

# Hop Harvest & Vine Venue Rental Agreement

This Rental Agreement ("Agreement") is entered into between Hop Harvest & Vine, located at 2205 Silvernail Rd, Pewaukee, WI 53072, Phone: 1-262-232-8866, Email: [joe@goodharvestmarket.com](mailto:joe@goodharvestmarket.com), Website: [www.hopharvestvine.com](http://www.hopharvestvine.com) ("Venue"), and the undersigned client ("Client") as of \_\_\_\_\_ [Date of Agreement].

## Client's Information:

- Client's Name(s): \_\_\_\_\_
- Phone Numbers: \_\_\_\_\_
- Address: \_\_\_\_\_
- Email: \_\_\_\_\_

## 1. Rental Details

### 1.1 Event Date and Type

- **Date of Event:** \_\_\_\_\_
- **Type of Event:** \_\_\_\_\_

### 1.2 Venue Space Choices and Details

#### Available Rental Spaces' Details:

- **Dining Room:**
  - Tables, Chairs & Set-Up: Included for up to 50 people.
  - Catering: Must be provided by Hop Harvest & Vine.
  - Handicap Accessible: Yes.
  - Heating & Air Conditioning: Yes.
  - TV for Presentations: Available.
  - Food and Drink Minimums: None.
  - Outside Food and Drink: Not allowed, except for celebration cakes.
  - Sales Tax: Applicable.
  - White 60"x102" Tablecloths: Available for rent at \$5 each.
- **Mezzanine:**
  - Tables, Chairs & Set-Up: Included for up to 50 people.
  - Catering: Must be provided by Hop Harvest & Vine.
  - Includes outdoor terrace usage in warm weather.
  - Handicap Accessible: No.
  - Heating & Air Conditioning: Yes.
  - Food and Drink Minimums: None.
  - Outside Food and Drink: Not allowed, except for celebration cakes.
  - Sales Tax: Applicable.
  - White 60"x102" Tablecloths: Available for rent at \$5 each.
- **Pavilion:**
  - Tables, Chairs & Set-Up: Included for up to 125 people.
  - Catering: Must be provided by Hop Harvest & Vine.
  - Handicap Accessible: Yes.
  - Heating: No

- Air Conditioning: No, but the client can rent one if desired with an outside rental firm. Must be removed by 10 am the day following the event. There are two ceiling fans and cross breezes when windows and doors are open.
- Outdoor Seating: Additional outdoor, uncovered seating for up to 20 people.
- TV for Presentations/Photo Shows: 72 inch screen smart tv
- Food and Drink Minimums: None.
- Outside Food and Drink: Not allowed, except for celebration cakes.
- Sales Tax: Applicable.
- White 60"x102" Tablecloths: Available for rent at \$5 each, or \$10 pressed.

**Venue:** Which space do you want to reserve – Dining Room, Mezzanine, or Pavilion? \_\_\_\_\_

**All-Day Rentals Include:**

- Bridal Room with bathrooms.
- Bose Pro Sound System & Microphone.

**Additional Spaces for Rent for All-Day Renters:**

- "Point" for Wedding Ceremonies: \$350 to reserve. Includes chair set-up for up to 125 chairs and removal, as well as a wedding arbor.
- Circular Patio: \$250 to reserve.

**1.3 Setup and Event Hours**

- **Setup Starting at:** \_\_\_\_\_
- **Event Starting at:** \_\_\_\_\_
- **Event Ending at:** \_\_\_\_\_
- **Clean-up Ending at:** \_\_\_\_\_
- **Total Hours:** \_\_\_\_\_

**1.4 Expected Number of Guests** \_\_\_\_\_

**2. Payment and Deposit**

**2.1 Rental Fee**

The Client agrees to pay the rental fee for the use of the Venue as specified in the invoice provided by the Venue.

**2.2 Deposit**

- **Initial Deposit:** A \$100 online deposit is required to start the rental process
- **Second Deposit:** A non-refundable date-hold deposit of **25%** of the total rental fee (less the \$100 online deposit) is due within 30 days upon signing this contract to secure the date.
- **Final Payment:** The remaining balance is due 30 days prior to the event.
- **Catering Deposits:**

**2.3 Credit Card Authorization**

The Client authorizes the Venue to charge the provided credit card for the deposits. The rental isn't secured until payment and a signed contract are received and approved by the Venue agent. The remaining rental fee and balance due (payable 30 days prior to the event) can be paid by cash, check, or credit card.

### **3. Venue Inclusions and Notes**

#### **3.1 Decor and Clean-Up**

- All items for your event must be removed at the end of the event unless arrangements have been made with management.
- Any type of decor is allowed with the exception of latex balloons, glitter, confetti, rice, or anything that may damage the facility.
- Clean-up by Hop Harvest & Vine staff (if necessary) is an additional \$100 charge/hour.

