

SHADOW MOUNTAIN

EVENTS

CONTRACT AND POLICIES

This signed contract and event agreement, with Shadow Mountain Events, LLC a Washington Limited Liability Company, (Shadow Mountain Events), confirms the reservation for:

Today's Date: _____
Event Date _____
Contract Amount: \$4,000.00 plus tax
Bride and Groom: _____
Address: _____
Phone Number(s): _____
Email(s): _____
Contact Person: _____

Rental Period

There is only one wedding per weekend and you have the use of the property for the times indicated.

Friday _____, 20__ from **4:30 p.m. to 7:30 p.m.** for setup and rehearsal.

Saturday _____, 20__ at **10:00 a.m. to 10:00 p.m.** for wedding and reception. With a ceremony start time ***no earlier than 5:00 p.m.*** and end no later than 10:00 p.m.

Cleanup will be allowed the day following the event (Sunday) but all cleanup and breakdown must be completed by **10am**. However, all tables must be cleared of garbage and centerpieces the night of the reservation. Setup and rehearsal the day before the event (Friday) will be allowed beginning at 4:30pm and no later than 7:30pm.

Guest Limit/Table/Chairs

Table and chairs are provided up to **260 people maximum**. If guest attendance exceeds this limit, additional costs will apply as tables and chairs will need to be rented and delivered to the venue. The setting up and breaking down of tables and chairs is your responsibility. Additional fees will apply if you want us to contract the labor for setup and break down. If guests grossly exceed the package limit the wedding may be canceled and all payments are nonrefundable. Rehearsal is limited to a maximum of forty (40) guests including the wedding party.

Cost To Rent The Venue

Wedding Package– Venue Rental for Friday from 4:30pm – 7:30pm for rehearsal and the setting up of tables and chairs. Wedding and reception on Saturday from 10am to 10pm, then Sunday from 8am to 10am for cleanup. The cost is **\$4,000 plus sales tax** which includes tables, chairs, table linens plus any of the miscellaneous items located in storage room such as decorations, misc equipment, vases, ect.

Deposit and Payment Policy

A deposit **\$750.00 deposit** is required to hold the above referenced 'Event Date.' Please see our Cancellation Policy. Final guest count, the number of tables and chairs needed are due three (3) weeks prior to the date of event and the final bill will be sent out at this time. Payment is due in full four (4) weeks prior to the date of event and is non-refundable. A one percent (1%) charge per day is billed if payment is not received by _____.

Personal checks are the preferred method of payment. A NSF fee of \$50 will be charged by Shadow Mountain Events for all returned checks. Cash is also acceptable.

Damage Deposit

A damage deposit of **\$350.00** is due along with the final bill, and will be returned via check within 7 business days after the event. Any broken items, dirty items or items that were not put away properly will be charged against the damage deposit at an hourly rate of **\$80 per hour** plus an itemized list for replacement of broken items.

Cancellation Policy

Once the deposit is made and the date has been set, the deposit is non-refundable. If the event is cancelled six (6) months prior the "Event Date", any amount above the deposit amount will be refunded within fourteen (14) days of the time written notification of cancellation is given.

Pets

During the past few weddings, we have experienced guests bringing dogs to the wedding and reception. While we are pet lovers ourselves, this has caused a good deal of stress and the barking has disrupted some of the receptions. We do **NOT** allow pets to be brought on the property. Please inform any guests that may be traveling with pets to find a safe and secure place to keep them while attending the event.

Parking

Parking is available for approximately 80 mid-sized cars. If you would like to give your guests the option of having a transportation service available, if someone has had too much to drink, this is recommended. If you have over 50 cars, you must supply a parking attendant or even two. This is highly recommended.

Towed Boats and Trailers

Because parking is tight and with it being difficult to turn a vehicle around that is towing a boat or trailer, we ask that any guests traveling with a towed item, to please leave it somewhere off the premises.

Children

Because Shadow Mountain Events has many acres of property, we must insist that any child under the age of 18 be under the supervision of a parent or guardian at all times. Children are not allowed to roam the grounds unattended. They are not allowed to climb the trees, the tree house, or to enter any outbuildings. Shadow Mountain Events is not responsible for any liability claims filed by a parent, if a child is hurt or harmed in any way.

The Residence

The residence on the property is a private residence and is not to be used at any time by guests. The bridal party to welcome to wait inside our home from 4pm to 5pm or for the 1 hour prior to the ceremony start time.

Food

The outdoor kitchen is for the use of you and your guests. ***You are responsible for all setup and clean up.*** You may hire a caterer of your choice or you may opt to use the outdoor stove, fridge, freezer and BBQ. The propane is provided to you at no additional cost. A small chest freezer is provided for ice, however all ice must be bought and supplied by you. We do **NOT** have an ice maker onsite. An average event uses 25 bags of ice.

Garbage

Three garbage cans are provided onsite as well as garbage bags. After the event, all garbage must be bagged, tied and put behind the outdoor kitchen for garbage pickup. We will arrange to have the garbage picked up after the event and disposed of at no additional cost.

Smoking

If a guest wishes to smoke, ashtrays will be provided in a specified smoking area. Please ask guest to keep the area clean. If there is extensive trash due to cigarette or cigar butts, an additional minimum cleaning charge of \$100 will be due.

