

Today's Date: \_\_\_\_\_



# Owl & Moon Event Venue Contract

Event Name: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Estimated Event End Time: \_\_\_\_\_

Event Package (circle): Elopement Package, Crescent Moon, Half Moon, Full Moon, Blue Moon

Pick-Up Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If this is a wedding, what is the name of the future newlyweds:

\_\_\_\_\_ and \_\_\_\_\_

Primary Contact's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Event Packages (not including damage deposit)

- Blue Moon: \$8,000 (up to 150 guests)/\$8,500 (up to 300 guests)
- Full Moon: \$5,000 (up to 150 guests)/\$5,500 (up to 300 guests)
- Half Moon: \$4,000 (up to 150 guests)/\$4,500 (up to 300 guests)
- Crescent Moon: \$3,000 Mon, Tues, Wed, or Thur ONLY (up to 150 guests)/\$3,500 (up to 300 guests)
- Elopement Package: \$500 (2 hours for up to 6 people; not valid on Friday – Sunday; extra guests \$25/per person, including minister) Call for more information

## Additional Notes

- A signed contract and \$1,000 (date-hold fee) must be received to reserve your date/time. THIS FEE IS NONREFUNDABLE. (The date-hold deposit will be applied towards your rental fee.)
- Within 90 days of your event, ½ of the balance is due as a payment. The final balance (including optional add-ons and Damage Deposit (\$1,000)) are due 30 days prior to event. The Damage Deposit is refundable pending no damage to the venue/property or excessive clean-up is not required. (If no damage is observed the deposit will be refunded within 48 hours. If damage is observed, please allow up to 2 weeks for quotes/repairs.)
- Payments should be made to Owl and Moon Events. Checks may be dropped off or mailed to Owl & Moon Event Venue; 2818 Dry Lake Rd.; Dixie, GA 31629 [OwlAndMoonEvents@gmail.com](mailto:OwlAndMoonEvents@gmail.com) (239) 595-2220



## Owl & Moon Event Venue Features

- Beautiful, nature inspired main venue with central heat/air (seating capacity – 80 people)
- Large rustic screened porch with ceiling fans offering a magnificent view of the venue grounds
- Large horned owl concrete dance floor (42' x 27') with glowing eyes at nighttime
- Expansive grassy area adjacent to the courtyard for tables and chairs
- Large, raised stage with lighted up pergola and gas fire pits on either side of the stage
- Outside covered patio near the deck/main venue with patio furniture or additional seating
- Multiple options for band or DJ to set up (inside the screened porch, attached venue deck, under the outside covered patio, or on the large, raised stage)
- Three (3) bars for your use:
  - Large concrete bar with attached cooper bar inside the main venue
  - Cypress bar (16') inside the screened porch
  - Red granite bar top located near the outside covered patio and the dance floor
- Indoor kitchen within the main venue that can be used by a caterer to keep food warmed in the oven or microwave and chilled in the large refrigerator cooler
- Separate “His” and “Hers” air-conditioned restrooms centrally located by the courtyard with two stalls in each
- An air-conditioned bridal suite with a dressing room, hair/makeup area, restroom, mini bar/refrigerator
- An air-conditioned groom’s den with mini bar/refrigerator, two showers, bathroom, dressing area, video game area, fishing dock with outdoor pool table, and a murphy bed
- A beautiful well-lit 72’ arched Confederate Jasmine arbor, perfect for wedding pictures
- Three areas near the eight (8) acre pond offering the perfect backdrop for ceremonies and wedding photos with the sun setting thru the beautiful South Georgia pine trees each evening
  - Pillars by the Pond with Greek styled pillars
  - Altar in the Woods nestled between pine trees to offer an enchanted area
  - Chapel by the Pond with a covered gazebo
- Tables and chairs will be set up and put away from Owl & Moon Staff
- Clean-up is completed by Owl & Moon Staff
- Each Owl & Moon Wedding Package includes the use of event chairs, tables, and white linens
  - 470 white resin folding chairs
  - Round Tables
    - Four (4) 48” round tables
    - Forty (40) 60” round tables
    - Ten (10) 32” cocktail tables (32” diameter and 43.5” height)
  - Rectangle Tables
    - Two (2) rectangle tables (4-foot in length)
    - Thirteen (13) buffet rectangle tables (6-foot in length)
    - Ten (10) buffet rectangle tables (8-foot in length)



