



## **Contact Information Sheet**

**Brides Name:**

**Email:**

**Phone:**

**Grooms Name:**

**Email:**

**Phone:**

**Alternate Contract:**

**Name:**

**Email:**

**Phone:**

**Billing Address:**

**Address:**

**City:**

**ST:**

**Zip:**

**Thank you for booking with Prairie Winds Event Center!**

# Wedding Contract for 2018

Date of Event: \_\_\_/\_\_\_/\_\_\_

Day:

Event Time (Start / Finish) **7 a.m.- Midnight**

**\$500.00 FEE will apply if ALL event guest/event holders are not out by 12:15 a.m. the day of the event**

**Rates:** (Check for Holiday Rate Pricing- if applicable- found on page 3)

**Entire Facility Monday - Saturday Reception Rental = \$1,395.00**

**Banquet Charge \$4.97 per place setting** - This charge is required for each event. The final guest count must be submitted two weeks before the event. You will be charged for each place setting so please be exact.

- **Prairie Winds will do the setup of the tables, chairs, linens, folded napkins and chinaware.**

**Outside Wedding Pavilion \$200.00** - Prairie Winds does not provide chairs or sound system for outdoor weddings

**Indoor Ceremony- Reset Fee \$200.00** (if ceremony is scheduled indoors a reset fee/ transition fee into reception will apply) \*chairs are included in this price along with access to our sound system

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## Additional Rentals

**Black chord barista lights= \$40.00**

For your safety Prairie Winds requires you to rent lights from them in the 2018 year if you wish to have them hung up across the main level of the event center

- The hanging of the lights is provided in the price listed above- *if lights are brought in to hang the event center will still charge the \$40 to hang them*

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## **Guest Payment Summary:**

Total Rental Fee \$ 1,395.00

Rental Deposit \$  Paid Date \_\_\_/\_\_\_/\_\_\_  Check  Cash  Other

Remaining Rental Due \$  Paid Date \_\_\_/\_\_\_/\_\_\_  Check  Cash  Other

**Security Deposit \$250.00 (due before the event)**  Paid Date \_\_\_/\_\_\_/\_\_\_  Check **ONLY**

\*This should be a separate check made out the City of Orange City- this check is returned to you if no damages apply

Banquet Charge \$4.97 per person due night of the event  Paid Date \_\_\_/\_\_\_/\_\_\_

Check  Cash  Other

Additional rentals \$  Paid Date \_\_\_/\_\_\_/\_\_\_  Check  Cash  Other

**Prairie Winds Event Center---Holiday Rates will be a \$200 increase to facility rates**

**Holiday Dates and Sundays that apply:**

- **New Year's Day**
- **Memorial Day weekend- Friday-Monday  
July 4<sup>th</sup> – week and weekend**
- **Labor Day Weekend Friday- Monday**
- **Thanksgiving weekend Friday- Sunday**
- **December 26<sup>th</sup>-Day after Christmas**
- **New Year's Eve**

**Holidays unavailable to rent:**

**Thursday November 22<sup>nd</sup>, 2018- Thanksgiving Day**

**Monday December 24<sup>th</sup>, 2018- Christmas Eve**

**Tuesday December 25<sup>th</sup>, 2018 -Christmas Day**

**EVERY Sunday is considered a holiday and will apply to the \$200 increase**  
**All ceremony fees and banquet charge pricing remains the same**

**Please initial your understanding and agreement to paying holiday rates at PWEC \_\_\_\_\_**

## Terms & Conditions: 2018

This agreement pertains to the rental of **Prairie Winds Event Center (PWEC)**. The signature below acknowledges that the \_\_\_\_\_ individual or the entity on whose behalf this agreement is signed has read the following terms and conditions and agrees to be bound by each of them.

1. **A non-refundable deposit in an amount equal to 50% of the rental fee must be paid at the time of reserving PWEC.** The remaining balance of the rental fee will be due **10 days prior** to the scheduled event.
2. The **renter** understands and agrees that the total rental as set out herein, is an estimate of the cost of rental of PWEC and that there may be additional charges to be paid by **renter** to PWEC for items set out on page 10 of PWEC's policies and procedures.
3. In addition to the rental fee, **renter** shall pay a security deposit of \$250.00 at least 10 days prior to the scheduled event. If PWEC's equipment and facilities are damaged during the event, or PWEC is required to clean up the premises after the event, PWEC will notify the **renter** of the cost of repairing the damage/clean up of the premises which will be taken out of the security deposit. If the cost of repairing the damage/clean up of the premises exceeds \$250.00, the **renter** will pay the same within 10 days of receipt of an invoice from PWEC showing the balance due. The unused portion of the security deposit will be returned to the **renter** within 30 days of the date of the event.
4. Excessive noise or loud and raucous activities will not be permitted or tolerated. Should PWEC, in its sole and absolute discretion, decide a violation of the provision, any ordinance, or law has taken place or has not been corrected after a warning; PWEC has the right to have the violator expelled from the facility. Individual parties or groups found in violation may be permanently banned from further use if the facility if necessary.
5. All rules, ordinances, policies, and building codes must be adhered to at all times.
6. The individual or group signing this agreement must be 18 years of age or older and shall accept responsibility for the conduct and activity of all those attending any event or activity covered by this agreement. The individual signing this agreement **MUST** be in the facility for supervision of the scheduled event at all times.
7. It is agreed that the individual or entity holding an event or activity in this facility shall utilize the city designated caterers and licensed bar holder in the event such services are to be utilized. Catering licenses may be obtained from the City of Orange City if other catering services are desired. No food service or liquor service other than that designated by the City of Orange City may be utilized.
8. It is understood and agreed by and between the parties that the estimated rental fee set out herein and above shall be good for a period of 12 months from the date of execution of this agreement subject only to price changes established by the City of Orange City Council in January of each year.
9. The parties acknowledge and agree that the terms and conditions of PWEC's policies and procedures, a copy of which the **renter** acknowledges receipt of contemporaneously with the execution of this agreement, are incorporated into this rental agreement as though set out in full.

**10. It is agreed that the entity holding the event or activity understands that all bar services carried out by Blue Mountain Restaurant will come to a close no later than 11:30 p.m. Last call for all events serving alcohol will be made at 11:15 p.m. there after the bar will close at 11:30 p.m. this allows the renter the time frame from 11:30 p.m. to 12:00 a.m. to clean and take out all belongings/decorations that was brought into PWEC. Bar services can be stopped any time prior to last call. Events without a bar will follow the same closing time frame allowing for cleanup from 11:30 p.m. to 12:00 a.m. as well. Any outside alcohol brought into Prairie Winds Event Center will result in a \$500.00 fine to the contact person signed below.**

**\$500.00 FEE will apply if ALL event guest/event holders are not out by 12:15 a.m. the day of the event**

*Please review this contract carefully. Sign and include a deposit. By signing this agreement, the renter does contract with the City of Orange City for the use of Prairie Winds Event Center's facilities on said date and also agrees to all term and conditions.*

Print Name: \_\_\_\_\_

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

Manager: Chantell Hanke Signature: \_\_\_\_\_ Date: \_\_\_\_\_

