

Windmill Hill Weddings & Events, LLC
1713 165th St.
Manchester IA 52057
319-269-0133 or 319-290-5113

Email: windmillhillevents@gmail.com www.windmillhillbarn.com

Windmill Hill Weddings & Events, LLC Venue Contract

This contract is a legal document and defines the terms and conditions under which Windmill Hill Weddings and Events, LLC hereafter referred to as Windmill Hill or WH, and the following parties, hereafter referred to as the Client, agree to.

Please print the following information legibly.

1. Client Information

Bride / Client Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

E-mail address: _____

Groom / Client Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

E-mail address: _____

Expected number of guests: _____

2. Wedding or Event Date

The client represents that they wish to hold a wedding celebration / party at Windmill Hill on the following dates (ex. 4/15/24 – 4/16/24): _____.

Type of Event: _____.

3. Facilities

Windmill Hill will provide the following facilities with chairs and tables to accommodate seating up to 250, plus up to 50 on the patios, total persons to the client and their guests, and vendors. Facility access will be available from 8:00am each morning until midnight on each night of the selected package for decorating and rehearsal, and for the event itself. (Sunday wedding/party package starts at 10 am.) Client and decorators are allowed to remove decorations and cleanup until 10 am the day following the event.

The upper and lower levels of the barn, including decks, restrooms, and kitchen area.
The concrete patio areas between the barn and the corn crib, gazebo and fire pit area.
The designated southern and eastern parking areas for clients, vendors, and guests.
The grass and gravel areas around the barn, patios, and corn crib building.
The corn crib building dressing rooms and decorations (not included in \$250 Party package).

***Note:** At no time shall the client or any guest or vendor of the client enter into the surrounding fields, buildings, or personal property of the homeowner.

4. Catering and Vendors

Windmill Hill does not provide any catering or vendors, and it is the responsibility of the client to provide any and all catering and vendors. It is the sole responsibility of the client to enter into any contracts with any caterer or vendor. These may include food, music, DJ services, photography, decorating, or any other services provided to the client.

***Note:** Please inform vendors that it is the responsibility of all caterers / vendors to provide their own table coverings and supplies, and to clean up and remove all their trash and other items.

5. Decorations

No decorations or fasteners are allowed that leave any kind of residue after they are removed, such as glue, or staples. Decorations must be removed by 10:00am the morning following your event. Decorations not removed by 10:00am the following day may be disposed of, or become property of Windmill Hill, unless prior arrangements are made. Any decorations owned by Windmill Hill may be used but must be signed out and then initialed when they are returned (non-Party package).

6. Cancellation or Date Change

In the unlikely event that the client should cancel this contract, all payments are non-refundable, unless the cancelled date is re-contracted, equally priced or above, to another party. If able to be re-contracted, 50% of the deposit shall be returned to the client. If a date change is requested, every effort shall be made by Windmill Hill to transfer reservations to that date, if that date is available. The client is not permitted to sub-lease or reassign any terms of this contract to any other party. It is the responsibility of the client to contact all vendors to arrange date changes or cancellations.

Pandemics or other government mandates: If there is a government mandate NOT to be open, within 30 days before your event, and we cannot supply a suitable replacement date, any payments will be returned in full. Over 30 days, or if there is an option to be open, even at reduced capacities, the normal rules will apply. Windmill Hill shall in no way be held responsible for any costs, activities, or health related issues related to or resulting from any pandemic/mandate occurring.

7. Alcoholic Beverages

Client is responsible for any and all actions of client, client's guests, and vendors. Alcohol serving shall end by 11:00 pm. Alcoholic beverages may not be served to any person under the age of 21, or any person appearing to be intoxicated. There will be no sales or reselling of alcohol on Windmill Hill property.

Windmill Hill does not provide alcohol or beverages. It is up to the client to provide alcohol or beverages. As the host of a private party, the client acknowledges any and all responsibility for the proper and lawful consumption of alcoholic beverages at Windmill Hill during the full duration of the event described in this contract. The client shall monitor all service of alcohol and acknowledges that the client is solely responsible for any acts, actions, or accidents that may occur as a result of any person consuming alcohol. This includes any acts, actions, or accidents that may happen at the entire Windmill Hill facilities and homeowners properties. Windmill Hill representatives reserve the right to request any person or group of persons acting intoxicated or unruly to leave the venue. Law enforcement may be contacted if for any reason this policy is not adhered to, which may result in the removal of any or all clients and guests. There shall be no refund of any deposits or payments if the event is required to end early due to lack of alcohol policy enforcement by the client.

8. Liability and Security

The client agrees that Windmill Hill shall not be liable to the client or any of the client's guests or vendors for any suit, actions, claims, damages, and expenses in connection with personal injury, illness, property damage, or theft in or around the Windmill Hill venue at any time before, during, or after the event. Any damages or theft by the client, client's guests, or vendors, occurring at the Windmill Hill facilities or surrounding properties shall be deducted from the client's deposit. If the damage or theft exceeds the deposit, client agrees to make restitution for full amount of damage or theft.

