

Chapters on the Horizon LLC 12815 River Drive, Viola WI 54664

Venue Capacity: 350

WEDDING & EVENT VENUE CONTRACT

(THIS IS ONLY A SAMPLE - REVIEW YOUR SIGNED CONTRACT FOR YOUR SPECIFIC DEFINITIONS) We honor all of our contracts!

You have the option of bringing your own food and refreshments (alcoholic and/or non- alcoholic) for the **rehearsal dinner only.**

**Chapters on the Horizon LLC is not responsible for cleanup after the rehearsal dinner.**

## CEREMONY:

*Weather is unpredictable - you can always plan to have the ceremony outside and if the weather is not desirable, your Ceremony can be moved indoors. See Policy below.*

***We understand you may be in the beginning phases of planning. We recommend/advise meeting with our venue manager one month from your wedding date to finalize details, which include floor layout, something borrowed inventory and linens.***

## FOOD & ALCOHOL:

Dinner must be done by a licensed catering company:

Deserts/snacks/appetizes can be self-catered.

Chapters on the Horizon LLC does **not** provide any food service utensils, plates, salt, pepper, glasses, staff or serving dishes. We are not responsible for any food beside our frozen pizzas that are available to purchase at the bar after 9 P.M. We will have Ice available on site for $5 a bag, if you are needing a large amount of ice, please give us a 48-hour notice. Chapters on the Horizon LLC is not responsible for providing staff to assist with catering.

### Chapters on the Horizon LLC is not responsible for cleanup after catered events.

**All licensed caterers are welcome, a copy of their insurance is required two weeks prior to the event. Caterer/facility renter is responsible for leaving kitchen prep area as they found it.**

**Alcohol:**

We are a fully licensed bar. All alcoholic beverages for the day/night of event must be purchased through Chapters on the Horizon LLC. No outside alcohol is allowed. If outside Alcohol is found on the premises during day of event, it will be confiscated and

you risk losing some or all of your security deposit. If Carry- Ins persist after warnings- Chapters on the Horizon has the right to shut down event at any given time. Bar can remain open until 2:15 A.M. if facility renters wish- must have adequate guest at bar to remain open after midnight. **Alcohol is not included in the price of the venue rental.**

There is a full-service bar on the main level. Chapters on the Horizon LLC will provide staff based on event needs at a rate of $25 per hour per staff member. *Chapters on the Horizon LLC reserves the right to deter mine staffing needs based on your event size.*

### Bar Packages:

***Cash Bar*** - All guests are responsible for their beverages and bartender gratuity, cash and credit accepted (4% service fee applied to credit card sales an additional 20% will be added for any bar tabs for bartender gratuity). Cash bar will always be available during the duration of your event. Last call is at 2:15 a.m. or earlier if you choose. (Example: midnight) Must have adequate guest at bar after midnight to allow bar to remain open.

***Open Bar*** - Client(s) is responsible for bar tab and bartender gratuity (20%). We do not sell kegs. Ask us why at a tour. We do sell cases of wine.

### Predetermined Amount: is custom to our couples, you choose items, amount or hours you wish to purchase. If you do not hit your custom amount a refund will be given.

*\*Bartender(s) will provide updates throughout event and client(s) have the option to increase the dollar amount during the event, any additional charges will be due at final walkthrough the day after the event.*

*Examples:*

*$1000 exclude top shelf + 20%*

*$500 Beer & Wine (20% included in price)*

#### \*After open bar package has concluded, cash bar will be available through the duration of the event.

Chapters on the Horizon staff can/will set up and pour champagne for a toast for head table only.

### Wine Tasting

Chapters on the Horizon will provide a wine tasting to the bride and groom if requested one month before the wedding while meeting for final details. If wanted, it’s $20 per bottle for wine tasting. You will be able to take home the bottles opened during your wine tasting.

