

# The Meadows Wedding Venue

Wedding Date & time \_\_\_\_\_

Event Guidelines and Rental Agreement

## Meadows Basic

- Weather is a very important factor when planning an event. The Meadows/ Creative Company is not responsible for inconveniences or difficulties due to weather.
- Renter will coordinate all services & provide delivery, setup, & removal schedules to the Meadows within one week of the event. Schedules shall be adhered to by client/vendors. Renter must provide the Meadows with a list of service providers. Management must approve vendors-all vendors must read & agree to the guidelines for their profession. All caterers must show proof of insurance.
- Renter will abide by the rules for using all of the decor
- Renter shall be responsible for all service during & all cleanups after event. The Meadows representative will not assist with cleanup or food/drink service. Trash is to be picked up & put into cans. Creative must have the name of the person in charge of clean up. All items left become property of The Meadows. The Hall is cleaned and ready for your rehearsal –it will not be re-cleaned for your wedding so please tidy up after your rehearsal. There will be a \$50 clean up fee for the rehearsal dinner if CEC is not catering it.
- Setup for the event may begin as early as 4pm on the day of the rehearsal. You may stay for 2 hours after rehearsal. Renter is responsible for clean up after the rehearsal.
- The use of glass containers is not allowed, a single bottle of champagne for toasting is permitted. If alcohol is served you must pay for the Meadow's security guard to be in attendance. Liquor service is 3 hours. **No BYOB by guests allowed.** No alcohol is served before the ceremony. No beverages are allowed on the dance floor. No shots are allowed
- Offensively loud music is not allowed due to neighbors. The Meadows/ Creative Company reserve the right for their representative to monitor the volume of the music & require the volume to be lowered. Seated guests should be able to easily converse at all times.. No profane or obscene lyrics are permitted. Sound levels will not exceed 70dB. Management must approve dJs. All music is to be turned down at 10pm (65dB) & off at 11pm. Sun – Thursday down at 9 off at 10pm
- Smoking is allowed only in the designated smoking area due to the threat of fires - **no burning candles** \_\_\_\_\_
- Children must remain in the care and supervision of their parents or guardians at all times. Encounters with wildlife should be avoided and The Creative Company assumes no liability.
- Do not use spray paint for marking areas. **Silk flower petals may not be used.** \_\_\_\_\_
- Please do not drive on the grass or off the marked areas. Or attach items to the wall or structure
- The Creative Company is not liable should the event be shut down due to disturbances
- The Rental Fee includes 'The Meadows', Celebration Hall, parking & the restroom building only. Please do not use other areas or allow people to go outside those areas.

Renter is legally responsible for the behavior and welfare of all attendees

The Meadows /The Creative Company shall be excused from any liability to Renters if The Creative Company/Meadows cannot hold Event, to the extent that the reason is attributable to any cause beyond The Creative Company's reasonable control, including, without limitations: acts of God, fire, flood, pandemic, war, sabotage, accidents, embargo, riots, labor disputes, or shortages affecting The Creative Company or its suppliers, actions, or regulations of any government or governmental agency. In this situation The Creative Company/Meadows will work with renters to reschedule the event within 12 months.

An initial payment of **\$1000.00** is required to hold your event date; all payments are non-refundable unless The Meadows is able to secure an event of equal or greater value. If you wish to change your date you must pay a Change of Date Fee of \$1,000.00. The balance of the rental fee, plus the security deposit of \$500.00 is due one month before the event. If entire amount is not paid 2 weeks before date a late fee of \$100 is due & payments must be made in cash or money order. **Make all payments to The Creative Company. 12557 CR 238 Clyde TX 79510 Security Deposit:** A check for the security deposit of **\$500.00** must be paid one month before event. Any damages or excessive cleaning costs will be taken from this deposit. The security deposit will be returned after the event provided there is no excessive cleaning needed, loss/breakage or damage to the property, or the client does not violate the **Event Guidelines and Rental Agreement.**

*Our desire is that your wedding is all that you dream for it to be, call us if you have any questions! 325-669-8177*

I, \_\_\_\_\_ (renters) agree to the terms and conditions of this Agreement and promise to abide by them.

Bride's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Bride's Email \_\_\_\_\_ Address \_\_\_\_\_

Groom's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Initial payment of \$1000 \_\_\_\_\_ Final payment due \_\_\_\_\_ Price \$ \_\_\_\_\_