



MEERKERK GARDENS EVENTS POLICY AND CONTRACT

Name(s): _____

Address: _____

City, State: _____ Zip: _____

Phone: _____ Email _____

Date Contract Signed: _____ Contract Signature: _____

Meerkerk Garden Representative: _____

This document constitutes an agreement between The Meerkerk Gardens and Spouse A & B or client(s) for the rental of designated facilities, sites, and property of Meerkerk Gardens. Once both parties have signed this document, a contract will have been formed according to the policies listed herein. Amendments to the Contract may be made only by the agreement of both parties. The parties further agree to make a good faith effort to resolve any conflicts that may arise that are not addressed in the Contract.

Venue / Event Rental Fees & Payments

Venue Capacity

| | |
|----------------------|--------------------------|
| Presentation Grounds | Up to 150 |
| Meditation Garden | Up to 50 (standing only) |
| Display Garden | Up to 50 (standing only) |
| Meerkerk Residence | Up to 40 |

| Number of Guests | Fee | |
|-------------------------|------------|----------|
| 1 – 15 | \$75/hour | \$ _____ |
| 16 – 50 | \$450 | \$ _____ |
| 51 - 75 | \$550 | \$ _____ |
| 76 – 100 | \$650 | \$ _____ |
| 101 – 150 | \$1000 | \$ _____ |

All Outdoor Rental Sites include Garden Benches and Use of the Gazebo.

Hours Of Event: Beginning: _____ **End:** _____

Over Time Hours Begin at: _____

Deposit Information

Guests Fee: \$ _____
 After Hours Fee (\$50/Hr): \$ _____
 Add'l Hours in Meerkerk Residence Fee: \$ _____
 Damage Deposit for 16 or more people: \$ 150 (Refundable)
TOTAL COST OF EVENT: \$ _____

Security Deposit: \$ 50 (Reserves your Date)

Balance Due: \$ _____ **Date Due:** _____

Payment Information:

Card Type: Visa Mastercard Discover Personal Check

Name on Card: _____

Card Number: _____ Expiration: _____ Security # (CVV): _____

Date of Charge: _____ **Amount:** _____

Signature to Authorize Charge: _____

TENTATIVE HOURLY SCHEDULE FOR REHEARSAL/EVENT

(To be signed by both Parties)



Date of the Event:

Client: _____

Representative of the Meerkerk Gardens:

Name: _____

Signature: _____

| Time  - Unreserved  - Reserved | Designated Activity / Location |
|---|---------------------------------------|
| 9:00 AM | |
| 9:30 AM | |
| 10:00 AM | |
| 10:30 AM | |
| 11:00 AM | |
| 11:30 AM | |
| 12:00 PM | |
| 12:30 PM | |
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| 8:30 PM | |
| 9:00 PM | |
| 9:30 PM | |
| 10:00 PM | |
| 10:30 PM | |
| 11:00 PM | |

TENTATIVE HOURLY SCHEDULE FOR WEDDING/EVENT

(To be signed by both Parties)



Date of the Event:

Client: _____

Representative of the Meerkerk Gardens:

Name: _____

Signature: _____

| Time  - Unreserved  - Reserved | Designated Activity / Location |
|---|---------------------------------------|
| 9:00 AM | |
| 9:30 AM | |
| 10:00 AM | |
| 10:30 AM | |
| 11:00 AM | |
| 11:30 AM | |
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| 10:30 PM | |
| 11:00 PM | |

CONTRACTING PARTIES' CONTACT INFORMATION

Client Information:

Client Name: _____

Client Name: _____

Address: _____

City,
State: _____

ZIP Code: _____

Phone #: _____

E-mail: _____

Meerkerk Garden's Representative:

Name: _____

Primary Phone #: _____

E-mail: _____

Planner Information:

Name: _____

Primary Phone #: _____

E-mail: _____

Rehearsal information:

Date: _____

Time: _____

Rehearsal Location: _____

Officiant: _____

Chairs Needed: _____

Dressing
Room
Needed: _____

Wedding Ceremony Information:

Date: _____

Time: _____

Rehearsal Location: _____

Officiant: _____

Rain Plan: _____

Money or Refund Due: _____

Must be signed if holding reception on site.

I _____ do by signing understand that the reception and music must be completed by _____. This gives me _____ time for clean-up of the facility.