# ADDITIONAL VENDOR INFORMATION: We do not have any restrictions on

**the vendor team you choose. We will need a copy of catering, DJ or Live Band Insurance two weeks prior to the event.**

**LINENS:** Package will now include linens. There are 13 different color options for napkins, and swatches are onsite for you to view during your showing. Subject to change without notice as we outsource linens/napkins. Table Clothes come in black or white. You are welcome to bring in own linens. We need at least a two-week notice if you are using linens from us. Linens come clean and pressed in plastic - we do not iron linens unless paying for set up fee.

**CLEANING:** Chapters on the Horizon LLC offers a full-service cleanup for a flat rate of $500.

Client(s) have the option to clean the ceremony and/or event space (no cleaning fee will be applied as long as the below responsibilities are completed).

*Client(s) cleaning responsibilities are the following:*

-Wipe tables and chairs clean and return them to their original locations (DO not Stack or break down)

-Clean up any spilled liquids/ food/body fluids

-Sweep the floors

-Bag trash and place it in the dumpster

-Responsible for removal of all personal items from premises by 12 p.m. the following day of event

-Place used linens in linen bags (provided)

-Clean outside trash/cigarette butts/fireworks ect.

-Ceremony site cleaned

-Something Borrowed item cleaned, all food, soot and wax removed

**EVENT RENTAL RULES AND REGULATIONS**

All Client(s) are jointly and severally responsible for all terms and cost related to this agreement. NO Deposits will be refunded for any cancellations (no exceptions). The client(s) is responsible for any and all damages and injuries related to your rental event occurring at Chapters on the Horizon LLC.

Chapters on the Horizon LLC reserves the right to terminate use of the property to any organization or individual that violates the following policies and procedures. **By submitting payment** to Chapters on the Horizon LLC **you are accepting the Event Rules and Regulations**.

### I/We understand that the parties hereby released accept no liability of any sort by reason of said lease/rent/use and occupancy of the premises. I/We declare that the terms of this lease/rental/use agreement have been completely read and are fully understood and are voluntarily accepted.

**COVID - 19 Disclaimer:** During this unknown time of Covid-19, having a small gathering is an inherent risk of exposure to covid-19 in any public place where people are present. Covid-19 is an extremely contagious

disease that can lead to severe illness and death. Chapters on the Horizon LLC **and your guest voluntarily assume all risks related to exposure to Covid-19 or any disease. Anyone who is part of your event or visiting during your event should not visit if they are experiencing fever, cough, fatigue or shortness of breath.**

1. All renter(s) of the facility shall be required to sign the above contract, pay deposit and rental fees prior to using facilities and grounds. This contract is dependent upon approval

by Chapters on the Horizon LLC. Chapters on the Horizon LLC reserves the right to cancel the agreement in the event of a breach of contract by the renter(s), when the rules outlined in this contract are not followed or if the event is not acceptable.

1. The person(s) signing the rental agreement must be at least twenty-one years of age.
2. Facility rental for Saturday weddings allows access to Chapters on the Horizon LLC 12 pm Friday until 12 p.m. Sunday. $1000 PER DAY IF YOU WISH TO ENTER EARLIER IN THE WEEK DEPENDENT ON VENUE AVAILABILITY OR $100 AN HOUR.
3. Cancellations: In the event of a cancellation of event or wedding, all retainers made to date **are nonrefundable.**
4. The facility rental fee includes the use of the venue’s table and chairs for indoor use only. For outdoor ceremonies we have 60 permanent 8ft benches at the Pergula/Arch!
5. If the weather does not allow for an outdoor ceremony or you choose an indoor ceremony, the renter can setup the ceremony indoors at no charge (renter is responsible for indoor ceremony setup, takedown and reception setup).
6. Any damage beyond normal wear and tear of the facility, equipment, grounds, and/or furnishings shall result in damage fees equal to the cost of repairs including labor, or replacement as determined by the facility owner.
7. Decorations must not be attached to the building by using nails, staples, tacks or cellophane tape. Masking tape, rice, paint, confetti, glitter, gum, silly string and fog machines are not allowed inside or outside the facilities. Any use of candles must be approved by

the facility. All candles must be contained or enclosed in glass. The flame must not reach higher than two inches below the top of the glass.

1. Set up at noon on Friday will be done by renter(s). This includes ensuring tables are laid out per your desire, linens on tables, placement of napkins, decorating, adding your candles to the decorations (candles approved by facility), etc. Please note

that lighting candles will not be done by Chapters Staff. This will be waived in the event that you opt for the added service of set up.

1. A set of keys to the Venue will be given to the renter(s) on Friday at noon. As of Noon on Friday the Venue and items on the property will be the renter(s) responsibility until keys

are given back on Sunday at noon.

1. Swimming in the pond (18ft deep) is at your own risk, there is no lifeguard on duty. Chapters on the Horizon LLC is not responsible for any accidents.

Fishing is catch and release ONLY.

1. Animals, generally, may not be brought on the premises.(unless Bride and Grooms) Only registered service animals may enter the buildings. Any other animals on the premises must be approved in writing prior to the event. Renter(s) must remove excrement left by any animal(s) brought to their

event as soon as it is created.

1. Chapters on the Horizon LLC is a non-smoking venue. SMOKERS ARE ONLY ALLOWED TO SMOKE OUTSIDE. Smoking materials must be disposed of properly and safely. No artificial smoke inside the building such as vapes.
2. Compliance with Laws: The renting party shall comply with all applicable laws and regulations and shall not use or occupy Chapters on the Horizon LLC for any unlawful purpose or permit others to use or occupy Chapters on the Horizon LLC for any unlawful purpose.
3. Alcohol: Persons under the age of 21 may not purchase or consume alcohol under any circumstances. Chapters on the Horizon’s LLC staff may check ID for persons they believe may be under the age of 35. Wisconsin State law provides that alcohol servers are allowed

to deny service to anyone. Guests may not serve themselves. All Wisconsin alcoholic beverage laws and statutes apply. The renter agrees to obtain all beverage services and products through Chapters on the Horizon’s LLC. NO outside alcohol can be brought onto the grounds the day of the event. Doing so violates our liquor permit, it will be confiscated and will result in

the loss of your damage deposit. **If carry-ins persist after warnings Chapters on the Horizon had the right to shut down the event at any given time.**

1. Chapters on the Horizon LLC is not responsible for any damage to vehicles parked on the premises.
2. Entire of understanding: The renter/s agree this contract contains the entire understanding between them and Chapters on the Horizon LLC and that there are no oral or written promises, inducements, representations, warranties, covenants, undertakings or agreements whatsoever between them, except as contained herein. This agreement cancels, annuls, and invalidates any and all prior agreements between parties, whether verbal or written, regarding the rental of Chapters on the Horizon LLC.
3. Outside vendors: Prior arrangements need to be made and agreed upon for tent(s), bounce house, etc. and a copy of the outside vendors insurance is required.
4. Fire Pits: Fire pits are available if desired. Fire pits are gas, do not apply wood. Chapters on the Horizon LLC supplies one propane tank per fire pit for reception day/night only. Chapters on the horizon staff will lite firepit and turn all outside lighting on at dusk.
5. Impossibility: Chapters on the Horizon shall not be held liable for failure to carry out the event due to fire, flood, electrical failure, an act of God or other conditions beyond reason able control. Force Majeure- Cancellations due to choice when Chapters on the Horizon is legally able to host the event will not receive a refund.
6. Conduct: Renter(s) agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations, and Chapters on the Horizon LLC rules. The Renter(s) assumes full responsibility for the conduct of all persons in attendance and for the damages, loss, and liability incurred therein. Chapters on the Horizon LLC reserves the rights to refuse patronage and service to any renter(s) and/or guests if they do not comply accordingly.
7. If any provision of this rental agreement is violated, the renter shall forfeit the entire deposit.
8. Security Deposits will be refunded in 10 business days after the key is returned and the venue is inspected for damages. Failure to comply with cleaning checklist will forfeit your whole deposit.
9. We do allow overnight RV parking and camping with prior approval as long as no damage is done to property which includes trash being cleaned up by Sunday noon. You are responsible for your guest and camping- damage or trash cleanup fees will be taken out of security deposit. Please note we do not have electrical, outdoor toilets, showers or sewer hook-ups. It is strictly Dry Camping.
10. Chapters on the Horizon’s LLC event staff are not responsible for any supplies or equipment that are brought in for your event. Event staff is not responsible for personal property that is damaged, lost, stolen or left on the premises.
11. Pyrotechnics may be used on the property - must be approved in writing prior to the event. Large firework shows can be a MAX of 10 minutes and must be done close to dusk. We only allow a limited number of large fireworks per year. Proper Permits needs to be filled out with the township ( found on website)
12. If using our complimentary “something borrowed” closet of décor it is expected to return items in condition you found them. If something is broken or damaged it will be deducted from your security deposit. We do not supply batteries unless set up fee is paid. All wax must be removed from decor. We highly recommend dripless candles to reduce wax - found on amazon. All items must stay inside the venue and on the property of Chapters on the Horizon.
13. Children must be supervised at all times while they are on the property.
14. Facility Renters shall indemnify, defend and hold harmless “Chapters on the Horizon LLC” and its members and employees against any and all liabilities, damages, losses, costs