#### **3.2 Event Timing**

- Last drink call on Friday and Saturday is 10:00 pm; on Wednesday and Thursday is 9:00 pm.
- All guests must be out by 11:00 pm on Friday and Saturday and 10:00 pm on Wednesday and Thursday.
- There will be an additional \$200 charge if guests haven't left by:
  - 11:00 pm (Fridays and Saturdays)
  - 10:00 pm (Wednesdays and Thursdays)
- Since the kitchen closes at 2 pm on Sunday, Monday & Tuesday, party hours and vacancy hours are negotiated for those days and will include fees for employees based on the size of the group.
- Vehicles left overnight must be picked up by 10:00 am the next day.

#### **3.3 Guest Behavior**

- Owners & staff reserve the right to remove any guest for displaying inappropriate behavior.
- We are a smoke-free facility.
- Absolutely no alcohol is allowed to be brought into the venue, including parking lots.
- Our pavilion is dog-friendly; however, all dogs must be kept on a leash, out of the main building (unless a certified service dog) and cleaned up after as necessary.
- Underage guests are not allowed to drink alcoholic beverages on our premises.
- All guests who appear 40 or under will be carded.

#### **3.4 Catering and Vendors**

- No outside caterers are allowed.
- All vendors (florists, bakers, musicians, photographers, wedding coordinators, rental company, etc.) must adhere to our terms and policies. It is your responsibility to share these guidelines with them.
- All Hop Harvest & Vine Catering orders will be subject to a 20% service charge and 5% sales tax.

#### **3.5 Compliance with Laws and Regulations**

- Client will adhere to all City of Waukesha noise ordinances.
- All beverages must be provided by Hop Harvest & Vine, and per Wisconsin law, outside beverages are not allowed and will be confiscated.
- Party favors may not contain alcoholic beverages.

#### **3.6 Photography and Videography**

- **Venue's Rights:** The Venue reserves the right to take photographs and videos during the event for marketing, advertising, and promotional purposes. These images and videos may be used on the Venue's website, social media platforms, brochures, and other marketing materials.
- **Client Consent:** By signing this agreement, the Client consents to the Venue's use of any images or videos taken during the event. The Client acknowledges that no compensation will be provided for the use of these images or videos.
- **Opt-Out Option:** If the Client wishes to opt out of this clause, they must provide written notice to the Venue at least 30 days prior to the event.

### **3.7 Client Responsibility and Insurance Recommendation**

- **Client Responsibility:** The Client agrees to assume full responsibility for any damages, injuries, or losses that occur during the event, whether caused by the Client, their guests, vendors, or any third parties involved in the event. The Client further agrees to indemnify and hold the Venue harmless from any claims, damages, or liabilities arising out of or related to the event.
- **Insurance Recommendation:** While the Venue does not require the Client to obtain event insurance, it is strongly recommended as a means of protecting against significant financial loss. Event insurance can cover a variety of risks, including property damage, personal injury, and cancellation costs, and is an effective way to safeguard against unexpected incidents.

## **4. Damage and Liability**

### **4.1 Security Deposit**

A refundable security deposit for all evening and full-day rentals of \$200 is required and must be submitted to the Venue at least 30 days prior to the event. This security deposit will be held by the Venue throughout the event and may be used to cover any cleaning, repair, or replacement costs for damages incurred during the event.

### **4.2 Damage Assessment and Use of Security Deposit**

- The Venue reserves the right to assess and determine the extent of any damage to its property.
- If damages are assessed, the Venue will deduct the repair or replacement costs from the security deposit.
- If cleaning is necessary, a \$100 labor cost/hour will be deducted from the security deposit.
- If the repair or replacement costs exceed the security deposit amount, the Client agrees to cover the remaining balance within 30 days after receiving the itemized list of damages.

### **4.3 Return of Security Deposit**

If no damages are assessed, or if the repair or replacement costs are less than the security deposit amount, the remaining security deposit will be refunded to the Client within 30 days after the event.

### **4.4 Venue Liability**

The Venue shall not be liable for any injuries, accidents, or damages incurred by the Client, guests, or vendors during the event, except as covered under the Venue's own insurance policy. The Client assumes responsibility as outlined in Section 3.7.

### **4.5 Indemnification**

The Client agrees to indemnify and hold the Venue, its owners, employees, and affiliates harmless from any claims, damages, liabilities, costs, or expenses arising out of or related to the Client's event, in accordance with Section 3.7.

#### **4.6 Venue's Right to Terminate**

In the event of significant damage to the Venue or repeated violations of this Agreement, the Venue reserves the right to terminate the event immediately without refund and to seek legal remedies for damages.

#### **Clients & Venues Acknowledgment and Agreement**

By signing below, the Client acknowledges that they have read and understood the terms and conditions of this Venue Rental Agreement and agree to be bound by them.

- **Clients Name(s):** \_\_\_\_\_
- **Clients Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Venue Representative's Name:** \_\_\_\_\_
- **Venue Representative's Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_