

## SPECIAL EVENTS AND WEDDING VENUE CONTRACT

This Agreement is made effective as of \_\_\_\_\_, by and between Julia L. Butterfield Memorial Library and (NAMES OF CLIENTS).

The CLIENTS represent that they desire to hold a special event or wedding on \_\_\_\_\_ (date) at Julia L. Butterfield Memorial Library.

Therefore, the parties agree as follows:

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

(a) The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S), agree to pay an initial nonrefundable DEPOSIT of \$250.00. This payment serves to hold the venue for specified date of event or wedding and is payable at the time of contract signature.

(b) The following are the agreed upon VENUE RENTAL FEES, which include the balance remaining for the fee for the event date of \_\_\_\_\_, cleaning fee, on-site supervisory staff and refundable damage and security deposit of \$250.00 (to be paid by separate check or money order, returnable to the CLIENT(S) up to two weeks after the event has been held once property has been inspected for any potential damage from special event or wedding).

(c) The remaining agreed upon VENUE RENTAL FEES will be due 30-DAYS prior to the date of the event or wedding. The agreed upon date of payment will be the following:  
\_\_\_\_\_.

(d) Payments may be via (cash delivery, wire transfer, certified check, etc)

### 2) DATE CHANGES:

In the event the CLIENT(S) is forced to change the date of the event or wedding every effort will be made by Julia L. Butterfield Memorial Library to transfer reservations to support the new date. The CLIENT(S) agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the CLIENT(S). The CLIENT(S) further understands that last minute changes can impact the quality of the event and that Julia L. Butterfield Memorial Library is not responsible for these compromises in quality.

### 3) CANCELLATIONS:

In the event of a cancellation of special event or wedding, all payments made to date are nonrefundable and all outstanding payments will be due immediately.

### 4) OUTDOOR LOCATION:

The CLIENT(S) understands that they and their invited guests will abide by the policies of the Julia L. Butterfield Memorial Library while on the property of Library. The venue is operated in accordance with the USDA policy which prohibits discrimination on the basis of race, color, sex, age, handicap, familial partners, religion, and or national origin.

### 6) ENTIRE AGREEMENT:

This Agreement contains the entire agreement of the parties except as noted in paragraph 4 above, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

### 7) AMENDMENT:

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

## **8) SEVERABILITY:**

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.

## **9) 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.

## **10) APPLICABLE LAW:**

This Agreement shall be governed by the laws of the State of New York.

## **11) RULES AND REGULATIONS:**

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all EVENT PLANNERS and WEDDING COORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of Julia L. Butterfield Memorial Library.

### 1) Alcohol

Alcohol is not permitted.

### 2) Candles

Any use of candles must be approved by the facility. All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.

### 3) Event Ending Time

All events must end promptly at the time agreed up by both parties.

### 4) Decorations

All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the CLIENT(S) and the venue.

NOTE: The only adhesive material allowed on the walls/pillars is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decoration must be freestanding. Nails and staples may not be used on the floors.

NOTE: The use of birdseed is permitted only outside for wedding and reception farewells. Rice, confetti, flower petals, balloons, glitter, fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted inside or outside the facility.

### 5) Insurance

The client shall maintain Commercial General Liability Insurance in an amount not less than \$\_\_\_\_\_ Combined Single Limit for Bodily Injury and Property Damage. Such insurance shall name the Julia L. Butterfield Memorial Library as additional insured, and a certificate of insurance with an endorsement must be provided thirty (30) days prior to the event.

### 6) Logistical Plans

The Julia L. Butterfield Memorial Library must review and approve all proposed logistical plans for the use of the premises a minimum of fourteen (14) days prior to the event.

### 10) Smoking

The Julia L. Butterfield Memorial Library is a non-smoking venue.

## **12) SIGNATURES:**

**Party providing services:**

(Name of Event Planner, Wedding Coordinator, or Catering Company Here)

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Party receiving services:**

Wedding couple, Client(s) or agent of couple: financially responsible for all the above.

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Julia L. Butterfield Memorial Library:**

By: \_\_\_\_\_ Date: \_\_\_\_\_