Confetti/Sparklers/Silk Petals

The use confetti, birdseed, rice, sparklers and/or silk petals is NOT permitted. Chelan County has a burn ban (no open flame) and a ban on the use of fireworks which includes sparklers. **Fresh and/or dried petals or anything else that is biodegradable is allowed, so long as it is able to be processed by a lawnmower. Please confer with the Jennifer during the planning process if there is something else you would like to use.**

Food, Beverage & Alcohol Policies

All food and beverages will be the responsibility of the renter. It is up to you discretion whether to use a caterer or bring in your own food and beverages. We are a "Heat & Serve" facility only.

Alcohol Policy

The client assumes all responsibility for alcohol consumption of their guests. The undersigned client is liable for any lawsuits or damage brought on by their guests.

Wine and Beer ONLY can be brought on the premises by the client or caterer. Guests are not, under any circumstances, allowed to bring any type of alcohol on the property to be consumed during the event. If gifts are alcohol based they will be allowed however they cannot be consumed on the premises under any circumstances.

No Hard Alcohol of any kind is permitted. No flasks or bottles will be permitted by the wedding party or guests to be consumed on the property including the parking areas. If hard liquor is found during the event or if guest are consuming alcohol in the parking lot, cars or any other area on the property, the person or persons will be asked to leave and the event will be closed.

INITIAL HERE: _____

Alcohol Service

A license bartender must be supplied by the client or caterer. We have a list of bartenders in the area that we can recommend but it is your responsibility. Proof of a State Issued Class 13 Servers Permit or Class 12 Mixologist Permit (required if pouring from kegs) must be provided to Shadow Mountain Events at the above address no later than one (1) week prior to the date of the event.

Anyone consuming alcohol under the age of 21 is forbidden and illegal. Anyone drinking alcohol should carry a valid ID on them at all times. We reserve the right to "cut off" or revoke the privilege of anyone in attendance from consuming any more alcoholic beverages if the Staff determines they have and enough to drink or appear intoxicated. **The client assumes all responsibility for the alcohol consumption of their guests. The undersigned client is liable for any lawsuits or damage brought on by their guests.**

Keg Policy

- No more than **four (4) kegs maximum** per event shall be permitted.
- Kegs should be brought on the night before the event so the beer can chill and settle in the fridge.
- The kegs need to be set and tapped by the client. The staff at Shadow Mountain Events will not set up full kegs, tap kegs or carry empty kegs.

Music

All amplified music must end by 10:00 p.m. (zoning regulations) and all wedding guests must vacate the premises by 10:15 p.m. The wedding party may stay to gather gifts and other items no later than 10:30pm. **We do not permit the use of "Bass" or "Woofers"**. The mountain behind us causes an echo and the added bass is not permitted. During the reception, only **two** speakers may be used and they must be placed **on the ground** both facing the house and/or one facing the outdoor kitchen area. If the music is too loud, we will ask you to turn it down and if necessary, completely off. We appreciate your support in our efforts to minimize the noise and keep the peace with our neighbors.

INITIAL HERE: _____

Responsibility to the Client

The undersigned client agrees to indemnify and hold Shadow Mountain Events, LLC and Jeff/Jennifer Collins harmless from any and all liability of any kind or nature, including but not limited to any liability arising under any statute, ordinance or regulation in connection with the use of the facilities, owned by Shadow Mountain Events, LLC, and against liability from any claim for personal injury, death or property damage to any person or party whatsoever, including the client, by reason of the use or operation of the facilities owned by Shadow Mountain Events or the condition of said premises. Client specifically agrees in indemnify and hold Shadow Mountain Events, LLC and Jeff/Jennifer Collins harmless from any and all claims relating to the consumption of alcohol by guests invited to the reception by the undersigned client. Client and all guests invited by the client to the facilities used by

Shadow Mountain Events shall comply with all applicable statutes, ordinances and regulations with respect to the use, operation and/or condition of the facilities used by Shadow Mountain Events.

If this contract is referred to an attorney for enforcement of any terms of this contract or for the collection of any sums due to Shadow Mountain Events, LLC, the client shall pay all costs and reasonable attorney fees incurred by Shadow Mountain Events in enforcing any term of this contract, specifically including any payment obligation of the client. If a suit or action is instituted by an attorney for Shadow Mountain Events to enforce any term or obligation identified in this contract, specifically including any payment obligation, client shall pay all reasonable attorney fees and cost incurred by Shadow Mountain Events in pursuing such suit or action.

This contract shall be construed and enforced in accordance with the laws of the State of Washington. The venue for any suit or action to enforce any term or obligation of this contract, specifically including any payment obligation, shall be, at the option of Shadow Mountain Events, in Chelan County, Washington.

Please make sure you have read the alcohol policy and music policy thoroughly.

Client Signature _____ Date _____
Print Name: _____

Jeff/Jennifer Collins, Owner _____ Date _____

Please make a copy for yourself and return the original to:

Shadow Mountain Events
Jeff/Jennifer Collins
84 Shadow Lane
Chelan, WA 98816

Cell Phone: 509-670-1206
Home Phone: 509-682-8457
jennifer@ShadowMountainEvents.com