



# Venue Agreement

This agreement made on 03/28/2023 , between Cameron Hoffman  
[Referred to as Client], and Vendor Belle Acres Management [Referred to as  
Vendor/Venue]

## Retainer

The clients represent that they desire to hold a special event or wedding at Belle Acres Farm on the date of 06/08/2024. Therefore, the parties agree as follows:

### 1. VENUE RENTAL FEE(S):

An initial 40% retainer and a signed contract must be secured prior to any services being performed by Vendor. The total balance is due 60 days before the reserved date. This payment is for the use of the venue for the specified date of event/wedding and is payable at the time of contract signature. The contract must be signed and returned with the security deposit in order to hold the date. This contract will hold the date of your event and keep Belle Acres Farm from booking another event for the same date. If for any reason, Belle Acres Farm is unable to fulfill

its contractual obligation under this contract, the entire deposit will be returned with no further penalties or liabilities.

- A damage fee can be charged to the clients up to one week after the event has been held once property has been inspected for any damage(s) from event/wedding. The value of damage will be determined by Belle Acres Farm and charged accordingly.

## 2. VENUE SCHEDULING:

Belle Acres Farm will be open for showings by appointment only.

The clients will have the venue reserved according to their elected venue package. The venue packages are as follows:

- Weekend Wedding: Reserved from Friday at 9:00 AM until Saturday 11:00 PM unless otherwise agreed upon at the time this contract is signed. Other time(s) agreed upon: Friday will be reserved for decorating and set-up as well as a rehearsal dinner if so desired. Clients and guests are to be off the property by 10:00 PM on Friday. Saturday will be reserved for additional set-up and the event/wedding ceremony and reception, hours are 9:00 AM to 11:00 PM. Clients and guests are to be off the property by no later than 12:00 AM on Sunday. Sunday is reserved for event/wedding clean-up from 8:00 AM to 5:00 PM.
- Saturday Wedding: Reserved from Friday at 6:00 PM to 8:00PM and, Saturday from 9:00 AM 11:00 PM- unless otherwise agreed upon at the time this contract is signed. Other time(s) agreed upon: Clients and guests are to be off the property by 12:00 AM on Sunday. Sunday is reserved for event/wedding clean-up from 8:00 AM to 5:00 PM.
- Weekday Wedding: Reserved for any one weekday, Monday-Thursday at 7:00 AM to 11:00 PM unless otherwise agreed upon at the time this contract is signed. Other time(s) agreed upon: Clients and guests are to be off the property by 11:59 PM. The Following morning is reserved for event/wedding clean-up from 7:00 AM to 5:00 PM with the exception of Friday. Any event clean-up on Friday morning will be from 6:00 AM to 9:00 AM unless otherwise specified.

PLEASE NOTE: Clients are not only responsible for themselves and guests attending the event/wedding but also for the safe transportation to and from the venue.

## 3. DATE CHANGES:

In the event the clients are forced to change the date of the event/wedding, every effort will be made by Belle Acres Farm to transfer reservations to support the new date.

#### 4. CLIENT(S) CANCELLATIONS:

In the event of a cancellation, for any reason the client decides not to use the venue the client must inform Belle Acres Farm in writing 180 days prior to date of event to release the client from the contract. In the event of a cancellation by the client of this event/wedding this deposit and any other monies paid toward the wedding will be non-refundable.

#### 5. ACCOMMODATIONS:

Belle Acres Farm does not have overnight accommodations.

#### 6. BELLE ACRES FARM VENUE:

Belle Acres Farm is an "as is venue." We are not responsible for decor of any kind, catering, flatware, glassware, cake, photographer, transportation, flowers, special lighting, music, bar, alcohol, servers, ceremony officiates etc. We represent ourselves as the venue only, which shall include the property, vehicles, and building associated with your package. Belle Acres Farm is a working farm, we do have family and animals on property at all times, this is their home, please be respectful of their time and privacy.

#### 7. OUTDOOR LOCATION:

The clients understand that they and their invited guests will abide by the requirements while on the property of Belle Acres Farm. This includes the following:

- Placement of tables, tents, catering equipment, etc., must be approved by Belle Acres Farm.
- Parking in designated areas only.
- The clients must comply with all Belle Acres Farm regulations and policies.
- Absolutely no under-age drinking or drinking and driving.

