, landscaping and furnishing will be made at the discretion of CurlypriUSA / or Location staff.
5. Client agrees that CurlypriUSA, its officers, employees and owners are not liable for any accidents or damages / injuries to persons or property.
6. Client agrees that CurlypriUSA, its officers, employees and owners are not liable for any loss to personal property including gifts and cards.
7. Due to lack of storage space, all personal property must be removed from the premises immediately following your event. CurlypriUSA cannot be held responsible for damage to, or loss of, any articles left at the Location prior to or following your event. If lost property is found during a final walkthrough at end of event, client's Event Coordinator will be responsible for removing property and returning to Client. All unclaimed items will be discarded or donated to local charitable organizations.





The Heart of Julian



8. Client will NOT, in any circumstances, hold The Heart of Julian or its owners, CurlypriUSA or affiliates responsible for unusual weather (rain, wind, excessive heat or cold, wildfires, earthquakes, or tsunamis), which is an act of Nature and cannot be controlled by CurlypriUSA.

WEDDING REHEARSALS

1. Venue rental fee for Ceremony and Reception at the Location includes a one (1) hour rehearsal to take place within the week prior to the booked event.
2. Rehearsals will be scheduled and confirmed only after all payments and paperwork have been received by CurlypriUSA and no earlier than 30 days prior to event date.
3. Rehearsals must be conducted by Event Coordinator. Event Coordinator should arrive at the Location at least 15 minutes prior to rehearsal to greet the Location staff and ask any questions prior to the start of rehearsal.
4. Rehearsals scheduled on the day of another event will take place at either 9 am or 10 am to avoid interrupting vendor set up. Vendors may be present on-site during rehearsal.
5. Rehearsals scheduled on a non-event day must be scheduled within the Company's office hours. Tours and walkthroughs may be scheduled during Clients rehearsals if schedule itinerary permits.
6. The front door to Location will open 15 minutes prior to your scheduled rehearsal. Early arrivals cannot be guaranteed entry more than 15 minutes prior to rehearsals.
7. Pets, children, and outside guests can be distractions to Client's event. Please only invite those involved with the ceremony to your rehearsals. (Service Animals may only attend the actual ceremony if pre-approved by Venue Manager).
8. If your bridal party is interested in touring the property prior to your rehearsal, please contact the Location Manager to plan a walkthrough. Rehearsal time should be used for rehearsal alone. All members of the rehearsal should exit the property when done rehearsing.
9. Only street parking is available for your rehearsal. Please let your bridal party know that the parking lot is for vendors only and to allow extra time for traffic and parking.

ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Company and the Client. It supersedes all prior and simultaneous agreements between the parties. The only way to add or change this agreement is to do it in writing and signed by all parties. In the event that any part of this agreement is found to be invalid or unenforceable, the remainder of this agreement shall remain valid and enforceable. Any agreement to waive one or more provisions of this agreement or any failure by one or both parties to enforce a provision of this agreement shall not constitute a waiver of any other portion or provision of this agreement.

Client Names (Please Print): _____

Client #1 Signature: _____

Client #2 Signature: _____

Coordinator Name / Business: _____

Coordinator Signature: _____

Company Signature: _____

