

Harvest Creek Venue LLC

Event/Party Information

Event / Party Package Includes:

- 1,800 square feet party area
- 150 chairs
- 18 - 60 inch round tables
- 8 - 6 foot rectangle tables
- 4 - 4 foot rectangle tables
- Kitchen available upon request (refrigerator/freezer, microwave, sink, counters, oven, stove)
- Indoor restroom
- Sound system (DJs must bring their own equipment)

Catering - You may bring in your own catering. All parties involved and caterer must sign a Hold Harmless Agreement. You are completely responsible for clean-up. Caterer must provide proof of insurance. Caterer may be interviewed and approved by Harvest Creek Venue LLC.

Decorating - You may bring in any decorations you wish except for confetti, glitter, confetti/glitter filled balloons, flame candles, real flower petals (only allowed outdoors), or non-biodegradable items. Please do not stand in chairs or allow guests/decorators to do so. Please do not sit, stand, or lean on tables or allow guests/decorators to do so. No penetrating items such as nails, screws, push pins, or thumbtacks. Clear packing tape and Command Brand hooks are allowed. No generic Command Band hooks, they will damage the walls.

Table Cloths - Table Cloths are available for rent in white or black. Charge for using them is \$5.00 each. You will be charged additional fees to replace any lost or damaged table cloths. All tables must be covered. Uncovered tables will result in a cleaning and/or damage fee.

Alcohol - Only canned beer, wine, and champagne are allowed. No kegs. No glass bottles. No cash bars. You must hire one security guard at your expense if alcohol is served. Security guard may be interviewed and approved by Harvest Creek Venue LLC.

Sound System - The event area is equipped with a sound system for your use. The sound system will include hook ups for most smart devices (iPad, iPhone, etc....).

Rearranging -If you need to rearrange, please LIFT and do not drag the tables or chairs. Damage fees may occur if tables or chairs are damaged from dragging.

Minors - Please supervise all minors inside and outside. Minors should not be outside without direct supervision.

Harvest Creek Venue LLC

Event/Party Pricing

Hours 9:00 a.m. - 11:00 p.m. (except by special arrangement):

Option A:

The following hourly rates are available and may be booked as indicated:

Monday - Thursday	\$60.00 per hour
Friday	\$75.00 per hour (may only be booked up to 1 month in advance)
Saturday	\$90.00 per hour (may only be booked up to 1 month in advance)
Sunday	\$75.00 per hour (may only be booked up to 1 month in advance)

Option B:

The following rates are a daily rate and may be booked anytime in advance of event:

Monday - Thursday	\$ 500.00
Friday	\$ 900.00
Saturday	\$ 1,200.00
Sunday	\$ 900.00

You will be allowed one hour before your event for set up. Must be the hour prior to your event.

You will be allowed one hour after your event for clean up. Must be the hour after your event.

Additional time on property is \$50.00 per hour with a 1 hour minimum.

Cleaning and damage deposit is \$350.00 without alcohol and \$500.00 if alcohol will be served. The deposit will be held until after your event. A credit card must also be kept on file until after your event. Management will assess any clean up or damage fees. An itemized bill with any applicable refund will be mailed within 10 business days of the event. If damages and/or cleaning cost exceeds deposit amount, your credit card on file will be charged for the outstanding balance. In the event that you do not have a damage deposit on file the credit card on file will be charged for any necessary damage/cleaning costs or additional hours or rentals.

Non-Refundable Booking Fee is 25% of facility rental. This does go towards the balance.

Balance of facility rental must be paid in full 20 days before the event date. If event balance is not paid in full 20 days before the event, Harvest Creek Venue LLC has the right to book another event for that time. Your non-refundable booking fee will not be returned.

A credit card must be kept on file for any additional hours, additional rentals, damages, etc.

All deposits are non-transferable.

Harvest Creek Venue LLC

Event Space Rental Agreement

Event Name	
Event Date	
Start Time	
End Time	
Expected Number of Guests	

Renter's Information:

Name: _____

Cell Phone Number: _____

Address: _____

E-Mail Address: _____

We have read and understood the expectations, pricing, and information sheets. We agree to all of these terms and conditions. We also agree to release any photos of our event to Harvest Creek Venue LLC.

Renter's Signature: _____

Harvest Creek Venue LLC

Expectations Agreement

Thank you for allowing Harvest Creek Venue LLC to host your event.

The event area will be available for decorations as early as one hour prior to event start time. We will have the tables, chairs, and table cloths (if table cloths are rented) available and ready at that time. You will be responsible for arranging them how you would like them.

A Hold Harmless Agreement will be signed by responsible parties releasing Harvest Creek Venue LLC from any judgement, loss, claim, suit, demand, settlement, or action caused by catering or alcohol.

Alcohol can only be served in the party area during appropriate hours and only to persons of legal age to drink alcohol. If you choose to serve alcohol you will take full responsibility for purchasing, distributing, and disposing of all alcohol and containers. No cash bars. You also take responsibility of the behavior and actions of all guests. The renter will be responsible for hiring and paying for one certified security guard to be present while alcohol is being served. Security Guard may be interviewed and approved by Harvest Creek Venue LLC.

If you are using the table cloths, please make every effort to keep them from being soiled or damaged. Please see pricing below for cleaning and replacing items.

The renter and their guests are responsible for all set-up and clean-up. Please remove all food and decorations by one hour after the end time of your event. Harvest Creek Venue LLC will provide trash cans, trash bags, and will dispose of all trash. Event Area must be cleaned and vacated by one hour after the end time of your event.

