

Wedding Contract

Contact Information

Primary Contact	Phone	Email
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Address

Secondary / Emergency Contact	Phone	Email
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Event Information

Type of Event		Start Time	End Time
Number of Guests Expected	Day / Time Property Access Begins ^o	Day / Time Property Must Be Vacated ^o	
Will Your Event Require Alcohol?	Expected No. of Guests over 21	Type of Bar	
Will You Be Having Your Rehearsal Dinner at the Inn?	No. of Guests	Will the Dinner Require Alcohol?	

^o**Note:** It may be possible to drop off/pick up **OUTDOOR EQUIPMENT** outside of your rental period. Early drop offs are **NOT** guaranteed, but we will try to be as flexible as possible. Please check with an innkeeper for availability.

Payment Schedule

The primary contact is agreeing to pay a rental fee of \$_____ plus tax which will be due and payable according to the schedule below. Payment can be made by Visa, Mastercard, Discover, American Express, check or cash. Checks should be made out to the Inn at Irwin Gardens. The Inn reserves the right to cancel the event at any time for non-payment of balances due prior to the event.

	Amount	Due Date
Non-Refundable Date Hold Deposit – Due at Booking	\$1000	
Second Payment Due – 90 Days Prior to Event		
\$1000 Refundable Security Deposit – 14 Days Prior	\$1000	
Remaining Balance – Due at the Conclusion of the Event		

Note: Billable fees, requested/required expenses or staff costs, will be detailed on your event invoice as they are determined necessary. As much as possible, expenses will be estimated and approved prior to being incurred. However, renter agrees in advance to accept responsibility for and to pay any damage costs or additional cleaning fees required from property misuse, smoking, etc. as outlined in this rental agreement. These charges will be included on the invoice and will be made known to the renter, but the Inn reserves the right to collect these fees without additional notice or approval.

Acknowledged, Agreed & Authorized

Primary Contact _____

Date _____

Conditions and Responsibility of the Renter

Please read the material below to make sure all parties understand the requirements of providing everyone's safety and keeping The Inn at Irwin Gardens a well maintained and safe location for future use.

Security Deposit and Damages..... Initial_____

A security deposit check of \$1000 made payable to The Inn at Irwin Gardens is required and due 14 days prior to the event. **Please note that this deposit is SEPERATE from the non-refundable date hold deposit.**

The security deposit will be refunded within seven days following the rental period provided the premises are maintained and left in the same condition as when rented, and satisfactory to the The Inn at Irwin Gardens management. Cleaning must take place before the renter vacates (either by the renter, planner, caterer or party designated by the renter) leaving it in the same condition and working order as the renter found it.

Any cleaning (cigarette odors) or repairs deemed necessary beyond normal use (i.e. paint damage and floor gouges) will be charged and deducted from the security deposit. Any damages to the building or any part of the premises or its historic contents, including furniture or artwork, totaling more than \$1000 the renter will be solely responsible for such damage, and the Inn reserves the right to file a claim on the renter's Event Liability Insurance Policy.

Event Liability Insurance..... Initial_____

Special Event Liability Insurance is required for all renters of the property. This insurance can be arranged through the renter's homeowners insurance policy. The insurance must, at the renter's expense, provide and maintain public liability and personal property damage insurance, insuring The Inn at Irwin Gardens property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. The Inn at Irwin Gardens shall be named as an additional insured of said policy.

If alcohol is to be served please make sure that the policy includes Host Liquor Liability coverage to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests.

Any caterers and/or bartenders, companies, and/or institutions **MUST** provide a copy of the Certificate of Insurance and Catering License to The Inn at Irwin Gardens.

Personal Liability..... Initial_____

Renter agrees to indemnify, defend, and hold The Inn at Irwin Gardens, its landlord, building owners, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at The Inn at Irwin Gardens.

In the event The Inn at Irwin Gardens, its landlord, building owners, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay The Inn at Irwin Gardens, its landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by The Inn at Irwin Gardens, including all collection expenses and interest due.

Event/Wedding Coordinator Initial _____

The renter agrees to have an Event/Wedding Coordinator on the day of their event/wedding. This Coordinator MUST be a professional. Our on site Coordinator will need to meet with them in order to give approval. If a Coordinator isn't booked by the 30 day meeting prior to the event/wedding. Renter agrees to pay \$1800 to Ivory and Lace Weddings for Coordinating their event/wedding.

Parking Initial _____

The Inn at Irwin Gardens assumes no responsibility for any loss or damage to host or guests vehicles parked on the property, including vehicles left overnight.

Guest Entrance & Accessibility Initial _____

Event guests are expected to enter and exit the property through the garden gates. Only members of the wedding party/staff are allowed access to the house. After the ceremony begins the house is locked and only the Wedding Coordinator has a key to allow access to the home if needed. Restricted areas will be clearly marked by the Inn through the use of signs, stanchions, etc, during the event. The Inn staff reserves the right to ask anyone found exploring the house, guest rooms, Innkeeper residence or other restricted areas of the property are subject to a \$100 fine per incident.

The renter should understand that the house and gardens have limited handicap accessibility. There is a delivery ramp that handicap guests are welcome to use to access the terrace and the gardens from the back drive. All of the main garden areas are sunken and each entrance will have a few stairs to navigate.

Restroom Facilities Initial _____

There is a single handicap-accessible restroom that will be available for your guests during the event/wedding. There is no access to the house for additional restroom facilities.

