



French Country Meadow, LLC
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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: _____

Bride _____ Groom _____

Address: _____ City _____ Zip _____

Telephone: (C) _____ (alt) _____

Email address: _____

Type of Event: _____ Approx. number of guests: _____ (250 max)

Alcohol ____ Yes or No ____ Event Start Time _____ Event End Time _____

*Bartender(s) and security officer(s) will be arranged by French Country Meadow

_____ I will not be serving or allowing alcohol consumption at the event.

Please provide us with the names and contact information of your vendors. If you do not know the names of your vendors at this time, please call as soon as the information is available and no later than 30 days prior to your event.

Client Initial _____

Manager Initial _____

Decorator/ Event Planner: _____ phone: _____

Caterer: _____ phone: _____

Florist: _____ phone: _____

Bakery: _____ phone: _____

*Bartender: _____ phone: _____

*Security: _____ phone: _____

Music (Band/DJ): _____ phone: _____

Rental Company: _____ phone: _____

Photographer: _____ phone: _____

Person responsible for Clean up: _____

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 vendor services related to your event: catering, flowers, photography, band/DJ etc.
- All decorations (anything brought into the building) and personal belongings are to be removed at the end of the event unless arrangements have been made with the management.
- The CLIENT is responsible for the actions of their guests including children. **No children running up and down stairs, playing on staircase, playing with sliding barn doors, or playing on window ledge of picture window.**
- No children under the age of 16 can be outside the building without adult supervision.
- **The CLIENT is required to see that no guests or vendor services remain inside the facility, in the parking areas or on the grounds after the scheduled event has ended, and that a responsible host or hostess is required to stay until everyone connected with the event has left the premises. Loitering on the premises will not be allowed.**

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(s) 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

Client Initial _____ Manager Initial _____

- 25- 60 inch round tables, chairs for up to 200 guests, and 2- 8 ft. banquet tables
- **Guest parking on gravel parking lot only.** Gravel parking for 80-90 cars and field parking south of gravel parking for additional cars when weather allows.
- **No parking in front of barn (South side of barn) or East side of barn (Entrance to building)**
- Vendor parking only: located on west side of barn. Signs will be posted.
- **Garage door can be opened during event only if AC/heat is not in use. Otherwise garage door must remained closed. Vendors may use for loading and unloading only. No vehicles on sidewalk.**
initials
- 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.** Ashtray will be provided and smoking permitted only in designated area.
- NO pets allowed on the grounds or in the building.
- Owner and anyone owner deems necessary (event staff) is allowed on the premises without invitation at any time during your event.
- French Country Meadow may use any pictures of your event in any of their advertising at no charge.
initials

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. Capacity for other types of events will depend on layout and setup.

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 30 days after your event. 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. Any charges for damages which exceed the amount of Security Deposit will be invoiced following the event. **Failure to comply with the Event Policy and Rules of the French Country Meadow can result in forfeiture of deposit.**

Payment- 50% of payment is required 6 months prior to the event date with the remaining balance due 30 days prior to event date. For your convenience we accept cash, checks, and money orders. There will be a \$30 returned check for NSF. After that cash or cashier check will be required. We do accept credit cards which includes a 3% fee.

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

Rental Prices	8 am to 2 am	4 Hours	8 hours	Additional hours
Friday	\$1,800	-----	-----	\$125
Saturday	\$2,000	-----	-----	\$125
Sunday	\$1,200 (10 pm)			\$125
Mon-Thurs	\$1,000 8am to 10pm	\$400	\$800	-----
Tuxedo Package	Friday and Saturday night 8 am Friday thru Sunday 2 am			\$2,500
Bridal Package	Friday, Saturday and Sunday 8 am Friday to Sunday at 5pm			\$3,000

Cancellations- A written notice of cancellation signed by the CLIENT must be submitted to French Country Meadow or emailed. 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. French Country Meadow is not responsible for Acts of God or Nature. 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 2 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. Catering arrangements need to be discussed and approved prior to your event.

- All leftover food must be taken home or disposed of in outside dumpster due to septic system requirements. **No Food or grease can be put down sink or toilets**
- **NO COOKING** - Food must be prepared and brought in by caterer. Stove is to be used for heating and warming food only.
- 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.
- Kitchen prep table are to remain in the kitchen.

Security Policy/Agreement

SECURITY IS REQUIRED! All events are required to have security. (\$25/hr. per security officer) Two (2) security officer will be required for events with alcohol and up to 200 guests. Events with over 200 guests will require 3 security officers. If no alcohol is at your event then only 1 security officer or 1 event staff will be required. French Country Meadow will arrange security officer(s) for the day of your event but it is CLIENT's responsibility to pay for security services. 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. 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.