All vehicles must be parked in the parking lot.

Harvest Creek Venue LLC is not responsible and/or liable for any lost, stolen, or damaged personal items or for any injury incurred during any event on our premises. No smoking on Harvest Creek Venue LLC property or in the event area. No tailgating.

Cleaning Prices:

Round Table Cloths	\$15.00 each
Rectangle Table Cloths	\$15.00 each

Replacement Prices:

Round Table Cloths	\$30.00
Rectangle Table Cloths	\$30.00
Round Table	\$150.00
Rectangle Table	\$120.00
Chair	\$25.00

Harvest Creek Venue LLC

Catering Indemnity and Hold Harmless Agreement

It is the undersigned's plan to provide food and/or alcohol for the

To be held at Harvest Creek Venue LLC on _____. In consideration of allowing us to provide food and/or alcohol for this event, WE AGREE to indemnify and hold Harvest Creek Venue LLC, it's owners, agents, servants, and employees and all other entities owned or controlled by Harvest Creek Venue LLC harmless from judgement, loss, claim, suit, demand, settlement, or action which may be brought or made by against them by reason of the undersigned's furnishing of food and/or alcohol for the event, including attorney's fees.

We take full responsibility of purchasing, delivering, serving, disposing of and cleaning up all food, drinks or alcohol. We agree to take the following measures to keep our guests from overdrinking.

- Having a person in charge of alcohol distribution and monitoring guest actions and consumption rate
- Refusing to serve any or all guests alcohol when they show signs of overdrinking
- Having one certified security guard on site during time when alcohol is being served
- Only offering canned beer, wine, or champagne. No kegs or hard liquor. No glass containers. No cash bars.
- Not allowing underage drinking

Harvest Creek Venue LLC reserves the right to ask any guest not abiding by venue policies or intoxicated guest to refrain from drinking and/or to leave the property. We also reserve the right to ask that alcohol no longer be served during your event if misconduct is occurring.

Food and alcohol are to be served in the event area only and only during party hours. There is to be no alcohol in any other part of the property. There is to be no alcohol to be consumed before or after party time. All alcohol must stopped being served and no longer be accessible to guests by 10:00 p.m.

Renter's Signature: _____

Caterer's Name, Address, and Phone Number _____

Caterer's Signature: _____

Harvest Creek Venue LLC

Photography Indemnity and Hold Harmless Agreement

It is the undersigned's plan to provide photography/videography for the

to be held at Harvest Creek Venue LLC on _____. In consideration of the allowing us to provide photography/videography for this event, WE AGREE to indemnify and hold Harvest Creek Venue LLC, it's owners, agents, servants, and employees and all other entities owned or controlled by Harvest Creek Venue LLC harmless from judgement, loss, claim, suit, demand, settlement or action which may be brought or made by against them by reason of the undersigned, including attorney's fees.

Photography/Videography Firm's Name, Address, and Phone Number: _____

Photography/Videography Owner's Signature: _____

Photographer/Videographer's Name: _____

Photographer/Videographer's Signature: _____

Renter's Signature: _____

Harvest Creek Venue LLC

Credit Card on File Agreement

Cardholder's Name: _____

Credit Card Number: _____

Security Code: _____ Expiration Date: _____

Billing Address: _____

City: _____ State: _____

County: _____ Zip Code: _____

Contact Phone Number: _____

Alternate Contact Phone Number: _____

E-Mail Address: _____

By signing this form, I agree that all the information provided is accurate and complete. I have been provided a copy of Harvest Creek Venue LLC contract. I have fully read, understand, and accept all terms of the contract. I also agree that I authorize Harvest Creek Venue LLC to process the above credit card for full payment against any damages, additional rental times or excessive clean up fees, incurred in association with renting the facility.

Signature of Cardholder: _____

Date: _____

YOU will be notified prior to your credit card being charged.

Please advise us of any changes of status to this credit card.

Harvest Creek Venue LLC

Checklist Agreement

Initial each box below to confirm you have read and agree to these rules and share this information with your decorators and guests:

Renter's Initials:

	No nails, screws, staples, generic Command hooks, or penetrating items on walls or floors (tape and Command brand hooks are allowed).
	No open flames (LED candles only). Unity candles allowed if monitored while flame is going.
	No glitter or confetti or rice or balloons filled with glitter or confetti.
	No real flower petals indoors (outside on grass areas only).
	If alcohol is served it will be done so responsibly and according to laws and during appropriate times and one certified security guard must be hired and present.
	All vehicles must be parked in the parking lot.
	You are responsible for all damages to the building and/or property.
	Harvest Creek Venue LLC is to be occupied no earlier than one hour before the start time of your event and no later than one hour after the end time of your event (late charges will apply).
	All tables must be covered.
	No Cash Bars.
	If rearranging, LIFT all tables and chairs.
	All minors must be supervised at all times inside and outside. Minors should not be outside without direct supervision.
	Do not sit, stand, or lean on tables. Do not stand in chairs.
	Sweeping, wiping down kitchen counters, wiping down bathroom counters, and taking trash out to dumpster is your responsibility.

Tables:	Available:	Need:
Round (5') (Seats 8):	18	
Rectangle (6'):	8	
Small Rectangle (4'):	4	

Alcohol:	
Yes	No
If yes, one certified security guard must be hired and present.	

Tablecloths:	Available:	Need:	White/Black:
Round:	18		
Rectangle:	4 short/8 long		

Special Notes:	
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