

Wooden Shoe Tulip Farm Summer Event Rental Agreement 2022

events@woodenshoe.com, 503-634-2243

Name of Renter(s): _____

Group or Organization: _____

Email: _____ Phone: _____

Address: _____

Best Method to Contact: Email _____ Phone _____ Mail _____

Rental Date: _____ Expected # of Guests: _____

Time of Event: _____ Time of Setup: _____

Reservations:

To put a hold on a date, a **deposit of \$500** must be paid. \$250 of this amount is non-refundable; and is applied to the total cost of renting the facility. The other \$250 will be held as a cleanup/damage deposit which may be refunded after the event if there is no extra costs or cleanup to the property.

Deposit Paid: _____ Deposit Received Date: _____ Received By: _____

Payment and Prices:

All balances must be paid for the event no later than two weeks before the event takes place. This is an outdoor facility and there are no refunds for weather related problems, so plan your event accordingly. Price includes the garden facility for one day, 8am to 11pm.

Base Pricing:

- May: \$3,000
- June & September: \$3,200
- July & August: \$3,400

Events held on Sunday-Thursday may be eligible for a 30% discount, excluding certain holidays.

Base Pricing Includes:

- Limited refrigerator & freezer space
- Beautiful 4-acre garden
- Clean portable restrooms and hand washing stations
- 40x60 tent with lights
- 20x20 tent with lights for dance floor
- Play area and games for adults and kids
- Garbage disposal services
- Set up and take down of table & chairs
- Liaison onsite for questions and help
- 4- 10x10 popup tents

- 110 chairs for event
- 14- 5ft round tables, 6-8ft rectangular tables, 1-6ft rectangular table
- 6 wine barrels that can be moved to select locations in the garden
- Power in the garden
- Unlimited parking
- Use of select areas on farm for photos

Additional Items over Base Pricing:

- White chairs: \$2 per chair (350 total available)
- 5ft round or 8ft rectangular tables: \$15 per table (40-5ft and 20-8ft available)
- 4ft rectangular tables: \$8 per table (4 total available)
- Kitchen area: \$200 for all day add-on
- Round and rectangular tablecloths available (white round or rectangular or black rectangular \$9 each; add white napkins \$1/each)
- Ask for current alcohol page for availability and pricing information

Set-up and Clean-up:

You and your vendors are responsible for your own clean-up of food items, and any decorations brought onsite. All garbage will need to be placed in garbage bags and cans provided. Please make sure all your belongings are set up and cleaned up within your rented hours.

Any additional set-up and clean-up of items brought by you, your guest, or vendors left on grounds after your event will be charged \$60 per hour. Minimum charge of one hour.

If damages or repairs arise from your event, it will be deducted from your \$250 refundable deposit. If damages or extra clean up exceeds your \$250 deposit you will be billed for the difference.

Vendors:

Customize your event with additional vendors. We allow you to choose any caterer, DJ, band, florist, photographer, or decorator for your event. If you wish to have alcohol at your event it must be purchased through our onsite winery & tasting room, Wooden Shoe Vineyards. A full vendor this is available upon request of recommended vendors that have provided their services for events at our location.

Once you have your vendors, **please provide us with the names and contact information below.**

Event Coordinator: _____

Caterer: _____ **Band/DJ:** _____

Florist: _____ **Photographer:** _____

Decorator: _____ **Other:** _____

Music:

We have no sound systems available onsite, but we do have power available throughout the garden. You are welcome to bring in any DJ or band you see fit. Due to county sound ordinances, music must be turned off at 10pm. Limited extension cords are available, so we ask you or the DJ/band bring their own.

Bands or DJ’s will be required to remove all equipment from event garden by 11pm.

Beverages and Alcohol:

There is no minimum alcohol purchase required, but if you want to serve beer, wine, or cider at your event, it must be purchased and served through our onsite vineyard and tasting room, Wooden Shoe Vineyards. **No outside alcohol** of any kind is allowed on the premises including the garden, parking lots, or tasting room. If you or your guests are found with any outside alcohol, it will be grounds for shutting down the event. A 3-tap kegerator is included with the purchase of beer or cider.

Alcohol consumption ends at 9:30pm and must be served by one of our OLCC licensed servers with sufficient food and non-alcoholic beverages for the duration of your event. Your group is responsible for providing non-alcoholic beverages and food. Wooden Shoe Vineyards reserves the right to end alcohol service and/or the event at any time if our staff feels that behavior and/or alcohol consumption is getting out of control or dangerous.

Ask our garden liaison about setting up your free wine tasting or getting a complete list of current wines, beers, and ciders, available.

I/We have read and understand the alcohol policy: _____

Certificate of Liability Insurance:

The renter is required to purchase event insurance. Please list Wooden Shoe Bulb Company Inc. and Iverson Family Farms Inc. as additional insured for the date of your event. This is a one-day, special event rider for bodily injury and property damage in the amount of \$1,000,000 in personal liability. Renters are liable for damages to the grounds and property rented from Wooden Shoe Gardens. A copy of the renter insurance is to be emailed or given to our garden liaison before the day of the event. Liability insurance can be purchased through a third-party provider or certain homeowner insurance allows an added special one-day event. Ask your current insurance provider for details.

Wooden Shoe Gardens and its staff will not be held responsible for lost, stolen, or forgotten articles.

Decorations:

Feel free to enhance your event with your choice of decorations and linens. You will have access to the garden starting as early as 8am on the morning of your event to decorate. We have linens available for rent, or you may rent others or bring your own.

Duct tape, nails, glue or any other intrusive methods of attaching things are prohibited. Use of confetti, glitter, fireworks, rice, bird seed, wrapped candies or any such materials are prohibited. We instead suggest using real flower petals or bubbles. Garden stakes and shepherd's hooks with a pint that is smaller than a quarter are permitted. We ask that you do not drive through the garden, due to the sprinkler system and nature of the garden. While real flower petals and sunflower seeds can be left in the grass, fake flower petals and other decorations must be picked up and disposed of. Any decorations that you put up must be removed and taken with you within your rental hours, 8am to 11pm.

Wooden Shoe ownership reserves the right to remove displays or signs that we deem political, discriminatory or offensive to others. If you have questions, please visit with us before your event.

Refrigeration:

We have limited refrigeration and freezer space. All freezer and refrigeration spaces are in the main building and not located in the garden. For refrigeration in the garden, we suggest bringing your own ice chests and ice. Early drop-off of cooler items can be discussed. Our certified onsite kitchen is available for \$200/day.

Pets:

We allow pets but please clean up after your pet and keep them leashed.

Play Area:

We have a designated play area within our garden for children to enjoy. For their safety, please make sure they are always supervised.

Bathrooms:

Flushable toilets are available for bridal party only. We ask that a majority of the guests use the porta-potties provided within the garden. Our flushable toilets are on a septic system and cannot handle large groups of people. Thank you for understanding this policy.

Lessee Signature and Date: _____

By signing this document, you are agreeing to the terms listed above.

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Wooden Shoe Gardens welcomes you and is excited about participating in your special event! If you have any questions or concerns leading up to, or in the planning process of your special event, please email us at events@woodenshoe.com or call Patti at (971) 432-0296.