## Event Package Pricing (not including damage deposit)

### All Packages Include

- Set-up and tear down of Chairs and Tables by Owl & Moon for wedding ceremony & reception
  - Final set-up must be agreed upon by both parties within two weeks of event
  - This set up does not include setting the tables or venue with your personal decorations
- Clean up after your event by Owl & Moon Staff
  - Catering clean-up is the responsibility of the catering company
  - Renter should make arrangements with a family member or friend take home personal items the night of the wedding. Décor left behind will be donated to the Owl & Moon Something Borrowed Room for future renters
  - A fee may be charged if excessive cleaning is required
- Rehearsal at Owl & Moon (renters will be given a two-hour block from available days/times to select within 30 days of event)

|                        | Crescent Moon                                            | Half Moon                                                                           | Full Moon                                                 | Blue Moon                                                                                                                                                                                                                                                                                            |
|------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cost</b>            | \$3,000 (up to 150)<br>\$3,500 (up to 300)               | \$4,000 (up to 150)<br>\$4,500 (up to 300)                                          | \$5,000 (up to 150)<br>\$5,500 (up to 300)                | \$8,000 (up to 150)<br>\$8,500 (up to 300)                                                                                                                                                                                                                                                           |
| <b>Day(s) of Week</b>  | Monday, Tuesday, Wednesday, OR Thursday                  | Friday OR Sunday                                                                    | Saturday                                                  | Friday - Saturday                                                                                                                                                                                                                                                                                    |
| <b>Rental Duration</b> | 1 day (up to 12 hours)<br><br>End time not to exceed 9pm | 1 day (up to 12 hours)<br><br>End time not to exceed 11pm (Friday) and 9pm (Sunday) | 1 day (up to 12 hours)<br><br>End time not to exceed 12am | Friday – Saturday <ul style="list-style-type: none"> <li>• Friday 9am – 9pm</li> <li>• Saturday 9am– 12am</li> </ul>                                                                                                                                                                                 |
| <b>Other</b>           | N/A                                                      | N/A                                                                                 | N/A                                                       | Includes: <ul style="list-style-type: none"> <li>• Overnight stay in either the Airstream or Groom's Cabin for one night</li> <li>• Use of the venue for Friday to host rehearsal &amp; dinner</li> <li>• Day of Wedding Coordinator</li> <li>• Photo booth with unlimited digital photos</li> </ul> |

### Optional Add-Ons:

- Props/Photo Booth Rental
  - Use of Volkswagen Bus as a photo prop: \$500
  - Use of Volkswagen Bus with the photo booth inside for up to five (5) hours with an attendant (unlimited digital photos are included): \$1,000
  - Use of old buggy for photo prop: \$250
  - Use of indoor photo booth for up to five (5) hours with an attendant (unlimited digital photos are included): \$750
- Day of Wedding/Event Coordinator: \$500 (up to 150 guests)/\$750 (over 150 guests as an assistant will be hired to ensure the success of the day). Please note- the day of wedding coordinator assists with keeping to the timeline of events for the day, will be present during the wedding rehearsal and will assist with the processional order, communicates with vendors on the day of the wedding on set up.
- Day of Wedding Decorator (with décor you provide and/or items from Owl & Moon's Something Borrowed Room): \$300 (up to 150 guests)/\$500 (over 150 guests)
- Airstream Rental
  - \$150 day of wedding (10 hours/12:00pm – 10:00pm)
  - \$250 overnight (22 hours/ 12:00pm – 10:00am)
- Overnight Stay in the Groom's Cabin: \$250
- Additional time added to your rental: \$300/hr
- Stocking of Ice Freezer: \$150 (event up to 150 people) or \$250 (event up to 250 people)



## Conditions and Responsibilities of Renter

Please read the material below to make sure all parties understand the requirements of providing or everyone's safety and keeping Owl & Moon a well-maintained and safe location for future use.

Every effort has been made by Owl & Moon to create a safe and welcoming environment for everyone; however, we are not responsible for bodily injury and/or property damage incurred on the property arising out of negligent acts, omissions, and/or supervision.

