**Stone Creek Lodge**

2865 S State Road 47, Crawfordsville, IN 47933

Tel 765-362-5538 stonecreeklodgeindiana@gmail.com

Website: [www.stonecreeklodgeindiana.com](http://www.stonecreeklodgeindiana.com)

Client name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to be reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Texting ok: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride/groom’s names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Package: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of people: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alcohol to be served: Yes\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

The client agrees to release and hold harmless Stone Creek Lodge, Inc., its owner, officers, and employees, from and against any and all injury to persons, property loss, claims, demands, causes of action, damages, liability, judgements, loss, costs and expenses, including attorney’s fees and expenses of investigation, that may occur as a result of the client’s event use of Stone Creek Lodge, regardless of cause. Client further agrees that any loss or damage to client’s property or injury or death to any client, family member, guest or individual is solely the responsibility of client, and that Stone Creek Lodge Inc. is not liable for such damage, loss, injury, or death. Client agrees that use of the property is AT HIS/HER OWN RISK. No failure or omission by the Parties in performance of any obligation of this Agreement will be deemed a breach of this Agreement or create any liability if the breach arises from any cause or causes beyond the control of the Parties, including, but not limited to the following: acts of God; acts or omissions, rules or regulations issued by any government authority; fire; flood; storm; lightening; loss of malfunctions of utilities; loss of communication or computer services; earthquake; accident; or acts of terrorism or any other reason where failure to perform is beyond the reasonable control and NOT caused by the negligence or intentional conduct or misconduct of the nonperforming party. Additionally, the client is agreeing by signing this document that any photographs taken by Stone Creek Lodge, Inc. may be used for promotional purposes.

***I hereby acknowledge that I have read this page and the additional five pages of this document and understand the facility guidelines and rental fees for Stone Creek Lodge, Inc. I understand that these guidelines and rental prices are subject to change until the contract is signed and deposit has been paid.*** *\_\_\_\_\_\_\_ Initials*

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| **Payment for** | **Amount** | **Check #/Credit Card** | **Date received** |
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Client signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted and received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stone Creek Lodge, Inc.

**Event Rental Information & Rates**

**FACILITY FEATURES:**

* Spacious post and beam lodge: Capacity is 280 on the main level. A deck surrounds the building giving visitors a scenic view of the property.
  + Catering Kitchen
  + Bride and Groom Changing Rooms
  + Nursery
  + Game Room/Man Cave
  + Full Service Bar
* Outdoor Wedding Ceremony Paved area by waterfall: Tables and/or seating can be arranged.
* Outdoor Wedding Ceremony Pergola: Seating can be arranged.
* Lawn areas tucked within trees offer another option for outdoor wedding and photography

**STONE CREEK LODGE FURNISHES THE FOLLOWING:**

* Trash cans, liners, collection and all disposal of trash
* Seating for 200 and 5 - 8 foot tables and 1 – 6 foot table
* Linens in white, cream or black and the linen napkin color of your choice
* Ice
* Country chic decorations
* Ceremony coordination
* A list of potential caterers and vendors
* A one-hour rehearsal time frame
* Bartenders when bar is in use and/or an employee of SCL to serve beverages for non-alcoholic events
* Upon request transport between the lodge and parking lot with golf cart

**SERVICES AVAILABLE AT AN ADDITIONAL CHARGE:**

* Full service bar – cash bar, open or partially open bar
* Non-alcoholic beverage service with Pepsi products, lemonade and iced tea

**ADDITIONAL RENTAL FEES:**

* Chandelier for pergola - $50
* Decorating - $600 (This does not include setting up table settings, nor boxing up décor at the end of the night. However, any of our décor used, we will put up.)
* Curtain backdrop with lights - $250
* Child Care (two staff) - $150
* Each person over 200 - $5
* Chair set-up or movement of chairs in after ceremony - $200 each
* Police Officer for security when alcohol is served- $30/hour
* Chiffon placement on pergola- $200
* Transportation from parking lot to SCL for one hour prior to ceremony- $75
* 3 hour Shuttle Service- $375
* Table runners - $5
* Donut wall - $100

**CLIENT INSURANCE REQUIREMENTS:**

* Certificate of Insurance for an amount of at least $1,000,000 naming **Stone Creek Lodge, Inc.** as additional insured for the date of the event. This can be obtained through client’s insurance agent or found at numerous websites online, such as ewedinsurance.com and emailed to the facility.
* Clients who choose bar service must purchase a certificate of additional insurance and it must cover liability for alcohol related automobile accidents and other liabilities related from alcohol consumption.

