

# SILVER SAGE

*venue*

## RENTAL CONTRACT

### Client Information:

Event date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Wedding Information: Rental Time is 8 hours and must end no later than 12 a.m.**

Arrival Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Reception Start Time: \_\_\_\_\_ Reception End Time: \_\_\_\_\_

### Services:

☐ Linen Rental \$15/linen # \_\_\_\_\_ \$ \_\_\_\_\_

Additional Services:

\_\_\_\_\_

Venue Rental: \_\_\_\_\_ Add On: \_\_\_\_\_ Taxes: \_\_\_\_\_

Grand Total: \_\_\_\_\_ Online Deposit: \_\_\_\_\_ Balance Due: \_\_\_\_\_

## Included With The Rental:

- 2-8' rectangle tables
- 10- 5' round tables
- 1 large buffet table
- 100 Reception chairs
- Sound system, microphone, 55" TV
- Bridal Suite w/ bathroom
- Prep Kitchen
- Large Easel
- Customizable Chalk Board
- Guest Book Table with linen
- Cake Table with linen and knife
- 2 Backdrops
- Gift Card Box
- Misc. signs and decor

## Booking Your Event

A non-refundable deposit of \$500 of the package price and a signed contract is required to book your day.

### Payments

- A final payment is due 4 weeks before the wedding date. Please contact the Venue Manager for other payment plan options, if needed.
- Final payments made via a paylink that will be emailed to you.

## Cancellation Policy

Silver Sage Venue understands that sometimes it is necessary to change or cancel a reservation. In the event of a cancellation, all payments made to date are non-refundable. All outstanding payments are not required. All cancellations or reservation changes must be made in writing. The Client is responsible for verifying that Silver Sage Venue has received their cancellation letter.

## Date Changes

In the event, the Client requests to change the date of their event, every effort will be made by Silver Sage Venue to transfer reservations to support the new date. The Clients further understands that last minute changes can impact the quality of the event and that Silver Sage Venue is not responsible for these compromises in quality.

## **Communication Clause**

1. All communication with the Event Manager will be done during business hours (Monday-Friday 10am-4pm) by phone (208-716-0152) or by email (info@silversagevenue.com). All emails and phone calls will be returned within 24 hours. If your wedding is scheduled in two weeks time or closer emails and phone calls will be returned within 6-12 hours.
2. Social Media: please do not contact Silver Sage Venue about your own personal wedding on any of the social media platforms. We require all important communication be done over Email.

## **Music**

All dance music must be turned off at 10:30 p.m. Please make sure your vendors are notified in advance.

## **Decorating**

You will receive access to SILVER SAGE VENUE at the time indicated on your reservation booking. The front door will be electronically unlocked for you or you will receive an access code to unlock it yourself. The Client must then also physically unlock the front door for guests using the attached hex key. To do this, simply push the panic bar in, insert the key in the hole and turn counter clockwise. The Client is responsible for locking the door when they leave by turning the hex key clockwise and releasing the panic bar. Please double check that the door is securely locked before you leave. All other exterior doors are to be used for emergency use only.

Display items may not be affixed to any walls or ceiling with nails, staples or tape in order to prevent damages from occurring. The client agrees to be responsible for any damages done to the facility by themselves, their guests or any hired vendors. Damage charges will be applied if necessary.

The use of lit candles, confetti, rice & glitter are not permitted on the premises as it is difficult to clean. Failure to comply will result in a cleanup fee. Personal wedding signs setup on highway/roads must be removed the day of the wedding.

## **Polices and Procedures**

The following is a list of rules and regulations to be upheld by Client(s), which includes all Event Planners, Wedding Coordinators, and Vendors who are involved in the planning and execution of the special event on the premises of **SILVER SAGE VENUE**.

1. Parking: All vehicles associated in any way with the event or wedding must be parked in the parking area. No vehicles shall be parked on any other lawn surface unless granted permission by owners. Vehicles still sitting in the parking lot after the end of the rental time will be towed.
2. Barbecues/Grills: Barbecues and grills are to be used outside only. No fires are to be started directly on the grounds of the venue.
3. Alcohol: We do not have a liquor license. Alcohol use on the premises is not permitted.
4. Use of drugs or other illicit substances is not permitted. Violators will be escorted from the premises.
5. Physical violence of any kind will not be permitted. No use or possession of weapons of any kind.
6. The event space is controlled by a thermostat on a timer. Do not manually adjust the thermostat or alter the timer.
7. No driving on the lawn with vehicles.

## **Event Ending Times**

All events must end 8 hours after the venue rental start time or by 12 a.m., whichever comes first.

## **Children/Pets**

For their safety, children under 16 years of age must be supervised at all times while on the venue property. Children are not permitted to wander the grounds unattended by an adult. The basement area is strictly off limits to children.

Bicycles, skateboards and rollerblades are not allowed on the premises.

No pets are allowed inside the venue.

## **Smoking**

**SILVER SAGE VENUE** is a non-smoking venue. Smoking will be permitted only outside.

## **Security**

SILVER SAGE VENUE does not accept any responsibilities for damage to or loss of any articles or property left at SILVER SAGE VENUE prior to, during or after the event. The Client agrees to be responsible for any damage done to SILVER SAGE VENUE, by the Clients, its guests, invitees, employees or other agents under the Client's control or direction. SILVER SAGE VENUE is under live camera surveillance 24 hrs. accessible at any time by the owners. The client will be emailed an access code to gain entrance to the venue the day before their event and are responsible for opening and closing the venue themselves. If you need assistance during your event, call or text SILVER SAGE VENUE. Client agrees that SILVER SAGE VENUE staff may enter and exit the premises during the course of the event.

