

Today's Date: _____



Owl & Moon Event Venue Contract

Event Name: _____ Estimated Number of Guests: _____

Event Date: _____ Event Start Time: _____ Estimated Event End Time: _____

Clean-Up Contact: _____ Phone Number: _____

Contact Information

Client(s) Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Primary Contact's Name: _____

Phone Number: _____ E-mail Address: _____

Secondary Contact's Name: _____

Phone Number: _____ E-mail Address: _____

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

Date Hold Deposit: \$1,000 (to be paid on the execution date of this contract). Balance (including optional add-ons (see page 4) and Damage Deposit (\$1,000) are due 30 days prior to event.

Additional Notes

- A signed contract and \$1,000 (date-hold fee) must be received to reserve your date/time. THIS FEE IS NONREFUNDABLE. This date-hold deposit will be applied towards your rental fee.
- Payments should be made to Owl and Moon Events as cash and/or check. Checks may be dropped off or mailed to Owl & Moon Event Venue; 2818 Dry Lake Rd.; Dixie, GA 31629 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 attached rustic screened porch with ceiling fans that offer 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 (or even for a tent rental)
- Large, raised stage with lighted up pergola with gas fire pits are located on either side of the stage will be turned on from sunset to 10:00pm
- Stone water fountain located in front of the stage that can be turned on/off at no cost
- Outside covered patio near the deck/main venue with patio furniture or additional seating up to 60 people with event tables/chairs
- 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 and/or 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
- A beautiful well-lit 72’ arched Confederate Jasmine arbor, perfect for wedding pictures
- Raised Tuscan ceremony venue near the eight (8) acre pond offering the perfect backdrop for wedding photos with the sun setting thru the beautiful South Georgia pine trees each evening
- Tables and Chairs will be set up and put away from Owl & Moon Staff
- Each Owl & Moon Wedding Package includes the use of event chairs and tables
 - 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 Staff for wedding ceremony and reception (final set-up must be agreed upon by both parties within two weeks of event)
- 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
- Rehearsal at Owl & Moon (renters will be given a two-hour block from available days/times to select within 30 days of event)

Optional Add-Ons:

- Additional time added to your rental: \$300/hr
- Day of Wedding/Event Coordinator: \$500
- Airstream Rental
 - \$150 day of wedding (10 hours/12:00pm – 10:00pm)
 - \$300 overnight (22 hours/ 12:00pm – 10:00am)

	Crescent Moon	Half Moon	Full Moon	Blue Moon
Cost	\$2,000 (up to 150) \$2,500 (up to 300)	\$3,500 (up to 150) \$4,000 (up to 300)	\$5,000 (up to 150) \$5,500 (up to 300)	\$8,000 (up to 150) \$8,500 (up to 300)
Day(s) of Week	Monday, Tuesday, OR Wednesday	Friday OR Sunday	Saturday	Friday - Saturday
Rental Duration	1 day (up to 12 hours) End time not to exceed 9pm	1 day (up to 12 hours) End time not to exceed 11pm (Friday) and 9pm (Sunday)	1 day (up to 12 hours) End time not to exceed 12am	Friday – Saturday <ul style="list-style-type: none"> • Friday 9am – 9pm • Saturday 9am– 12am
Other	N/A	N/A	N/A	Includes: <ul style="list-style-type: none"> • Airstream rental for Saturday evening (night of wedding) for wedding couple • Use of the venue for Friday to host rehearsal & rehearsal dinner • Day of Wedding Coordinator



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.
- Serving of alcohol needs to end at least 30 minutes prior to the event end time.

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 will be in a clean condition prior to your event, and you are expected to leave it in the same condition or better.
- Catering company is responsible for cleaning up the set-up/trash from catering.

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 to the facility or equipment will be billed directly to the organization or individual responsible for the room as indicated by the application signature. 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 this security 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 should not be used without prior approval.

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.
- A damage deposit of \$1,000 and the balance of the venue rental fee and any additional add-ons are due thirty (30) days prior to the event. (Payments are accepted as long as the full amount is received prior to 30 days before the event.)
- The damage deposit will be refunded within thirty (30) days after the event if there are no damage to be covered and facility is cleaned. Any damages more than \$1,000 will be charged to the rental party.
- 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 any and 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 3rd party vendors must provide proof of insurance and be submitted to Owl & Moon for approval. Checks may not be left at Owl & Moon to pay outside vendors associated with the function. The client accepts responsibility for the activities and 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 checking in or handling 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 encourage 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 of 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. (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 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 not enclosed in glass (like tapers) are not allowed.
- 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 and 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 Contract/Renter:

Printed Name: _____

Signature: _____ Date: _____

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

Printed Name: _____

Signature: _____ Date: _____

Payments

- \$1,000 Date Hold Fee Paid _____
- _____ Payment Paid _____
- _____ Balance Paid _____ due 30 days prior to your event)
- \$1,000 Damage Deposit Paid _____ (due 30 days prior to your event)