### Alcohol

- A licensed and insured bartender is mandatory if you plan to have alcohol served. The serving of alcoholic beverages is prohibited to minors and to visibly intoxicated individuals
- Bars must always be attended and must close 30 minutes prior to the end of the rental period
- Kegs must be placed in a plastic bucket or case dolly to protect flooring

### Child Proofing/Supervision

- The client understands that no special efforts have been made to "childproof" this property and accepts the risk of harm to any children they allow on the property. These risks are not limited to, but include access to the pond, forest, cleaning supplies, plants, animals, insects.
- All children need to be supervised (no crayons/markers, no running in the main venue, no playing in the water fountain, near the fire pits, or by the pond)

### Cleaning, Trash, and Equipment Removal

- All furniture needs to be returned to its original location, including event chairs/tables
- Owl & Moon staff will clean up after your event as part of the agreement; however, if excessive clean-up is required, renter(s) may be charged a fee from their damage deposit
- Catering company is responsible for cleaning up the set-up/trash from catering. In addition, they should wash and put away any house dishes they borrowed

### Damages

- The organization or individual reserving the space assumes all responsibility for damage to Owl & Moon Event Venue and the property. They are to leave the premises in the same condition in which it was found or better
- Damage (or missing items) will be directly deducted from the damage deposit provided from the renter(s). Any damage that is noticed is to be reported immediately to an Owl & Moon staff member. If there is any damage, breakage, theft, breach of communicated time limit or excessive clean up, the amount to cover such occurrence will be retained by management from the damage deposit. If the cost exceeds \$1,000 security deposit, the client will be billed for the balance.

### Decorations

- Owl & Moon wants every event to be a special and a welcoming experience; therefore, every reasonable effort will be made to allow decorations reflecting the renter's personal preference.
- All decorations must be removed without leaving damage. No items may be taped, tacked, or nailed to the doors, windows, walls, or floors (anywhere on the property including the pillars near the lake). The only adhesive material allowed on the walls/pillars is drafting tape or Scotch Brand Wall Mounting

Tabs which will not damage the surfaces. No masking tape, duct tape, electrical tape, transparent or double-sided tape is allowed. If other products are used and cause damage to the wall the renter agrees to pay to have the walls repaired

- No doors are to be removed from the frame or hinges
- We maintain an owner's reserve stock of dishes, wine glasses, flatware, and décor. These items may be used at no cost if they are cleaned and returned to their original location

### **Deposits/Rental Fees/Returned Checks**

- A signed contract and date-hold fee of \$1,000 must be received to reserve your date/time. The date-hold fee of \$1,000 will be applied towards the rental amount however, the \$1,000 is non-refundable if the renter cancels the event.
- Within 60 days of your event half of your rental fee balance is due (Example: a rental of \$5,000 would have paid \$1,000 as the date hold to leave a balance of \$4,000 plus the damage deposit and any additional add-ons. 90 days prior to the event \$2,000 is due and then 30 days prior to the event the balance of \$2,000, damage deposit of \$1,000, and any additional add-ons are due to the event. (Additional payments are accepted, but not required.)
- The \$1,000 damage deposit will be refunded within 30 days after the event if there are no damage to be covered and excessive clean-up is not required. Damages more than \$1,000 will be charged to the renter(s).
- In the event of a cancellation from the renter's party, you will forfeit your date-hold fee. Any additional payments that have been made may be refunded in a timely manner. If the cancellation occurs within thirty (30) days of the event no rental payment refunds will be made
- Returned checks are subject to a \$40 returned check fee and the balance (plus fees) will need to be paid via cash or cashier's check. If the check is returned after the balance is due, the client may be in material breach of contract and may be subject to termination.