**CATERER POLICIES: Client must inform caterer of SCL policies.**

* You may use a caterer of your choice. Food must be prepared off site. Stone Creek Lodge is not licensed for food preparation. A list of potential caterers is available.
* We require proof of insurance for caterers using our facility. We will keep that on file for a year.
* All utensils and supplies, including but not limited to plates, silverware, cake cutting knife and server, aluminum foil, plastic wrap is the responsibility of the client or the caterer.
* The kitchen counters and sinks must be wiped down to their original state if the kitchen is used. Whoever is providing food is required to abide by our policies, which are posted in the kitchen.
* SCL will provide tea, lemonade, water, and coffee at $1/person throughout the event. Please inform your caterer as you may receive a credit on their bill for food.

**BAR SERVICE POLICIES:**

* The minimum charge for bar service is $1000. If bar sales are less than $1000, you will be responsible for paying a $15/hour fee per bartender, with a minimum of $50. Regardless of sales, there will be a 20% tip required on any open bar sales. In the instance of a fully open bar, if tip jars are requested to be put up, the tip will be 25% of the final bar sales.
* Bar will be closed 30 minutes before event is scheduled to end.
* When 4+ kegs are requested, it is at the discretion of SCL to have a second security officer at the cost to the client.
* Stone Creek Lodge reserves the right to restrict alcohol consumption as deemed necessary by management, up to closing the bar early.

**DISC JOCKEY POLICIES: Client must inform DJ of SCL policies.**

* Disc Jockeys are required to bring their own extension power cords.
* DJs may not use duct tape for their extension cords. Masking or “blue painter’s” tape may be used safely on the floors and walls as well as gaff tape. If duct tape is used there will be a $100 cleaning fee charged.

**STONE CREEK LODGE POLICIES:**

* **NO rice, birdseed, confetti or glitter** (even if on decorations) **or fire lanterns to be let off** are allowed on the property, there will be a **$150 cleaning fee** for any of the above items.
* Silk flowers may be used for centerpieces or decorations, but real flower petals are required for “flower girls” if the ceremony is taking place outside.
* All open flames must be lower than the glass container containing it.
* **NO pets** are allowed on the property.
* **NO gum, suckers, or sticky candy** are allowed in party favor boxes or on dessert or candy tables.
* The Lodge is a **NO SMOKING FACILITY**. Smoking is ALLOWED where receptacles are. There are cigarette butt receptacles available under the porch, under the deck and at the pool area.
* **Client is responsible for the conduct of guests.** If management feels that property or the safety of other guests is threatened, the client may be responsible to assist in getting the situation under control. If the situation cannot be corrected, the guest will be asked to leave the property. If the guest does not comply, police may be called for further assistance.
* Music will be discontinued at 11:00 p.m. in consideration for the surrounding community.
* Cleanup must be completed and all guests gone from the property by 12:00 midnight.
* A Security Deposit must be paid by a separate check for $500 made out to Stone Creek Lodge, Inc. and dated the day of the event. Management will hold this check until after the event and return it to the client, uncashed within 10 days of the event. The Security Deposit will be cashed in the event of, but not limited to the following:
  + Illegal behavior by client or guests, such as drug usage, indecent exposure and/or lewd behavior, offering alcohol to minor
  + Alcohol brought into the facility from outside sources
  + Client or guests jumping into the pools or ponds
  + Smoking in the building
  + Necessity for excessive cleaning
  + Broken items
  + Damaged yard, parking lot, landscaping, buildings or other parts of the premises
  + Any bodily fluids (i.e. vomit, urine, etc.) that doesn’t make it in the toilet or trash can.
* **The client further agrees to assume the responsibility for the cost of damages above and beyond the security deposit.**
* **The client agrees that determination of what constitutes damages is solely at the discretion of Stone Creek Lodge, Inc.**

**2022 EVENT RATES**

All events are subject to 7% Indiana Sales Tax.

A down payment of 25% of the Wedding Package is required to reserve your date.

**SILVER PACKAGE: Friday, Saturday or Sunday $6,550** (Down Payment - $1637.50) May- October

**Friday, Saturday or Sunday $5,500** (Down Payment -$1375) November- April

* Use of Stone Creek Lodge’s 3 acre property, surrounded by an additional
* Access from 9 a.m. – 11 p.m. Last song will be at 11 p.m. to hopefully have everyone gone by 12 a.m.
* Event – Maximum of 7 hours (This is based on what time your invitation states.)
* Engagement pictures with the photographer of your choice
* Ceremony coordination and reception if needed
* 1-hour rehearsal time scheduled Monday - Thursday
* Seating for a maximum of 200 guests with our mahogany colored chivari chairs
* Linens in white, ivory, or black, plus client’s choice of linen napkin color
* Security will be required if alcohol is served in this package, but the fee will be at the expense of the client.
* Numerous chalkboards and country chic décor, several sizes of glass cylinders, square mirrors, 9 black lanterns, 1 whiskey barrel, wooden slabs and spool, old wood boxes, wine bottles, donut and cupcake stands plus so much more…
* Use of 1 - 6’ rectangle table, 5 - 8’ rectangle tables, 25 - 5’ round tables

**GOLD PACKAGE: Friday $7,500 Saturday or Sunday $8,500** (Down Payment - $1,875/$2,125)M-O

**Friday $6,700 Saturday or Sunday $7,200** (Down Payment - $1,675/$1800)N-A

* This package includes everything included in the silver package except the 1-hour rehearsal.
* The gold package includes use of the day prior to your event for rehearsal and decorating the venue from 10:00 a.m. until 10:00 p.m.
* Movement of chairs in after ceremony service, you are still responsible for bringing the chairs outside in the morning for set up, of which we arrange the chairs for you once out there.
* Seating and linens are increased to capacity up to 280 guests for guest tables, long and floor length table linens above the 6 mentioned in the silver package are still extra however.
* Police officer for security

**PLATINUM PACKAGE: Friday $9,200 Saturday or Sunday $10,200** (Down Payment - $2,300/$2,550)M-O

**Friday $7,500 Saturday or Sunday $8,500** (Down Payment - $1,875/$2,125)N-A

* This package includes everything in the gold package plus: use of the lodge until midnight.
* Full decoration services and set up and tear down of seats for outdoor ceremony purposes, using Stone Creek’s available decorations and/or decorations belonging to the client. \*Please refer to rental section for stipulations on decorating
* Cake cutting
* Two babysitters, if requested.

**PAYMENTS:**

* Acceptable forms of payment are cash or check, Visa, Mastercard, Discover, or American Express
* Make checks payable to Stone Creek Lodge, Inc.
* Payment schedule is as follows:
  + 25%- Time of booking
  + 50%- This much should be paid at least by 9 months out
  + 75%- This much should be paid at least by 6 months out
  + 100%- The full amount needs to be paid 2 months out.
* Client certificate of liability insurance is due at the final meeting.
* There will be a $36.00 charge for returned checks.

**CANCELLATION AND RESCHEDULE POLICY:**

* Stone Creek Lodge’s product is time, venue and space. Once a client has contracted for an event, that time, venue and space is no longer available to other potential clients. **Management regrets that down payment refunds due to cancellation of contract cannot be given. Events cancelled 3 months before will be given a bill for full services and the client’s payment will be due to Stone Creek Lodge, Inc. within 30 days of the cancellation.**
* Management will work with the client needing to reschedule to find an available date within the following 18 months. Down payments are transferrable to a rescheduled date as follows:
  + 6 months or more prior to scheduled event, 100% transferrable
  + 3 - 5 months prior to event, 50% transferrable
  + Less than 3 months, deposit is not transferrable

The Lodge Studio

2851 S State Road 47, Crawfordsville, IN 47933

The Lodge Studio is a separate entity that has a beautiful front porch that faces Stone Creek Lodge. It can sleep 8 guests. Two queen beds in the open area and two queen beds in a bedroom. There is a full kitchen and great for bridal parties! It is included in the Gold Package cost of $8500 during peak Saturdays for the night before and night of the wedding.

The Platinum Package includes the studio for both nights and a late check out of 1 p.m. for $10,200.

The payments for The Lodge Studio will be a separate payment but not exceeding the price for the package you chose, it IS included. That company accepts paypal, venmo, or personal check. We will let you know the price paid to The Lodge Studio near your final payment.

Thank you,

Nate & Julie Slavens

Owners of Stone Creek Lodge & The Lodge Studio

 