Final Detail Appointment

All Information is to be Signed and Approved by both Spouse A & B/Client and the Gardens at the 2 Week Final Detail Appointment

| Operator | Name | Contact Information | |
|---------------------------|-------|---------------------|----------------|
| | | Phone Number | E-mail Address |
| Coordinator: | _____ | _____ | _____ |
| Officiate: | _____ | _____ | _____ |
| Photographer: | _____ | _____ | _____ |
| Instructions: | _____ | _____ | _____ |
| Florist: | _____ | _____ | _____ |
| Instructions: | _____ | _____ | _____ |
| Deliver Flowers To: | _____ | _____ | _____ |
| Caterer: | _____ | _____ | _____ |
| Instructions: | _____ | _____ | _____ |
| Rental Equipment : | _____ | _____ | _____ |
| Instructions: | _____ | _____ | _____ |
| Additional Equipment : | _____ | _____ | _____ |
| Instructions: | _____ | _____ | _____ |
| | _____ | _____ | _____ |

Cake :

Instructions:

Electrical Needs :

Instructions:

DJ or Music:

Instructions:

Music starts:

Music ends:

Set Up

Map Provided:

Benches:

Facing:

Chair Set-Up:

rows

chairs/row

Musician Chairs

Meerkerk Residence

Spouse A -Arrives:

Spouse A Location:

Spouse B – Arrives:

Spouse B Location:

SIGNATURES

Date:

Client Name:

Signature:

Client Name:

Signature:

MRK. Rep:

Signature:

Instructions for Completing this Contract:

1. Read through the contents thoroughly – please note all of the Gardens’ policies and feel free to request clarification of anything that is unclear.
2. A completed **Contract** and deposit is the only way to confirm availability with the Gardens’. Your proposed dates and locations will be reserved on the date that your contract and deposit are received by The Gardens. Please return this form completed within that time period to ensure availability.
3. Initial each individual policy on the lines provided to indicate acceptance thereof.
4. Fill all possible fields (Information on the Final Detail Appointment will be due 30 days prior to the event), including credit card information.
5. Sign and date.
6. Send to the Meerkerk Gardens by mail, email at the address listed below.

GENERAL GUIDELINES

Appearance of Garden

- The Meerkerk Gardens will make every effort to ensure that the Gardens are attractive for your event; however, given changing weather conditions and the seasonal nature of flower displays, the Garden’s appearance will change daily.
- The Gardens’ premises must be used “as is” on the day of the event, and must be kept in the same condition in which it was found.

Public Access

- The Meerkerk Gardens are open to the general public daily. While our staff will do our best to deter visitor interference with your event, public access will be maintained during these times.

Garden Admission

- Complimentary admission for your guests is included with the rental of the facility or ceremony site.
- Guests are allowed to take private photographs; however, all commercial photography must be confirmed by the Gardens. Please see “Photographer Protocol” for further details.

Pets and Animals:

- All pets must be on a leash at all time while in The Meerkerk Gardens.

Releases:

- The release of doves, butterflies, or any other animals is strictly prohibited in The Meerkerk Gardens.

Decorations

- Artificial petals/leaves, glitter, confetti, rice, balloons, fireworks (including sparklers), tiki-torches, and hanging signs on the outside of buildings or on plants or trees is not permitted. Bubbles, flowers, and flower petals are permitted, but must be cleaned up thoroughly after the event. The pavement and/or grounds may not be chalked or otherwise marked to direct guests to your rented location. Birdseed is not permitted for use in The Gardens at any time.

Smoking:

- Smoking is not allowed in the Gardens.
- All remaining grounds and buildings are smoke-free.

Parking:

- There is a parking lot at The Meerkerk Gardens that provides limited parking for your guests. All events require parking attendants be provided by the renter. Meerkerk Gardens can provide safety vests for the attendants to use while helping to park cars. Client will be advised by staff concerning # of attendants

Contact Information:

- The Meerkerk Gardens requests all contact information, including e-mail address, phone number, and mailing address, be updated as client information changes in order to better serve you, the client.

BOOKING

Reservation Process:

- A rental contract must be signed, guidelines initialed and signed, as well as appropriate deposits submitted in order to confirm facility use. Please see "Deposits" below for further information.
 - The Security Deposit for this event is \$ 50 [Refundable up to 30 days prior to event].
- For events booked less than 30 days in advance, all fees are due at the time of contract signing.
- The contract is void if not returned within two weeks of issuance.
- The Security Deposit will be applied to the total cost of the rental.