### **Liability**

- Renter agrees to indemnify, defend, and hold Owl & Moon, its owners, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, services, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at Owl & Moon Event Venue
- The client holds Owl & Moon harmless from all bodily injury and/or property damage incurred on the property arising out of negligent acts, omissions, and/or supervision
- Owl and Moon is not responsible for damage to, or theft of equipment used or left, including damage to software by computer viruses
- Owl and Moon will notify the organizer of any equipment left behind and will allow 15 days for its retrieval. At that time, the items will be disposed of at the discretion of the venue owners
- Do not leave vehicles parked on the property after hours of event without prior approval from Owl & Moon staff as we are not liability for theft, damage or any valuables left in vehicles on the premises
- Owl & Moon takes all precautions to disinfect the property and to encourage social distancing, mask usage, and/or vaccinated guests; however, Owl & Moon is not liable for transmission or spreading of diseases such as COVID. It is recommended that all guests adhere to CDC guidelines

## **Outside Vendors**

- All third party vendors must have proof of insurance. The client accepts responsibility for the actions of any outside vendors
- All deliveries must take place within the designation timeframe agreed upon by Owl & Moon and the renter. Owl & Moon is not responsible for any items brought into the venue by rental companies
- Deliveries can only be made to the facility prior to event with permission from Owl & Moon. We are not responsible for storage of flowers, cakes, etc. Users are financially liable for damage to the facilities
- At Owl & Moon's discretion, we reserve the right to reject any vendor with whom we have had a previous negative experience
- Owl & Moon encourages music and lots of dancing! In the event the renter's event creates a disturbance due to high noise volume, Owl & Moon onsite management has the full authority to ask the renter, DJ, or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at Owl & Moon discretion, the entertainment will be shut down/off completely
- Noise level/music needs to be at respectful level 2 hours prior to the end of the event (10pm on Saturdays) with music decreasing in noise level gradually until the end of the event. (Respectful level-music shouldn't be loud enough to hear at the end lake or past the road)

## **Restrictions**

- There is absolutely NO drug use of any kind tolerated on premises
- There is NO smoking or vaping inside any building or on the porches of the Owl & Moon property
- Please ask your smokers to not throw cigarette butts on the ground to ensure ease of clean-up as this could require excessive clean up if clean-up of cigarette butts is required. (Renters will be charged a fee of up to \$500/per building for violation for disinfection and cleaning)
- Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter/guests shall always use the premises in a considerate manner. Conduct deemed disorderly at the sole discretion of Owl & Moon staff shall be grounds for immediate expulsion from the premises and conclude the rental period with no refund or discount of the event cost.
- Candles must be in enclosed glass
- No animals unless approved by staff, except for service animals
- Bird seed, paper lanterns, rice, confetti, or glitter are prohibited (fake flower petals may be used, only if they are cleaned up by the renters)
- Fog machines, pyrotechnics, displays/props involving water, and other special effect equipment with potential for fire or water damage are prohibited in all indoor spaces.
- Rentals are not transferable to individuals/organization without prior approval from Owl & Moon staff
- No driving on the lawn areas, ceremony area by the pond, or courtyard, without prior approval. Please be respectful of others, many times we have events planned each week this could damage the grass/courtyard for the next wedding
- No fishing or hunting is allowed on the venue property without permission from Owl & Moon staff
- Absolutely NO swimming in the pond

**Owl & Moon staff will be on site during the event, and they may be checking in periodically with the responsible parties to insure everything is running smoothly and to take pictures for marketing purposes (social media, venue website).**



# Owl & Moon Event Venue Contract

***The Renter(s) agrees to the terms and conditions set forth in this agreement and shall not use the property in any manner that would violate any local, state, or federal laws or regulations. Renter(s) are responsible for their guests and the actions they take while on the property.***

**Acknowledge, Agreed and Authorized by Primary Contact/Renter:**

Printed Name: \_\_\_\_\_

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

**Acknowledge, Agreed and Authorized by Secondary Contact/Renter: *(if applicable)***

Printed Name: \_\_\_\_\_

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

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**Acknowledge, Agreed and Authorized by Owl & Moon Event Venue:**

Printed Name: \_\_\_\_\_

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

## Payments

**Total Rental Amount** \_\_\_\_\_

- \$1,000 Date Hold Fee Paid \_\_\_\_\_
- \_\_\_\_\_ Payment Paid \_\_\_\_\_ ½ of balance due 90 days prior to your event
- \_\_\_\_\_ Balance Paid \_\_\_\_\_ remaining balance due 30 days prior to your event)
- \$1,000 Damage Deposit Paid \_\_\_\_\_ (due 30 days prior to your event)