



Wedding Contract—2018

Brides Name:

Email:

Phone:

Grooms Name:

Email:

Phone:

Alternate Contact:

Email:

Phone:

Billing Information:

Address:

City:

ST:

Zip:

Event Information:

Date of Event:

Day:

Event Time (Start / Finish) **7AM – Midnight**

Wedding Rental Rates:

[X] Entire Facility Reception Rental - \$1,395.00 (Monday – Sunday)

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

[X] Banquet Charge - \$4.97 per place setting (Required for each event)

**Banquet charge includes:*

- Set-up/tear-down of all tables and chairs*
- Cleaning of facility*
- Dishwashing of all chinaware, silverware, glassware*
- Bussing of tables/taking out garbage*
- Water service at each table during event*
- Setting of all tables with PWEC's chinaware/silverware/glassware*
- Folding of napkins*
- Linen tablecloths/napkins (variety of colors)*
- PWEC staff helping as much as possible*

[] Outside Wedding Ceremony - \$200.00 (PWEC Pavilion)

**Prairie Winds does NOT provide chairs for outdoor ceremony*

**Price includes: Access to outdoor sound system, PWEC assistance with ceremony coordination*

[] Indoor Wedding Ceremony - \$200.00

**Price includes: chairs, access to sound system, reset for reception, PWEC assistance with ceremony coordination*

PLEASE NOTE: Ceremony fee is a one-time charge. If planned outdoor ceremony is moved indoors due to weather or any other reasoning, no extra ceremony fee will apply.

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*

**If lights are brought in to hang, PWEC will still charge the \$40 to hang them*

Guest Payment Summary:

Total Rental Fee: \$ _____

Rental Deposit: \$ _____ [] Paid Date ___/___/___ [] Check [] Cash [] Other
50% of above rental fee

Remaining Rental Due: \$ _____ [] Paid Date ___/___/___ [] Check [] Cash [] Other

Security Deposit: **\$250.00** [] Paid Date: ___/___/___ [] Check

**Due 10 days prior to event*

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

Banquet: **\$4.97 x** guests = \$ _____ [] Paid Date: ___/___/___ [] Check [] Cash [] Other

**Banquet charge due night of event*

Additional rentals \$ _____ [] Paid Date ___/___/___ [] Check [] Cash [] Other

**Can be added to banquet charge*

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- Saturday-Monday
July 4th
- Labor Day Weekend Saturday-Monday
- Thanksgiving weekend Friday- Sunday
- December 26th-Day after Christmas
- New Year's Eve

Holidays unavailable to rent:

Thursday November 22nd, 2018- Thanksgiving Day

Monday December 24th, 2018- Christmas Eve

Tuesday December 25th, 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, facilities, and/or property are damaged or defaced during 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 disorderly 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 of 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 12:30AM the following 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: Wesley Ruden

Signature: _____ Date: