



## SPECIAL EVENTS AND WEDDING VENUE CONTRACT

This agreement is made effective as of \_\_\_\_\_, (today's date) by and between TAP ROOT FARM EVENT CENTER and \_\_\_\_\_ (NAMES OF CLIENTS).

The CLIENTS represent that they desire to hold a special event or wedding on \_\_\_\_\_ (date) at TAP ROOT FARM EVENT CENTER. Therefore, the parties agree as follows:

1) VENUE RENTAL FEE(S):

(a) TAP ROOT FARM EVENT CENTER Venue Packages

\$3195 Wedding Reception at Event Center with wedding ceremony at TAP ROOT FARM EVENT CENTER for up to 200 guests: 30 x 90 Screened Porch, Parking/ Shuttle, 12: 52" Rd Tables & 72 chairs, 4: Bar Tops & 14 Stools, Serving tables, 3 Courtyards, 3 Stand-up Heaters, Large Fans, 60" Big Screen, Ping Pong, Foosball, Kitchen use, Silver 22" Diameter Aproned & Footed Cake Stand.

This price is added to the price of the ceremony location you choose from below.

\$600 Wedding at Hilltop Event Center

\$700 Wedding in Lawn of 1907 Victorian Farm House or at or/in large Barn

\$700+ Wedding in various pictorial settings on our Farm (woods, large limestone boulders, creek, pond, lake, hilltop, open pasture, sunset, sunrise)

\$3595 Wedding Reception **(only)** as wedding ceremony will be held elsewhere else/not at Tap Root Farm Event Center for up to 200 guests: 30 x 90 Screened Porch, Parking/ Shuttle, 12: 52" Rd Tables & 72 chairs, 4: Bar Tops & 14 Stools, Serving tables, 3 Courtyards, 3 Stand-up Heaters, Large Fans, 60" Big Screen, Ping Pong, Foosball, Kitchen use, Silver 22" Diameter Aproned & Footed Cake Stand...You may NOT put holes in any wood or walls to decorate. This price is for couples that are marrying at another venue/church.

(b) The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S), agrees to pay a \$150 Cleaning Deposit. The Cleaning Deposit can be fully refundable depending on how the event center is left upon departure. The Cleaning Fees can range from \$150.00 to \$400.00 and will be decided by TAP ROOT FARM EVENT CENTER. If the deposit is refundable it will be sent by check within 7 business days of final walk through if approved by TAP ROOT FARM EVENT CENTER. If the Cleaning Bill requires more than \$150 the CLIENT(S) will be billed and expected to send in a check for the remanding balance within 7 business days.

(c) The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S), has the option of our  
\$100 Trash Haul Fee: Labor/Supplies & Bagging and Hauling Event Trash  
\$250 Wedding Director @ rehearsal & wedding

(d) The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S), agrees to pay \$60 for Portal-Potty

(e) The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S), agrees to pay an initial non-refundable deposit of \$500.00. This payment serves to hold the venue for specified date of event or wedding and is payable at the time of contract signature.

(f) The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S), agrees to pay \$2000 that is due 6 months prior to wedding date and pay the remainder amount 2 weeks prior to wedding date (You will not receive an invoice, PLEASE pay promptly or you could lose your date.)

(g) Payments: **All checks made Payable to:** Susan Ingraham,  
4104 Clovercroft Rd,  
Franklin, TN 37067

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 TAP ROOT FARM EVENT CENTER 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 TAP ROOT FARM EVENT CENTER 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 non-refundable and all outstanding payments will be due immediately.

4) **COURTESY PROTOCOL:**

The CLIENT(S) understands that they and their invited guests will abide by the requirements of TAP ROOT FARM EVENT CENTER. TAP ROOT FARM EVENT CENTER prohibits discrimination on the basis of race, color, sex, age, handicap, familial partners, religion, and or national origin. TAP ROOT FARM EVENT CENTER 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.

5) **DAMAGE INCIDENTS:**

If, during the course of the event, accidental damage does occur, it should be reported immediately to TAP ROOT FARM EVENT CENTER so arrangements can be made for quick & un-interruptive cleanup and restitution. Damage to any room/space/furnishings and/or equipment by a client will result in appropriate charges, based on fair market cost of replacement/repair/additional cleaning to TAP ROOT FARM EVENT CENTER property or equipment. If there is a cost factor attached to the incident, after discussion of damages, the price will be deducted from the deposit prior to refund with written disclosure of pricing.

6) **PARKING:**

TAP ROOT FARM EVENT CENTER accommodates approximately 50 cars (usually 150 guests) with our hilltop parking plan. Additional cars are parked at the entrance gate parking lot and shuttled to and from TAP ROOT FARM EVENT CENTER throughout the event at their request.

7) 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 TAP ROOT FARM EVENT CENTER. TAP ROOT FARM EVENT CENTER is committed to creating a safe and comfortable family environment to be enjoyed by guests and client(s).