or expenses (including reasonable attorneys and professional fees and other expenses of litigation and/or arbitration) resulting from or arising out of a claim, suit or

proceeding brought by a third party against “Chapters on the Horizon LLC” for bodily injury, personal injury, or property damage arising out of the facility renters use of “Chapters on the Horizon LLC” premises.

1. No weapons or drugs are allowed on the property.
2. Facility Renter shall maintain at all times during the period of use insurance with the minimum limits shown below for day of event:
3. Commercial General Liability Insurance providing limits for bodily injury, liquor liability and property damage of $1,000,000 each occurrence. The policy must include “Chapters on the Horizon LLC” as an Additional Insured on a primary and noncontributory basis. Approx. cost is $190 dollars; we recommend vensure.

We are a fully insured venue;( our insurance protects us) however, this policy helps protects **yourself** against financial loss that could result from a wedding mishap or vendor incident. Wedding Liability insurance is now required by many wedding venues.

### Facility Renters will provide a certificate of insurance, documenting the terms in clause A. prior to using the premises.

This beautiful establishment has been built for the enjoyment of our guests. It has taken a great deal of time and work, and your respect of our property is expected and appreciated.

Onsite staff during the event will be the lead bartender and Bartenders only. The venue manager works with you via email, phone or meetings in the months leading up to your wedding to ensure the venue space meets your needs on your wedding day. They will review your site plan and timeline and are present on your wedding day to provide access to your vendors (caterer/dj/band) at the appropriate times. The venue manager will be on site but may not be visible, as they will be moving about the property, doing a number of things in preparation. They will be available to your vendors to answer any questions and resolve any issues regarding the venue (air/heat/restrooms/ lighting, electrical. Ect) but will be a limited resource for guest. Our team does not coordinate or implement your wedding day timeline and does not take place of a wedding planner, serving/catering staff or coordinator.

**Things we do on the day of your event:**

* Put out deck cushions and blankets, light fireplaces, turn on deck lights
* Set up Chapters's bag sets outside (Weather permitting)
* Stock bathrooms with toilet paper and paper towels as needed
* Take out overflowing trash cans during event
* Dim lights during event
* Make pizzas as ordered
* Communicate with you about the bar tab status as needed/requested
* Set up, manage and take down main bar
* For Indoor Ceremony: we will lock main doors and stand outside and redirect late guess to side doors once ceremony starts.
* Raising/closing blinds for speeches/dinner
* If paying set up fee: Staff light and turn on all candles before ceremony and blow out candles at end of event.

### Wedding day "jobs/tasks" to consider when you're thinking of hiring a wedding day coordinator or designated a family/friend:

* Candle lighting- Please remember lighters. Our staff does not light candles unless set up fee is paid.
* Communicating to vendors change in timeline.
* Implementing the time line you've laid out.
* Refilling water/ice/coffee for any beverages/snacks you've/cater brought in. (including outside ceremony)
* Bringing Ice/beverages to ceremony site
* Restocking desserts / taking out dessert plates/ knife and serving platter.
* Bussing tables (if you opted out of Chapters's cleaning fee or didn't contract your catering company to do so).
* Moving ceremony to reception tables/chairs (self flip-flop for weather plans or indoor winter weddings)
* Lighting wedding exit sparklers/clean up after sparklers
* Lighting fireworks
* Helping the catering company set up
* Making coffee/ restocking coffee
* Clean up after rehearsal dinner or vendors
* Bag up left over food at end of night
* Blow out candles at end of event- unless set up fee is paid.
* Bring something borrowed items down/up from ceremony. Any damage to something borrowed items result in deduction from security deposit.
* Clean up after rehearsal dinner

Payments can be made by check, cash or debit/ or credit card (4% service fee applied to credit payments).

# PAYMENT SCHEDULE:

**First Payment:** Reservation Deposit of half of Venue rental.

#### \*This reservation shall become effective upon receipt of this completed contract, reservation deposit and Chapters on the Horizon’s LLC approval. We will hold/pend date for two weeks, If payment is not received, the date will be opened back up.

**Second Payment due 30 days before event:** Remaining balance of Venue Rental plus any add-ons

**Add-ons:** Bar package, staffing cost, and cleaning fee (if applicable to your event)

**Security Deposit:** $1000 refundable deposit. If there is no damage from your event, your $1000 damage deposit will be returned within 10 days after the event. You are subject to the loss of your damage deposit if outside alcohol is brought into the venue or parking lot day/night of ceremony/reception.

#### \*The second payment must be received 30 days prior to the event, if not received

#### Chapters on the Horizon has the right to terminate event.

**Final Payment:** Open Bar Resolution

***Predetermined Dollar Amount:*** Any increase made during the event to the original bar package plus 20% gratuity. A refund will be issued if dollar amount (total beverage cost and 20% gratuity) has not been met.

***\*Final payment must be received during final walkthrough the day after the event. {Sunday} Please set up a time for Final Walkthrough with Venue Coordinator.***

## ALL PAYMENTS MADE ARE NON-REFUNDABLE

Please send all checks to: {if you are not using a credit card} Chapters on the Horizon LLC

PO Box 155

Readstown, WI 54652

4% credit card fee applied to all credit card payments

**CANCELLATION POLICY** In the event that request to cancel is made, notification must be received in writing. Upon notice of cancellation Chapters on the Horizon LLC reserves the right to re-book your date.

**In the event of a cancellation of event or wedding, all retainers made to date are nonrefundable.**

### We highly recommend vensura cancellation policy. The link for this can be found at the bottom of our website. It will cover any loss, even in the case of financial hardship or death in the family, for any deposits or payments towards your wedding (not just your venue ). The approximate cost is $175. Their cancellation policy is different than the liability insurance we require. Vensura liability insurance covers you in the case of any damage to the property or grounds from guests/vendors or any accidents at your wedding.

### We truly care about our couples, and after lots of research we have found that vensura[.com](https://wedsafe.com/) gives you the most bang for your buck; however, sometimes your homeowner insurance will offer coverage as well. Just make sure to ask what they would cover if damages/accidents were to happen during your entire 48-hour renting period.

No event insurance covers pets, fireworks or automobile damage. You will be held financially responsible for any damage caused by your pet on the grounds/venue/bridal house. And any damage done by an automobile will be the responsibility of the driver's insurance. A police report will have to be filed.