



**French Country Meadow, LLC**  
**4146 FM 367**  
**Wichita Falls, Texas 76305**  
**(940)235-2528**  
**frenchcountrymeadow.com**

## **WEDDING RECEPTION AND EVENT CONTRACT**

This contract defines the terms and conditions under which French Country Meadow and \_\_\_\_\_ (hereafter referred to as the client) agree to the Client's use of the French Country Meadow's facilities on \_\_\_\_\_ (reception/event date). This contract constitutes the entire agreement between the parties and becomes binding upon signature of both parties. The contract may not be amended or changed unless executed in writing and signed by the manager of French Country Meadow and the Client.

### **Client Information**

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (C) \_\_\_\_\_ (H) \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Approx. number of guests: \_\_\_\_\_ (200 max)

Alcohol \_\_\_\_\_ Yes or No \_\_\_\_\_ Bar Service Selected: \_\_\_\_\_ Drink-Up \_\_\_\_\_ Iron Horse Pub

Caterer Selected: \_\_\_\_\_

Music Selected (band/DJ): \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Client Initial \_\_\_\_\_

Manager Initial \_\_\_\_\_

**Client Responsibilities:** The “Client” is whomever signs the rental documents and is considered the responsible party. Client is responsible for:

- Signing all the rental documents
- Cleaning and any damage done to the building and or furniture
- Payment of Security Deposit and all payments before and after the event
- All arrangements for catering, flowers, photography, and music i.e. band/DJ
- All decorations (anything brought into the building) are to be removed at the end of the event unless arrangements have been made with the manager.
- The client is responsible for the actions of their guests including children.

**Facilities and Services Provided by the French Country Meadow**

The French Country Meadow will provide the facilities and services described in this contract on the event date noted above. All other services shall be the responsibility of the Client.

Facility rental includes:

- use of the barn for the specified day and time
- tables and chairs for up to 200 guests
- Gravel parking for 60 cars and field parking for additional cars when weather allows.

**2017 Rental Rates**

\*Rental rates will vary according to time and day of week. (See chart below)

<b>Rental Prices</b>	<b>8 am to 2 am</b>	<b>4 Hours</b>	<b>8 hours</b>	<b>Additional hours</b>
<b>Friday</b>	<b>\$1,500</b>	-----	-----	<b>\$125</b>
<b>Saturday</b>	<b>\$1,500</b>	-----	-----	<b>\$125</b>
<b>Sunday</b>	<b>\$1,000 (10 pm)</b>			<b>\$125</b>
<b>Mon-Thurs</b>	-----		<b>\$500</b>	<b>\$125</b>
<b>Tuxedo Package</b>	<b>Friday and Saturday night 8 am Friday thru Sunday 2 am</b>			<b>\$2,500</b>
<b>Bridal Package</b>	<b>Friday, Saturday and Sunday 8 am Friday to Sunday at 1pm</b>			<b>\$3,500</b>

Friday and Saturday Events must end on or before midnight. The building must be cleaned and vacated by 2am. French country Meadow is a non-smoking facility. There can be no smoking within 20 feet of any entrance to the building. Ashtrays will be provided and smoking permitted only in designated area. NO pets allowed on the grounds or in the building.

Client Initial \_\_\_\_\_

Manager Initial \_\_\_\_\_

## Capacity

The maximum capacity for the French Country Meadow is 200-250 for a reception style event. This number is dependent upon many variables including type of event, table layout, type of table used, and if dance floor is needed for event.

## Deposit and Payment Agreement

**Security Deposit**- A \$500 security deposit is required at the time contract is signed to secure the event date and is non-refundable and non-transferable for any reason including the event of cancellation. Checks will be cashed once contract is signed. The \$500 security deposit fee will be refunded within 14 days after your event has been held once the property has been inspected for any damage and based on the condition the premises were left. If there is any excessive clean up or damage done to the property as a result of your event the security deposit will be applied toward any clean up or needed repairs. Failure to comply with the Event Policy and Rules of the French Country Meadow can result in forfeiture of deposit.

**Payment**- A 50% deposit is required 6 months prior to the event date with the remaining 50% due 60 days prior to event date. For your convenience we accept cash, checks, and all major credit cards. Credit card fees apply.

<b>Scheduled Payment</b>	<b>Amount</b>	<b>Date Due</b>	
<b>Security Deposit</b>	<b>\$500.00</b>	<b>With signed contract</b>	
<b>50% Down Payment</b>	<b>\$</b>		<b>6 months prior to event date</b>
<b>Remaining Balance</b>	<b>\$</b>		<b>30 days prior to event date</b>

**Cancellations**- In the unlikely event the Client should cancel the security deposit and any payments made up to date are non-refundable. In the event the Client is forced to change the date of the event or wedding reception, every effort will be made by the French Country Meadow to transfer reservations to support the new date. The Client agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferrable are the sole responsibility of the Client. The Client further understands that last minute changes can impact the quality of the event and the French Country Meadow is not responsible for these compromises in quality. The French Country Meadow shall have the right to terminate this contract if the Client fails to meet or violates any terms of the contract, in which case the provisions of this cancellation policy also apply. The Client shall not assign or sub lease any terms, conditions or services contained in this contract or any interest therein without the consent of the French Country Meadow.

## Ceremony Rehearsal

The client is welcome to use the venue for a ceremony rehearsal practice one day during the week prior to the wedding. Ceremony practice times must not exceed 1 ½ hours and day must be approved by the manager of French Country Meadow sensitive to any other events that may be occurring.

Client Initial \_\_\_\_\_

Manager Initial \_\_\_\_\_

## Catering

The French Country Meadow does not have an in-house caterer. We allow any caterer as long as we have a copy of their food permit on file with manager 30 days prior to your event. All catering done at the facility must have a permit from the TDSH to cater and arrangements need to be discussed prior to event.

- All leftover food must be taken home or disposed of in trash due to septic system requirements.
- **NO COOKING** - Food must be prepared and brought in by caterer.
- The client or caterer must provide all dishes, serving pieces, all personnel for preparing and serving food. There is no dishwasher and catering dishes cannot be cleaned in sink due to septic restrictions.

## Alcohol

Liquor requires a special permit. The French Country Meadow does not have a liquor license and requires that all alcohol be supplied by a professional bar services with the necessary licenses and liability insurance. You may use Drink Up or Iron Horse Pub for alcohol/bartending services. Alcohol is permitted under the following policy and cost of bar services/bartender(s) and security is **NOT** included in rental price:

- Only the client/host can provide the alcohol. Guests cannot bring in their own alcohol
- **Any unauthorized alcohol will result in a forfeiture of your deposit and possible shut down of the bar or event if rules are not complied with.**
- A TABC bartender must serve all alcohol with the necessary license and liability insurance. We must have a copy of their permit and insurance 30 days prior to the event.
- One bartender is required for every 100 guests.
- Cash bars are permitted according to TABC laws. (contact Iron Horse Pub)
- Alcohol arrangements need to be discussed prior to the event.
- Security officer required when alcohol is present. Contact Signal 88 Security. (1 security officer for every 100 guests)
- No alcohol consumption by minors at any time

Upon signing this agreement as host of a private party, the CLIENT acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at French Country Meadow during the duration of the event described in this contract. The client agrees to indemnify and hold harmless the French Country Meadow, LLC from any damages, costs, or expenses, including reasonable attorney fees, which may arise as a result of consumption of alcoholic beverages by the client and any of the Client's guests. The TABC bartender will exercise care in serving alcoholic beverages, and will refuse service to any person under the age of 21 or any person who appears to be intoxicated. Identification and proof of age will be requested from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any intoxicated person. The CLIENT agrees to fully cooperate and assist French Country Meadow and the TABC bartender(s) in enforcing the laws of the State of Texas and the policies of French Country Meadow regarding the consumption of alcoholic beverages.