#### 8. UNFORSEEN EVENTS:

The clients cannot hold Belle Acres Farm responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. Belle Acres Farm will allow you to reschedule if possible. If an unforeseen event occurs preventing the event from taking place as scheduled, Belle Acres Farm will allow for the event to be rescheduled, pending availability, with no penalty. Cancellations of venue due to inclement weather will not be considered for refunds.

#### 9. FOOD & CATERING:

- Clients may select any caterer pending approval by Belle Acres Farm.
- Clients are responsible for ALL outside vendors and their qualifications/insurance coverage.
- Please allow appropriate time for break-down and clean-up. The client and/or catering company/ is responsible for the set-up, and clean-up of the catered site.

#### 10. SECURITY:

Belle Acres Farm is located on a private, family operated farm. Please be respectful of all animals and members of the Belle Acres Farm, their time, and privacy. Clients are responsible for the actions of their guests and vendors.

#### 11. TENT RENTAL:

If clients should rent any tent, it is their responsibility to put it up and take it down.

#### 12. LIABILITY:

- The clients or their guests cannot hold Belle Acres Farm, Belle Acres Farm Venue Management, staff and volunteers, liable from suit, actions, damages, and expenses in connection with personal injury, illness, property damage or theft resulting from the use of any facility associated with Belle Acres Farm.
- The client is responsible for obtaining (basic or full liability) wedding insurance/event liability coverage for event. Client must submit proof of insurance 30 day before reserved event.

#### 13. AMENDMENT:

This Agreement may be modified or amended in special notes, if the amendment is made in writing and is signed by both parties.

#### 14. SERVERABILITY:

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

#### 15. WAIVER OF CONTRACTUAL RIGHT:

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

#### 16. APPLICABLE LAW:

This Agreement shall be governed by the laws of the Commonwealth of Virginia.

#### 17. Alcohol:

Belle Acres Farm does not have a beer, wine or liquor license. The clients can bring their own alcohol to be served to their guests. Clients are responsible for the safety and actions of their guests. At any time, if the staff deems alcohol consumption to be excessive, they have the authority to close down all alcohol service and/or evict inebriated guests from the premises.

#### 18. RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by clients which includes all event planners, wedding coordinators, and vendors who are involved in the planning and execution of a special event or wedding on the premises of Belle Acres Farm. It is your responsibility to send them a copy of the regulations.

- Event ending time: Please try to end the event 1 hour before in order to allow for clean-up and closure of the site.
- Decorations: All decorations must be removed without leaving damages. Be kind and leave the property as you found it.
- No furniture may be left overnight (chairs, umbrellas, arbors, tents etc.) unless approved by management.
- Placements of tables, tents, live music, catering equipment etc. must be approved by Belle Acres Farm.

- Parking in designated parking areas only, these areas are determined by Belle Acre Farm.
- Belle Acres Farm is a non-smoking venue. Please no smoking.
- Alcohol may not be served to minors at any time.
- All music must end by 11:00 PM.
- Children are not permitted to wander the grounds unsupervised by an adult.
- Electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are welcome to inspect the locations and numbers of outlets prior to booking.
- Any use of candles must be approved Belle Acres Farm.
- All decorations must be removed without leaving damages.
- All guests must adhere to the terms of our guidelines, it's the client's responsibility to share these guidelines with them.
- There is a guest limit of 150 people.

#### 19. Handicap:

Belle Acres Farm welcomes the handicap. Please understand it is a Farm venue. We are not equipped to accommodate wheelchairs. The venue has rough terrain, gravel parking, and steps. If you know that you're having a handicapped guest, please let us know so that we can do our best to accommodate them. The venue does have a handicap restroom however.

#### 20. COURTESY PROTOCOL:

Belle Acres Farm reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

#### 21. PAYMENT SCHEDULE AND METHOD:

For your convenience, payments can be made online via HoneyBook.com using a valid credit card. Otherwise, payment is to be made by cash or check.

40% initial retainer due upon completion of the signed agreement for services. Remaining balance is due two month before event date: \_\_\_\_\_04/08/2024\_\_\_\_\_

The undersigned have read this contract, understand its terms, and agree to be bound thereby. Any additions, deletions, or revisions must be made in writing and approved by all responsible parties. The parties agree that this contract is the complete and exclusive statement of the mutual understanding of the parties.

Vendor/Venue: Belle Acres Management Date: 03/28/2023

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

**Amendment:**

- Belle Acres Farm will extend Friday availability from 6:00 PM to 10:00 PM.
- Client has elected Jennifer Wisner of Belle Acres Management to act as day-of coordinator for wedding.