

## Couple's Information:

Names:

Phone Numbers:

Emails:

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## Alternate Contact:

Name:

Relation:

Email:

Phone:

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## Billing Information:

Contact:

Address:

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## Event Information:

Date of Event:

Day of the week:

Event Time (Start / Finish): **7AM – 11:45PM**

*-Renters will have from 11:45PM-12:30PM to remove all belongings from PWEC-*

## Rental Information

Reception Rental – \$1395.00

(May-October)

Reception Rental – \$1,195.00

(November-April)

*-Additional \$200 off rental for Monday-Thursday rentals-*

*-Check for "holiday pricing" (if applicable)-*

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## Ceremony Information

Outdoor Ceremony – \$200.00

*\*Includes:* Outdoor sound system (optional), ceremony coordination, rehearsal for ceremony (time TBD), contingency for unfavorable weather

*-PWEC does not provide chairs for outdoor ceremony-*

Indoor Ceremony – \$200.00

*\*Includes:* chairs, access to sound system (optional), reset for reception, ceremony coordination, rehearsal for ceremony (time TBD)

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## Package Information:

Base Package – \$2.85/guest

*\*Includes:*

- Set-up/tear-down of all tables and chairs
- Linen tablecloths (Black, White, or Ivory)
- Cleaning of facility
- Setting of tables with PWEC's glassware
- Bussing of tables/taking out garbage
- Washing of glassware
- Water service at each table during event
- PWEC manager on-site throughout event
- Access to PWEC's Spotify Premium
- PWEC's black barista lights
- Event staff locking gifts/cards in gift closet

Premium Package – \$4.85/guest

*\*Includes everything in Base Package plus:*

- Use of linen napkins (various colors)
- Folding and placing of linen napkins on tables
- Use of PWEC's chinaware & silverware
- Setting of tables with chinaware & silverware
- Two reserved parking spots in front of building
- Event staff refilling snacks & non-alcoholic beverages
- Event staff helping cut/plate desserts and/or refilling of dessert table
- Event staff serving meal to wedding party (optional)

## Guest Payment Summary:

Rental Fee: \_\_\_\_\_

- Includes ceremony fee (if applicable) -

Rental Deposit: \_\_\_\_\_

- Deposit is half of rental fee -

- Must be paid in full at signing -

Remaining Rental: \_\_\_\_\_

- Due 10 days prior to event -

- Can be paid in installments if desired -

Security Deposit: \$250.00

- Due 10 days prior to event -

- Needs to be written on a separate check made out the City of Orange City -

- Check is returned to you if no damages apply -

Package Fee: \_\_\_\_\_

-Due night of event -

- Number is based off final guest count -

- Wedding party NOT included in this number (PWEC's gift back to the couple) -

Barista Lighting Fee: \_\_\_\_\_

-One strand of lights is included in package fee-

-PWEC has an additional strand that can be rented for \$20-

-Any lights brought in that renter wishes to have strung will result in an additional \$40 service fee-

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## Holiday Pricing Information:

\$200 Holiday Rental Fee applies to:

-New Year's Day

-Memorial Day weekend (Saturday-Monday)

-July 4<sup>th</sup>

-Labor Day weekend (Saturday-Monday)

-Day after Thanksgiving

-New Year's Eve

-Every Sunday

Holidays unavailable to rent:

-Thanksgiving Day

-Christmas Eve

-Christmas Day

## Terms & Conditions:

*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, the *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 and drunken and/or 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 *removed from the facility and/or property*. In addition, PWEC has the right to remove any unwanted or disorderly individuals from the facility and/or property if designated by *renter*. Individual parties or groups found in violation may be *permanently banned* from further use if the facility if necessary.
5. All rules, ordinances, policies of *both the City of Orange City and PWEC*, and building codes must be adhered to at all times. For more information on policies & procedures, please refer to PWEC manager or PWEC website.
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. As soon as the individual signing this agreement leaves, the event must *conclude*.

7. It is agreed that the individual or entity holding an event or activity in this facility should utilize properly licensed caterers, approved vendors, and the *city designated licensed bar holder* when such services are to be utilized. Catering licenses may be obtained from the City of Orange City if any other catering services are desired. No food service or liquor service other than that *designated by the City of Orange City and PWEC* may be utilized.
8. It is understood and agreed 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 members 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 or individuals signing understands that all bar services carried out by *Blue Mountain Emporium* will come to a close *no later than 11:30PM*. Last call for all events serving alcohol will be made at *11:15PM or earlier*. In addition, the bartenders designated by the contracted bar have the *right to refuse* any service to individuals who appear to be drunk and/or disorderly. Proper identification must be shown to bartenders in order to purchase and/or consume alcoholic beverages. Every individual buying and/or consuming an alcoholic beverage must be the legal age of 21 years or older. Any individual found to be in violation of such conducts will be susceptible to removal from facility/property and/or legal actions.

*-Events without a bar will follow the same closing time frame allowing for cleanup from 11:45PM to 12:30AM as well*

*-Any alcohol not sold by PWEC's contracted bar that is brought into Prairie Winds Event Center or on the property will result in a \$500.00 fine to the individual signing this contract*

*-A \$500.00 fee will apply if all event guests and/or renters are not out of the facility by 12:30AM the following day of the event.*

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*By signing this agreement, the renter contracts with the City of Orange City for the use of Prairie Winds Event Center's facilities on said date, and the renter agrees to all terms and conditions. Please sign and include rental deposit to confirm booking.*

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

Manager Name: \_\_\_\_\_

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

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

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

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