In the event Management or Security deem the event has gotten out of control, they can stop the event, ask guests to leave, stop the bar services, and any cost incurred will be that of the renters.

Tobacco Alcohol, Drug use and Weapons

- Smoking and illegal substances are not allowed anywhere in the building.
- Smoking is permitted outside and must be at least 20ft from any entrance.
- All alcohol must be served by a TABC bartender and security must be present.
- Weapons and illegal substances are not allowed anywhere on the premises or property. If seen the Sheriff will be called immediately!

Alcohol Policy

Alcohol is permitted under the following policy and cost of alcohol, bartender(s), host liquor liability insurance, and security is **NOT** included in rental price. Events with alcohol must not exceed 5 hours unless approved by manager. **French Country Meadow will arrange bartender(s), security, and host liquor liability insurance for your event. Security, Bartender, and insurance payment due the week of your event.** Ask for information if interested in Cash bar for your event

- **A TABC certified bartender must serve all alcohol and security must be present when alcohol is present and being consumed. _____ initials**
- **One bartender is required for every 100 guests. (We will round up)**

Client Initial _____

Manager Initial _____

- Cash bars are permitted according to TABC laws. (Iron Horse Pub)
- Alcohol arrangements need to be discussed prior to the event.
- **At least one Security is required to stay until the event is over and all guest are gone.**
- **Minors are not to be served or be allowed to be in possession of alcohol under any circumstances on the premises at any time.**
- Bar will close 1 hour before the end of your event if ending at midnight.

I have read the Security and Alcohol Policy/Agreement and understand it. I further understand that anything other than strict adherence to these policies may result in cancellation/termination of the scheduled event without refund and/or legal repercussions. _____ initials

Upon signing this agreement as CLIENT 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

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. DJ's must use GAFF tape only for securing cords.

Cleaning

The CLIENT will be responsible for leaving the facility in the same condition in which it was given to them prior to the event. Parking lot clean up and outside area of barn is part of your clean up requirements. Please remove any food and drink from refrigerator, microwave, and oven. All food that is not taken must be put in trash bag and disposed of in outside dumpster. Clean up any spills on floor including inside appliances. Wipe down tables and chairs before storing them. Please sweep and mop the floors and wipe down the counters, sink and any appliances or equipment used. *Refer to cleaning checklist posted in custodial closet. Excessive cleaning required by French Country Meadow after the event will result in a loss of your 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, and **any amount of vomit**. If damages/cleaning exceed balance of the \$500 deposit, additional payment will be required. Clean up can be done the morning after your event and must be complete by noon. (Check with management) If the venue is booked the next day, you must clean up the day of your event. All clean-up and breakdown must be completed within two hours of the conclusion of the event. We can arrange cleaning service for you if interested. You are still responsible for removing all food and decorations and

personal belongings. **Cleaning fee: \$150** yes initials No, I will be responsible for cleaning initials

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.

Decorations

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

- **Candles**: Any use of candles must be approved by the facility manager. No Open flame candle. 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. **No Candles on Staircase/railing, upstairs, balcony or bar area. No candles sitting on the floor to prevent being knocked over and wax spillage on floors.**
- **Please do not rearrange furniture in bride room. Tables and chairs are to remain inside building.**
- CLIENT can bring items into the building, however French Country Meadow will not be responsible or liable for the damage, theft or loss of any of these materials.
- **The use of tacks, pins, glue, spray adhesives, nails or tape of any kind is not permitted on the walls, staircase, balcony, floors, ceilings, or columns. If there is damage to the walls or floors your deposit will be forfeited.**
- Painting of objects for decoration purposes not permitted on French Country Meadow property.
- Decorations may not be hung or suspended from ceiling, lighting fixtures or vents.
- **No confetti, glitter, hay, rice, birdseed, or flammables or anything smaller than a dime inside building**
- Balloons are allowed however the ceiling fans must remain off during the event if you choose to have balloons.
- All send-off items must be environmentally friendly/biodegradable.
- **No fireworks, sparklers or any other incendiary devices may be used on the property**
- Please do not drag any chairs, tables, equipment or other heavy objects across the floors so as to not damage the finish. **If there is damage to the floors your deposit will be forfeited.**
- A copy of credit card is required to be kept on file in the event damages exceed the amount of security deposit. initials

 I understand that I am responsible for any damage caused by any items brought in from an outside source i.e. DJ equipment, rental equipment, kegs etc.

The French Country Meadow does not accept any responsibility for damage to, theft of or loss of any articles or property (including vehicles) 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 or theft 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, theft, 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, theft 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. **Management reserves the right to refuse service to anyone for any reason!!**

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: _____

Signature: _____

Date: _____

French Country Meadow

Name: Kim French or Darrin French

Signature: _____

Date: _____

Client Initial _____

Manager Initial _____