## Music and Vendors

Client Initial \_\_\_\_\_

Manager Initial \_\_\_\_\_

The proximity of local residences to the French Country Meadow is such that venue sounds, specifically sound related to music, must be kept below certain levels. It is required that all preapproved vendors, bartenders, caterers provide the appropriate license and insurance documentation 30 days prior to the event. All vendors and service contractors are responsible for the clean-up and removal of their equipment, food, bar supplies, and garbage at the event conclusion.

### **Security**

Contact Signal 88 for Security Officer Pricing. If alcohol is served at your event, one security officer per 100 guests is required. Security has the right to enforce any rules or restrictions needed to carry out safe practices. If a problem occurs due to overindulgence of alcohol, we will ask the person to stop drinking alcohol and have water, tea, coffee etc. for a while. At any time, security deems alcohol consumption to be excessive, they have the authority to shut down all alcohol services and or evict inebriated guests from the premises if policies are not being observed. Security is responsible for the safety of the building as well as the safety of the guests. The Client along with security is required to see that no disturbances occur inside or outside the facility. This includes fights, brawls, horseplay or harassment. The Client is responsible for any children that are guests at the event. Noise must be kept to a reasonable level, inside and out of the facility.

### **Cleaning**

The client will be responsible for leaving the facility in the same condition in which it was found. Please remove any food and drink from refrigerator, microwave, and oven. Clean up any spills including inside appliances. The custodial closet is conveniently located in the kitchen. Please sweep and spot mop the floors and wipe down the counters, sink and any appliances or equipment used. Excessive cleaning required by French Country Meadow after the event will be deducted from the deposit. Excessive cleaning would be considered but not limited to items such as blatant disregard to clean up food, drinks or decorations after event, major spillage of food or drink, trash or items left or littered outside on grounds and or parking lot. If damages/cleaning exceed balance of the \$500 deposit, additional payment will be required. All clean-up and breakdown must be completed within two hours of the conclusion of the event.

**Restrooms**- We ask the restrooms be left in the order in which they were found; clean and in working order. The restrooms are operated by septic system which means only toilet paper can be flushed down toilets. When cleaning up at the end of an event, please be sure to check the restrooms for items left.

### **Photography**

We recognize the importance and value of photographs for your event. We encourage and welcome you to schedule the French Country Meadow for your bridal pictures as well. As such we appreciate your permission to photograph your event set-up and decorations for our records.

Client Initial \_\_\_\_\_

Manager Initial \_\_\_\_\_

**Decorations**

To protect the building and the grounds the following regulations must be followed.

- Any use of candles must be approved by the facility manager. All candles must be contained or enclosed in glass containers i.e. vases, candle holders, shades and cylinders. The flame must not reach higher than the height of glass or container. Plain wax tapers are not permitted. This is to prevent wax damage to tables, linens, furniture, and floor.
- Client can bring items into the building, however French Country Meadow will not be responsible or liable for the damage or loss of any of these materials.
- The use of tacks, pins, glue, nails or tape of any kind is not permitted on the walls, floors, curtains, ceilings, or columns.
- Decorations may not be hung or suspended from lighting fixtures or vents.
- No confetti, glitter, sparkles or anything smaller than a dime.
- All send-off items must be environmentally friendly/biodegradable
- No fireworks, sparklers (check with manager) or any other incendiary devices may be used on the property

The French Country Meadow does not accept any responsibility for damage to or loss of any articles or property left at the facility or on the grounds of the facility prior to, during or after the event. The Client agrees to be responsible for any damage done to the French Country Meadow by the Client, his/her guests, invitees, employees or other agents under the client’s control. Further, the French Country Meadow shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the Client, or any of his/her guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the Client to maintain the premise in a safe condition or arising from any other cause. The Client as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against the French Country Meadow for any such loss, damage, or injury of the Client, and hereby agrees to indemnify and hold the French Country Meadow free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

If there are any questions concerning the policy and procedures to be followed, please consult the manager at French Country Meadow.

This contract constitutes the entire agreement between the French Country Meadow and the Client and becomes binding upon both parties when signed.

The Client:  
Name: \_\_\_\_\_

French Country Meadow  
Name: Kim French or Darrin French

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Client Initial \_\_\_\_\_

Manager Initial \_\_\_\_\_