(a) Our staff will proactively intervene to support an environment where guests can enjoy your event free from the following behaviors:

- Foul/abusive language or obscene gestures
- Intoxication or other signs of impairment related to alcohol consumption
- Use of illegal drugs or other illicit substances are not permitted. Violators will be escorted from the building.
- Displays of affection not suitable in a public, family setting
- Any disruptions to the progress of the event
- No obscene or indecent clothing
- Use of weapons of any kind
- The Event Center is a "tobacco free" environment. There is one marked Smoking Area, **please only** smoke in that area.

(b) 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. Burning dripless candles or liquid-fueled decorations are permitted with prior approval. Note excessive candle wax on furniture and/or flooring will result in an extra cleaning fee.

(c) Decorations

- Due to multiple events, decorations must be removed immediately following the function. If there is no event in conflict with the TAP ROOT FARM EVENT CENTER schedule, the timing of "undecorating" may be determined with Susan. TAP ROOT FARM EVENT CENTER cannot accept responsibility for any decorations or belongings left after your event.
- Furniture may not be moved without permission from Susan
- Tacks, nails, adhesive tape, masking tape, scotch tape, etc., may not be used on walls, windows, doors, or any other part of Event Center. Should you need to hang something, you may use fishing line, string, twine, and drafting tape *by permission only*, in Reception Hall/ Event Hall *only*.
- Heavy articles may be hung only by special permission from Susan. No items or decorations may be hung from ceiling fans or lights.
- Ladders may be used for decorating (see Susan). You may not stand on table tops or chairs. The use of ladders is at your own risk.

(e) Glassware

You may use plastic cups for alcohol service. Glass bottles or glassware may not be used to serve alcohol. TAP ROOT FARM EVENT CENTER'S only exception is the Bride and Groom may use Crystal Stemware for their toast.

(f) Music Amplified

Events requiring amplified sound must not disturb neighbors after 10pm in the City of Franklin and 11pm in Williamson County. Typically the bass can be turned down after 11pm and the sound that travels to the boundaries of the property will dissipate to an appropriate level. Being respectful to the neighboring residences regarding the noise level is important.

NOTE:

- Small particles, such as glitter and confetti may be used as decorations. An extra cleaning fee will be applied if not fully cleaned up.
- Red liquids or any other refreshments that stain are prohibited inside the Event Center unless specific permission is granted.
- No firearms of any kind are permitted.
- Animals or pets of any kind, excluding service animals, shall not be permitted on the property unless special permission is granted by Susan.
- Bicycles, skateboards and roller blades are not allowed.
- All reception fairwells must be approved by TAP ROOT FARM EVENT CENTER.
- Please work with the Susan on any other specific requests. We will try to accommodate your needs as much as possible

8) INSURANCE

You may purchase event insurance if you like. One source for event insurance is Kelly at 615-595-7632.

9) LIQUOR AND ALCOHOL BEVERAGES

Alcohol may not be served to minors. At any time, if the serving staff deems alcohol consumption to be excessive, the staff has the authority to refuse to serve an individual or/and close down all alcohol service and/or evict inebriated guests from the premises. Alcohol cannot be self-served, an ABC Licensed server with Indemnity Insurance is required!

10) CATERING

Licensed caterer with Indemnity Insurance is required. We have many caterers that we work with regularly and will assist you with your choice if you'd like. You may bring your own caterer if you'd prefer.

11) RENTAL CONTRACT

A rental contract must be signed, all pages initialed and signed, as well as appropriate deposits submitted in order to confirm TAP ROOT FARM EVENT CENTER.

Type of function: \_\_\_\_\_

Date of function: \_\_\_\_\_ Time of function: \_\_\_\_\_

Client name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact number: \_\_\_\_\_

Total number of guests \_\_\_\_\_

Bride's information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Groom's Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

TAP ROOT FARM EVENT CENTER Venue Package:

\_\_\_\_\_

\$2,000.00 payment 6 months prior to wedding date + \$150 Cleaning Deposit due: \_\_\_\_\_

Balance due of \$ \_\_\_\_\_ 2 weeks prior to wedding date due: \_\_\_\_\_

NOTES: \_\_\_\_\_

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TAP ROOT FARM EVENT CENTER PAGE 5

12) SIGNATURES:

By signing below, The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S) agrees to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by renter, their guests, or by any person contracted by The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S) for the event. The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S) agrees to hold TAP ROOT FARM EVENT CENTER and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event.

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CLIENTS or REPRESENTATIVE FOR THE CLIENT(S) Name (Printed)

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Signature

Date

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Signature

Date

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TAP ROOT FARM EVENT CENTER (Printed name of representative)

Title

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Signature

Date

OFFICE USE ONLY:

Non-refundable Deposit \$500.00

Date rec'd \_\_\_\_\_

Check # \_\_\_\_\_

\$2,000.00 payment 6 months prior to wedding date + \$150 Cleaning Deposit

Date rec'd \_\_\_\_\_

Check # \_\_\_\_\_

Balance due of \$ \_\_\_\_\_ 2 weeks prior to wedding date

Date rec'd \_\_\_\_\_

Check # \_\_\_\_\_

INITIAL HERE \_\_\_\_\_