9. Rules and Regulations

This applies to all clients, guests, and vendors, at all times at Windmill Hill facilities.

Children need to be monitored. WH is not responsible for injured, ill, or lost children.

Use of illegal drugs or other illegal substances will not be permitted.

Physical violence of any kind will not be permitted.

No smoking or vaping is allowed anywhere inside any of the buildings.

Please, no glitter, confetti, or other small table items.

No open flames or candles are allowed except in the patio and fire pit areas (weather permitting).

* Exception to this is caterer's food warmers.

All guests must exit the Windmill Hill facilities by midnight of the event day.

No animals (other than service animals) are allowed in the venue (unless previously approved).

Any deviations from the rules or any contract stipulations may result in requiring the offending parties to leave, or contacting law enforcement for removal or arrest of any or all of the client or guests, without refund, from the Windmill Hill venue. It also may result in the loss of the security deposit, being partially or not fully refunded to the client.

10. Cleaning Windmill Hill cleans the venue and removes all trash and cans after all of our events, with the exception of the Single Day party package, which is the responsibility of the client.

11. Event Insurance Event insurance will be required for all of the days that have been contracted. It is available through private insurers, available online, or WH can get it. Event insurance must have Windmill Hill Weddings & Events, LLC listed as co-insured. The policy should be a \$1 million liability event policy. Typical costs are \$100 -\$150.

12. Windmill Hill Fees *(circle and initial behind the package and options of your choice)*

All of the below packages 1-5 will have the option of returning the following morning to remove decorations, etc. All work needs to be completed by 10 am Sunday morning (Sunday wedding packages, or any other weekday package will have until the morning following the event at 10 am).

Classic Wedding Package	\$4,000.00	___
Premier Wedding Package	\$5,000.00	___
Elite Wedding Package	\$6,000.00	___
Ceremony Only Package	\$2000.00	___
Single Day Party Package LL (Does not include CC or Decor.)	\$300.00	___
Single Day Party Package LL & UL (Does not include CC or Decor.)	\$500.00	___
* Additional Day for any non-Sunday event (Thursday, Sunday, etc.)	\$500.00	___
** Windmill Hill can purchase the event insurance for \$150 if desired	\$150.00	___

A \$500 security deposit (\$100 for package #5) is required to hold your date, this will be returned to you within 1 month following the event, provided there are no damages or theft issues with the venue. Any violations of the above contract may also reduce the amount that is returned.

NOTE: The security deposit is not part of the package price, the full amount of the package is due at least 1 month before the event, but may be paid sooner. We accept cash, checks, or credit card in person, although credit cards will have a 5% fee added to the total. Credit card payments are permanent and cannot be voided.

13. Signatures

By signing below, the client has read and agrees to all contents of this contract.

Client: _____ Date: _____

Client: _____ Date: _____

Deposit type and amount: _____ Initial by WH: _____

Windmill Hill representative: _____ Date: _____

Windmill Hill Weddings & Events, LLC

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As do most venues, Windmill Hill requires all clients to purchase Wedding or Event Insurance. With all the liability and litigation problems that are prevalent today, it is an extra layer of protection for you, and actually has quite a few possible benefits as well. Talk to your insurance agent or check out the online sites below. The policy should be a \$1 million liability policy.

Some popular online wedding insurance carriers, or contact your own insurance agency:

The Event Helper, WedSafe, Wedsure, Markel, Travelers Wedding Protector
As a cost example, theeventhelper.com, which is a popularly used company, typically will run \$100 to \$150 for 1-3 days coverage. Most policies can be completed online in minutes.

What is Wedding or Event Insurance? Wedding insurance is a type of event insurance that may protect you from losses that may happen due to various factors, such as:

- Host (client) Alcohol Liability, alcohol problems or accidents.
- Theft of gifts or personal property at the ceremony or reception.
- Photographs lost or damaged, requiring additional expenses to reshoot.
- Injuries and sickness preventing key participants in the event from attending.
- Problems with a vendor or venue cancelling or going out of business.
- External events beyond your control that may prevent your wedding.
- Unforeseen events causing damage or injury at a wedding.
- Dress damage or wedding attire coverage.
- Property damage to personal items or the venue.
- Extreme weather events or other events that may force a wedding cancellation. (Cancellation insurance may be an extra fee with some companies.)

Coverage is \$1M, \$100,000 damage to premises, \$5000 med expense, \$1,000,000 personal injury, \$2,000,000 general aggregate, \$1,000,000 products –comp/op agg, and with deductable of \$1000.

***Windmill Hill can purchase 1 or 2 day event insurance through The Event Helper for \$150.
We need a copy of this form for our files.***

Liquor Liability needs to be line item listed on the policy.

We can NOT accept homeowners or farm insurance policy extensions.

If you would like WH to purchase this and give permission for Windmill Hill to purchase this insurance, please sign and date this form, and include your expected number of guests. We will include this additional fee on your invoice or send you a notice or separate invoice.

Client Signature: _____ Date: _____

Please print Email address: _____

Expected number of guests: _____