## **Photography, Promotions and Copyright**

SILVER SAGE VENUE has the right to take photographs and videos at your event for marketing purposes (by our staff). All rights to and use of photographs and videos taken by us belong to SILVER SAGE VENUE.

## **Damage Incidents**

If, during the course of your event, accidental damage does occur it should be reported immediately to SILVER SAGE VENUE so arrangements can be made for quick cleanup and restitution. Damage to any room, space, furnishings, and/or equipment by the Client or its guests or vendors will result in appropriate charges based on fair market cost of replacement, repair, additional cleaning, etc. to SILVER SAGE VENUE property or equipment. If there is a cost factor associated with a damage incident, the price will be deducted from the Client's damages deposit prior to refund with written disclosure of pricing.

## **Clean up**

SILVER SAGE VENUE Clients are asked to have the prep kitchen cleaned and dishes washed and put back in storage. This may be done by family or caterer. SILVER SAGE VENUE also includes in its rental fees the routine cleaning of our restrooms. Extra cleaning resulting from misuse or abuse of any of our facilities is not included in our rental fees and will be billed to the Client. SILVER SAGE VENUE asks and expects that our guests will treat our facilities just as they would their own home.

## Food

SILVER SAGE VENUE reserves the right of final approval of all outside caterers and any other vendors selected for the event. All caterers must provide proof of public liability insurance, including the expiration date, the policy limits, and the name of the insurer, at least thirty (30) days prior to the date of the event. If the caterer fails to meet any of the requirements stated above, Client will be responsible for finding another caterer who can meet the above requirements before the event is to occur. Said caterer is to immediately provide the listed items above to SILVER SAGE VENUE. If no caterer can be found that satisfies the above described requirements before the event is to take place, the Client will still be liable under this contract. **SILVER SAGE VENUE prep kitchen is a production space and is to be used only for final food preparation, plating, and bussing.** SILVER SAGE VENUE does provide some serving dishes, knives, serving/prep utensils, etc. It does not supply pots and pans. The prep kitchen space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. The caterer is expected to sanitize all food preparation surfaces before they come into contact with food products. Proper hygiene is required at all times. All food must remain covered at all times prior to plating and bussing. All trash must be collected and properly bagged. Failure to properly clean the catering area will result in additional costs and will be charged to the Client. Please allow sufficient time for cleanup of all designated areas at the conclusion of your event. Catering trash, especially food and drink debris may not be left out for cleanup the following morning. All event trash must be disposed of in the SILVER SAGE dumpster located in the parking lot at the conclusion of the event.

## Set Up and Breakdown

Decorations, linens, and other items provided by the client must be removed no later than the evening of the event, otherwise charges may apply for removal and storage of these items. SILVER SAGE VENUE takes no responsibility for securing said items nor is SILVER SAGE VENUE responsible for any damage or loss. The event venue will be in a clean condition prior to your event. You are required to return the space to the same clean condition in which it was found.

Event trash on the grounds, sidewalks, roadways and lawns (including cigarette butts) must also be cleaned up and placed in designated disposal containers. If signs were placed in the neighborhood, they must also be removed. SILVER SAGE VENUE is not responsible for checking in, checking out or signing for delivery or pick up of any items brought into or removed from the venue by rental companies hired by the Client. All packing materials and excess materials (such as bubble wrap, boxes, hangers, wrapping paper, etc.) created by Client deliveries must be removed and disposed of by Client's rental companies.

## Unforeseen Events

Client agrees that SILVER SAGE VENUE and its officers shall not be liable for losses, damages (including attorney's fees, court costs, and consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to acts of God, fires, weather conditions, power outages, strikes, riots, embargos, plagues, delays in transportation, inability to obtain supplies or requirements, or regulations of the United States Government or any other civil or military authority (to include any local legislation regarding liquor license requirements). Delays or non-performance excused by this provision shall not excuse payment of any amount owed by the Client at the time of said occurrence. If the event is canceled due to COVID - 19 or other pandemic restrictions a partial refund (down payment is non refundable) will be given to clients. If the event is cancelled in whole or in part because conditions beyond control, a partial refund will be made to the Client no later than fourteen (14) days after the date of the event. SILVER SAGE VENUE reserves the right to mandate taking shelter, stop alcoholic beverage serving, and require bands and musicians to switch to acoustic entertainment only, adjust volumes or terminate recorded music until hazardous weather is deemed no longer a threat. If hazardous weather requires the evacuation of our property for the safety of our guests, the event will be terminated, and guests will be required to vacate the premises.

## Entire Agreement

This contract contains the entire agreement between the parties 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.

## Amendment

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

### Signatures:

By signing below the Client agrees to everything in this contract.

I have read, understand and agree to the terms and conditions of this Agreement.

Each person signing as Client below shall be fully responsible for ensuring that full payment is made pursuant to the terms of this Agreement.

### Signatures:

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

Venue Manager \_\_\_\_\_ Date: \_\_\_\_\_