Children Initial _____

Children under the age of 10 must be under the constant supervision of an adult at all times. Shouting, running and playing in the elevator and on the walls/fountains/statues in the garden is strictly prohibited. If children are found running inside the house, damaging property or found unattended, the parents/guardians will be asked to leave the property immediately with their children. If children are seen exhibiting disruptive or destructive behavior, whether in the gardens or in the house, a \$350 fine will be charged per incident.

Use of the House Initial _____

Only the Clementine Tangeman suite will be available as a ready room for members of the wedding party and must be vacated. All personal items removed by the time the ceremony begins. No other part of the house will be open to guests as a waiting area or for item storage before, during or after the wedding.

Refrigerator space is not provided beyond the mini-fridge in the kitchenette of the Clementine Tangeman Suite.

No overnight guests are permitted to spend the night on Saturday other than the bride and groom. The house will be locked at the commencement of the ceremony and only the wedding coordinator will be given a key for re-entry. Anyone who is given entry after the ceremony will be escorted by someone. You will be expected to keep the front door closed and locked at all times. Serious security violations in regards to the front door may result in a financial penalty. Renter will be held responsible for any damage, theft or injury caused by failure to comply with basic security.

Any areas marked staff only is to be respected as such. If any Inn Staff finds guests, or any members of the wedding party wondering through these areas there may be a penalty of \$100 per incident applied to the invoice.



Fire Restrictions Initial _____

The use of any candles inside the house or use of guest room fireplaces is **strictly prohibited** as the Inn is a historic property with no sprinkler system.

The use of candles, lanterns, tiki torches, floating fountain lights and hand-held sparklers are encouraged on the terrace and in the gardens. Please keep in mind that floating candles, submersible lights and sparkler sticks must be retrieved by the renter before vacating the property. The use of fire features must be pre-approved and Inn reserves the right to refuse any fire features as it sees fit.

Site Decoration Initial _____

The Inn at Irwin Gardens wants to make every event/wedding a special and memorable experience. Therefore every effort will be made to allow the Renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items may be used on the terrace or on the garden walls. Any tape or gummed backing materials must be removed by the renter with out damaging paint or other surfaces. Any wall damage will be deducted from the security deposit. We also do not allow heavy amounts of glitter or confetti, such as glitter cannons or confetti cannons. If you are not sure what decorations we do allow ask the onsite coordinator. If candles are being used, renter agrees to leave no residue behind. If candle wax is found a penalty will be issued given the amount.

Personal Conduct Initial _____

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event/wedding. Any drug use or illegal activity will be reported to the police.

Disparaging remarks, harassment or any type of physical violence will not be tolerated and will be cause for immediate expulsion. The renter and their guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of The Inn at Irwin Gardens staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

Commitment to Responsible Drinking Initial _____

We are committed to ensuring your guests enjoy their experience during the event/wedding while consuming a safe amount of alcohol. Our bartenders and servers are required to serve responsibly. Please be aware that we reserve the right to refrain from serving anyone who is intoxicated. Any outside alcohol being consumed on the property during your event/wedding is strictly forbidden. There will be \$150 fine per incident.

Security Initial _____

A security guard will be present for all events/weddings alcohol is present. The Inn at Irwin Gardens may hire the security guard for you and had their fee to your invoice. Or the client may hire their own professional security guard. This MUST be a hired professional.

Lost & Found Initial _____

The Inn at Irwin Gardens takes no responsibility for personal effects and possessions left on premises during or after any event/wedding. We do, however, maintain a Lost and Found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.



Noise..... Initial _____

Renter acknowledges that the premises are located near residential units and therefore agrees to control the noise level at the event/wedding so that it does not disturb neighboring occupants. Amplified music/DJ must end by 10 p.m. If the noise level continues to be elevated after 10 p.m. a \$150 charged will be accrued for every 15 minutes that the noise continues after renters have been notified by Inn Staff to turn down the music volume. In the event that the renter's event/wedding creates a disturbance due to high noise volume, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded.

Cleaning, Trash & Equipment Removal..... Initial _____

The Inn at Irwin Gardens will be in a clean condition prior to your event/wedding. If, at any time an Inn Staff member is required to clean up a mess created by the renters in order to continue with the basic operations of the Inn a \$100/hour service fee will be charged.

You are required to return the space to the same clean condition in which it was found. The catering staff will be responsible for clean-up areas used by them before vacating the property. The Inn is happy to dispose of the event's trash or unwanted items as long as it has been bagged.

All rental equipment must be arranged for pickup by noon the following day. If the rental company will not pick up on Sunday, any rental equipment not provided by the Inn must be removed from the main garden and terrace areas to be stored in a space as directed by the Inn Staff until Monday morning. Weather protection for all equipment will be the responsibility of the renters or rental company. Renters are responsible for completely removing anything thrown at the bride and groom including petals real or fake, seeds, balloons, etc. If the property requires any further cleaning, a fee of \$100/hour will be charged.

Cigarette and Cigars may be smoked out in the driveway in the appropriate locations deemed by the Inn. Evidence of smoking in the house or in the gardens, including ash, cigarette stubs, or lingering odors will incur a \$250 cleaning fee per incident.

City, County, State and Federal Laws..... Initial _____

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times. NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. The Inn at Irwin Gardens, in its exclusive discretion, to expel anyone who in it's judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of The Inn at Irwin Gardens or the safety of it's staff, guests, or building contents.

Cancellation..... Initial _____

The Date Hold Deposit is Non-Refundable.

More than 60 days prior to event: 50% of any additional payments made and 100% of security deposit will be refunded. From 30 days prior to event: NO PAYMENT WILL BE REFUNDED. The date hold deposit will NOT be refunded in any case.

