



Event Space Contract

This agreement is between Swallows Nest, hereinafter known as the “Venue”, and Client, signers of this agreement, with the details below for renting:

Swallows Nest at 310 Elm Street, Washington, MO.

Room Rentals:

Grand Hall (upstairs)

- Holds up to 35-40 guests
- \$75 per hour
- Includes use of 10-4ft. folding tables, folding chairs, black spandex tablecloths (upon request), WIFI, use of private parking lot, & use of freight elevator for items only (elevator is located in kitchen that is open for business Tues.-Sat.)

Tea room

- Holds up to 44 guests
- \$90 per hour
- Includes use of tables & chairs, private parking lot, private entrance & WIFI

Garden Patio (fenced area with string lights)

- Holds up to 50 guests
- \$75 per hour
- Includes use of cast iron tables & chairs, private parking lot, private entrance & WIFI

Vintage Veranda (Garage w/ Camper Bar)

- Holds up to 45 indoor seating & 30 extra seating with use of patio space guests
- \$125 per hour with use of camper bar, \$100 without camper bar
- Includes use of wooden tables & chairs, private parking lot, private entrance, Camper Bar & WIFI

PAYMENT

The Client agrees to pay an initial nonrefundable deposit of 50% of the total of all fees. This payment serves to hold the venue for the specified date of event or wedding and is payable at the time of contract signature with final payment due no later than 7 days before event date. Failure of payment 7 days prior to event will result in a fee of \$25 per day until payment is made.

The day after the scheduled event, Venue will assess the condition rental space. Client's credit card will be kept on file for post-event assessment in the case of damages, cleanliness, etc. Venue will contact Client with total of post-assessment charges before card on file is charged in the event of damages, cleanliness, late departure, etc.

Payments can be made by credit card or cash.

DATE CHANGES:

In the event the Client is forced to change the date of the event every effort will be made by Swallow's Nest to transfer reservations to support the new date. 50% of the total paid to date will be charged to Client for cancellation fee. The Client agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable are the sole responsibility of the Client. Date changes need to be made and Venue informed no later than 30 days before schedule event or be charged 100% of total rental price on contract.

CANCELLATIONS:

In the event of a cancellation of an event, all payments made to date are non-refundable or credited. We understand that sometimes it is necessary to change or cancel a reservation. All must be made in writing within 30 days of event to forgo any outstanding payments. The guest is responsible for verifying that Swallow's Nest received their cancellation notice. In the event the Venue cancels an event, 100% of funds paid will be returned to Client.

INCLEMENT WEATHER:

In the case of severe weather, Venue reserves the right to discontinue service during threat of severe weather, Once inclement weather passes, service will continue.

The following is a list of rules and regulations to be upheld by Customers and Guests:

1. Client is responsible for leaving event space in condition it was rented (i.e. clean & put back in original order before rental started). Client agrees to properly dispose of all food, trash, and garbage at the end of the designated rental time. All trash must be disposed in dumpster located on parking lot. A cleaning fee of up to \$500 may be applied if not left in original condition.

**Cleaning service and staff event packages can be added into contract at extra cost.

2. All events must be held within the hours agreed upon in contract. Refusal to leave at designated contract time will result in fee and could result in law enforcement involvement. If premises is not vacated by agreed upon time, an additional \$100 fee will be applied to card on file for every hour guests and Client remain starting at 1 minute past exit time. It is the responsibility of the Client to inform their guests of rules and regulations to forgo charges.
3. Candles: All candles must be battery operated.
4. Decorations may not be hung with nails or screws. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Client and the venue prior to event.
Note: The use of birdseed, flowers, and blowing bubble is permitted only outside for wedding and reception farewells. Products such as rice, confetti, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility.
5. Live video and photography is permitted. Customer agrees all photos/videos posted on social media by client can be used by venue.
6. All children under the age of 16 must be supervised at all times.
7. All liquor must be served by Venue staff. No outside alcohol is permitted on the premises.
 - a. Bartending service is \$25 per hour per bartender. Alcohol is provided for a cash bar or ticket system. Special alcohol can be provided by Venue, if available and agreed upon no later than 2 weeks prior to event.
8. This contract includes **space only**. Event staff are not available for use of Client or planning of event unless otherwise hired prior to event. ***Additional event packages can be purchased. Please speak to Event Manager for further information.*** Due to health codes, Client & guests cannot access ice machine unless staff is otherwise hired.

ACCOMADATIONS:

Venue agrees to provide event space, restroom(s), WIFI, and parking options for the duration of this rental, exact date(s) specified below. Venue will provide a representative to unlock and lock the space, for Customer. Tables & Chairs will be set up according to our normal room lay out. Customers can move these around as they see fit. Venue does not have freezer or refrigeration space for Client or guests. Extra items available for rental fee within extra Event Packages.

*Please note other businesses, including a retail store, occupy the Swallow’s Nest Building seven days a week.

Customer Signature _____

Date: _____

Event Rental Information:

Event Space Name: _____

Room Rate: _____

Date: _____

Entry Time: _____

Exit Time: _____

Bar Start Time: _____

Bar Last Call: _____

Bar End Time: _____

of Guests: _____

Outside catering Y or N: _____

Catering by The Nest Y or N: _____

Event

Notes: _____

Customer Name: _____

Customer Address: _____

Customer Email: _____

Customer Phone Number: _____

These terms are hereby agreed to by Customer:

Customer Signature: _____ Date: _____

Venue

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