Deposits:

- A refundable \$150.00 damage deposit is required for weddings or rehearsals pending no damages have been incurred to The Meerkerk Gardens by the client or the client's guests or vendors and all balances are paid in full. Payment for additional time in 1 hour increments of \$50.00. After event, this will be billed on method of payment used at booking or can be deducted from the security deposit provided no damages occur.

Cancellation:

- If after the initial date of contract, up to 30 days prior to the event, you should cancel the rental agreement, The Meerkerk Gardens will return the security deposit if you should cancel the rental agreement 30 days prior to the event.
- The Meerkerk Gardens will return the damage deposit if the event is cancelled.
- If the client should cancel the agreement less than 30 days prior to the event, The Meerkerk Gardens will retain the security deposit.
- Any add-ons after original signed contract that has been made will require a new contract process to be completed.

Rescheduling:

- The Meerkerk Gardens permits you to reschedule your event once without penalty up to 60 days prior to the original event date (pending availability).
- If you need to reschedule within the 60 day time frame, or more than once, the initial contract will be cancelled. The primary deposit will be honored, as in the case of a new contract. Refunds will be made according to the above policies listed under "Cancellation."

Refunds Process:

- Please allow 2-4 weeks for any refunds, including damage deposits or cancellations, to be processed. Refunds will be disbursed by check.

Unforeseen Events:

- The client cannot hold The Meerkerk Gardens responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities.
- If any other Act of God were to occur preventing the event from taking place as scheduled, The Gardens will allow for the event to be rescheduled, pending availability, with no penalty.

WEDDINGS

Ceremony Sites:

- The rental fee for an outdoor ceremony site is for a 4 hour period of time, which allows for setup, seating of guests, ceremony, photography sessions and departure.

- Photography sessions are limited to the rented garden space. Photos in other areas of The Gardens are allowed but based upon availability and agreed upon before the wedding date. Additional time is billed in 1 hour increments at \$75.00/ hour of overage. See “Photography” below for further details.

Event Coordinator:

- The client is required to designate an Event Coordinator, who is not involved in the wedding party, for the day of the event.

Rehearsals:

- A 2 hour rehearsal is included in the wedding fee. Use of the Meerkerk Residence during this time would be an additional charge.
- An additional fee of \$100/hr will be incurred for rehearsals that require more than two hours.

Rain:

- All outdoor ceremonies must be plan for inclement weather during the event.

Transportation:

- Limousines, Charter Buses, or Vans are permitted in the parking lot only. Clients must make arrangements for designated parking attendants to direct traffic into the parking area and where to deliver handicap guests closer to the event area.

Music:

- Music must be approved prior to the event due to the nature of the gardens and sensitivity to our neighbors.
- Both Parties to this contract agree to the following policies regarding Music:
 - Amplified Music (DJ, Karaoke, Live Band, etc.) is allowed only in the Presentation Ground.
 - Non-amplified music may be allowed in other areas of the Gardens by approval. E.G.: a string quartet, soloist or pianist may be allowed provided the sound does not disturb the Gardens’ neighbors.
 - Microphones may be used during the Wedding ceremony and Rehearsal in other areas of the Gardens until 8:00 PM.

Paths to Ceremony:

- We will work with you in the selection of the appropriate walkway to and from your ceremony site.

FACILITY RENTALS – WEDDINGS, RECEPTIONS AND OTHER EVENTS

Food and Beverage:

- Clients may select any caterer when holding a wedding, reception or other event here.

Caterer Responsibilities:

- If your event is catered, your catering company is responsible for the set-up, break-down, and clean-up of the catered site.
- While a Meerkerk Gardens' staff member may be present for the duration of the event, the caterer must provide staff from the beginning to the end of your event.
- Allow appropriate time for break-down and clean-up. All event trash must be disposed of in the designated areas at the conclusion of the event.
- All caterers must have a copy of an ABC permit on premises.

Washington State ABC Permit ("Banquet Permit"):

- A Washington State Banquet Permit authorizes the permittee to bring fortified wine and spirituous liquor onto the premises of a business, with the permission of the owner of that property, and to serve those alcoholic beverages to the permittee's guests at a **reception, wedding, party or other special occasion** being held there. MAST Certified Bartenders are required.
- Will provide a copy of their permit to Meerkerk Gardens.
- No sale of alcohol is permitted at Meerkerk Gardens.

Meerkerk Residence (available for Spouse A & B prep and waiting area):

- The rental of the Meerkerk Residence includes use of the bathroom/kitchen/living room/dining room.
- The Meerkerk Residence is available for the bridal party to prep, dress, and wait while guests gather for the wedding.
- A limited kitchen facility is available. Use of the refrigerator, kitchen sink for minor clean up, and coffee machines are all that are available.
- All trash must be removed from the house at the conclusion of the event by the renter.
- Cost of the residence for 2 hours is included in the rental fee. After 2 hours the cost is \$50.00 per hour.

After-Hour Events:

- There is an additional fee to rent the premises for after-hour events (after 4 pm). If additional time is needed after closing of The Meerkerk Gardens you will be billed \$50.00 per hour increment.
- An after hour event is defined as a portion of entire event that is scheduled after normal operating hours.
 - On the date of the event, the Gardens is scheduled to close at 4:00 pm.
- All events (including clean up) must end by 8:00 PM; therefore, guests should be excused at the appropriate time to allow for breakdown and clean up.

Staff:

- The Meerkerk Garden's will provide one Event Assistant per event of 150 guests or less.
- Additional staff is available upon request at a rate of \$50.00 per hour, per person, with a two hour minimum based on 100 guests.

EVENT LOGISTICS

Event Setup:

- Vendors (florists, bakers, musicians, rental company, etc.) must adhere to the terms of our guidelines, and it is the client's responsibility to share these guidelines with them. Set up for your event may not begin before the contracted rental time on the day of the event.
 - The Contracted Rental Time for this event is:
 - Time: _____
 - Date: _____
- Decorations, supplies, rentals, musical instruments, and/or other items are not permitted on the site prior to the contracted rental time.
- Clients must notify The Meerkerk Gardens of any vendors needing additional assistance.
- Further details of this nature will be discussed at the 30 Day Final Detail Appointment.

Decorations:

- Signs, banners, or additional decorations may not be taped, nailed, stapled or otherwise fastened to The Meerkerk Gardens' property. All decorations must be removed from the rented site at the conclusion of the event.
- Freestanding decorations such as flower pots, shepherd's hooks, etc. are allowed, provided they do not interfere with or damage plants or property in the Gardens.
- Spikes or other implements used in the erection of poles for tents or other temporary structures may be driven into the ground with the approval of Garden staff.

Publicity:

- Once your event is contracted, use of The Meerkerk Garden's name is permitted only to announce the location of the event and must not imply that The Meerkerk Garden's is sponsoring the event.

Courtesy Protocol

- The Meerkerk Garden's 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.

Photographer Protocol

- Photographs can be taken within the area contracted for the wedding ceremony and/or rehearsal during the clients designated rental time. Other areas of The Meerkerk Gardens may be utilized based upon availability. Photo areas must be determined and approved by Meerkerk Staff.
- A portrait session for engagement or bridal portraits is included with the rental fee. The session must be scheduled during the regular garden visitation hours of 9-4 Monday through Friday.
- If an after hour or weekend portrait session is requested there is a \$50.00 per hr. fee plus one staff member with a 2 hour min. at the cost of \$75.

Liability:

- The client agrees not to hold The Meerkerk Gardens, its Board of Directors, staff and volunteers, liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at The Gardens.
- Facilities are not locked during times of rental and The Meerkerk Gardens is not responsible for personal articles left unattended in any facility during an event or left after the conclusion of the event.

Alcohol Policy:

- Only beer, wine, and champagne may be served on the Garden's premises. All events require adherence to Washington State ABC liquor permitting laws.

Final 30 Day Detail Appointment

- The Final Detail Appointment is required two weeks prior to the event.
- Please set this appointment with the Meerkerk Staff as meeting times during peak season may have limited availability. We request you bring all pertinent information per the checklist provided to the appointment, as it will be the final scheduled appointment with The Meerkerk Gardens staff prior to the event.
- At this appointment we will review and approve all logistical plans including photography, bench set-up, the choice of caterer, rental company, decorations, entertainment, and all set up and delivery/pickup schedules.
- If neither the Spouse A nor Spouse B is able to attend the two week detail Appointment, a qualified representative may represent the couple so long as all of the above requirements are met.

Indemnification and Hold Harmless Agreement

The Client agrees to indemnify and hold Meerkerk Gardens, its officers and agents harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property of chattels, on or about the Meerkerk Gardens, or to the property itself resulting from any act done, or omission by or through the Client, its agents, contractors, employees, invitees, or any person on the premises of the Meerkerk Gardens by reason of Client's use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Client or Client's guest, whether intentional or negligent, which occur during use. Client agrees to pay all costs and attorney fees incurred by the Meerkerk Gardens and representatives in defending any such claim or action brought against the owner and representatives.