

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: \_\_\_\_\_

## 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

## 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
  - A fee may be charged if excessive cleaning is required
- Rehearsal at Owl & Moon (renters will be given a 90-minute block from available days/times to select within 30 days of event)



## Event Package Pricing

	Details
<b>Elopement</b> \$750 (up to 6 guests)	Monday – Thursday 2 hours (Up to 2 additional hours may be added for \$300/per hour) End time not to exceed 9pm Additional guests \$25/per person (maximum number 25) Includes officiant/minister
<b>Crescent Moon</b> \$3,500 (up to 75) \$4,000 (up to 150) \$4,500 (up to 300)	Monday – Thursday 1 day (up to 12 hours) End time not to exceed 9pm
<b>Half Moon</b> \$4,500 (up to 75) \$5,000 (up to 150) \$5,500 (up to 300)	Friday OR Sunday 1 day (up to 12 hours) Event end time not to exceed 11pm (Friday) and 9pm (Sunday)
<b>Full Moon</b> \$5,500 (up to 75) \$6,000 (up to 150) \$6,500 (up to 300)	Saturday 9am– 12am for event
<b>Blue Moon</b> \$8,500 (up to 75) \$9,000 (up to 150) \$9,500 (up to 300)	2-day rental (Friday – Saturday OR Saturday – Sunday) <ul style="list-style-type: none"> <li>• Friday 9am – 9pm</li> <li>• Saturday 9am– 12am for event</li> </ul> Includes: <ul style="list-style-type: none"> <li>• Use of venue on Friday to host rehearsal &amp; dinner</li> <li>• Day of Coordinator</li> <li>• Staff to assist with decorating for day of wedding</li> <li>• Photo booth with unlimited digital photos</li> </ul>

All décor and people need to leave the property within 1 hour later from event end time. If you need extra time, this is \$300/per hour.

### Optional Add-Ons:

- Props/Photo Booth Rental
  - Use of Volkswagen Bus as a photo prop: \$500
  - Use of Volkswagen Bus with a photo booth inside (unlimited digital photos included): \$1,000
  - Use of indoor photo booth (unlimited digital photos included): \$750
- Day of Wedding/Event Coordinator: \$750 (up to 150 guests)/\$1,000 (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 borrowed from Owl & Moon): Starts at \$300 (depending on the number of guests and the amount of set up needed)
- Pack up of your décor after your event in your boxes/bins (you can come back the next day to pick up your items): Starts at \$500 (depending on the number of guests and the amount of décor you need packed up)
- Airstream Overnight: \$200 overnight (Checkout time: 10:00am)
- Groom's Cabin Overnight: \$200 (Checkout time: 8:00am or 10:00am if no event is scheduled the next day)
- 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. Please initial next to each item as documentation the conditions have been read and are agreed upon.

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

- Furniture inside the main venue is not to be moved
- 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
- Trash bags from the renters should be placed outside the kitchen by the black fence

### Damages

- The renter(s) 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 (or a claim will be placed on the renter(s) insurance policy)

### 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

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

- A signed contract & date-hold fee of \$1,000 must be received to reserve your date/time. The date-hold fee (\$1,000) will be applied towards the rental amount. The \$1,000 is non-refundable if the renter cancels the event.
- Within 90 days of your event half of your rental fee balance is due. 30 days prior to the event the balance and damage deposit of \$1,000 are due. (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. If you paid in advance, any additional payments will be refunded in a timely manner. If the cancellation occurs within thirty (90) days of the event the 90-day payment of ½ balance due is non-refundable. If the cancellation occurs within 30 days, no rental refunds will be made. (Damage deposit would be refunded as this isn't a payment.)
- 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.

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### **Liability**

- **Renters are required to secure an event insurance policy that includes liability coverage and any other necessary insurance in the amount of no less than \$1,000,000 to protect themselves against any claims arising from any officially scheduled activities during the event period. The policy should include Owl and Moon Event Venue as an additional insured for the duration of the contract.** It is highly recommended to review additional features within cancellation coverage that may cover you for bad weather, change of heart, no show from vendors... (Refunds are not given though Owl & Moon for any situation, so plan ahead with your insurance policy.)
- 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

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### **Outside Vendors**

- All third-party vendors should have proof of insurance (this is to protect both Owl and Moon & the renter(s). 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

- Delivers 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 manage had 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)

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### 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. (Renters will be charged a fee of up to \$500/per building for violation for disinfection and cleaning)
- 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.
- 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 deems 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. If you want to use fireworks, you must contact Brooks County Fire Department ahead of time to get proper permits
- 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 hunting is allowed on the venue property
- Absolutely NO swimming in the pond

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### Other

- Owl & Moon will provide up to two (2) accompanied tours (approximate time for each is 90 minutes) and a design visit to review table/chair set up (typically 45-60 days before the wedding). The renter(s) may visit the venue additional days (if availability exists) free of charge, but it is not guaranteed Owl & Moon staff will be available to assist the renter(s).
- Renter(s) are encouraged to have their engagement photoshoot at Owl & Moon Event Venue with their wedding photographer. Renter(s) need to schedule this day/time with the Owl & Moon staff ahead of time.

**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)