



## VENUE AGREEMENT

### Cascadia Meadows LLC – Wedding Venue Contract

This Agreement is between [First Client Full Name] (“Clients”) and Cascadia Meadows LLC (“Venue”) (collectively the “Parties”), for the purpose of Clients securing a venue location to host their event. This Agreement shall become effective upon the date of both Parties’ signatures below.

Agreement entered into on [date].

Event is on [date] at Cascadia Meadows at the Little Brown Church.

Parties:

Known as “Venue”  
 Cascadia Meadows LLC  
[hello@cascadiameadows.com](mailto:hello@cascadiameadows.com)  
 7027 Maxwellton Rd., Clinton, WA 98236  
 360-797-5837

Known as “Clients”  
 [Client full name]  
 [Client email address]  
 [Client physical address]  
 [Client phone number]

## TERMS AND CONDITIONS

### Scope of Services and Venue Rental

Venue shall provide Client with use of outdoor and indoor space for up to 200 guests. Outdoor space includes wedding meadow, gardens, tent/reception lawn, access to trails, parking area, and designated smoking area adjacent to entry of church. Clients do not have access to parson’s cottage deck. Indoor space includes the following in the Little Brown Church: sanctuary and balcony (up to 120 people), three (3) bathrooms, two (2) small meeting rooms on lower level, kitchen, and large meeting hall. This excludes the cry room adjacent to upstairs bathroom, the church office and adjacent board room located on lower level, and lower storage rooms. If the parson’s cottage has been rented by Client, please see additional rental contract. If parson’s cottage has not been rented, no parts of the building including the deck may be used by Client.

Venue grants Client a limited and revocable license to use Venue for event subject to the terms of this Agreement.

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Event venue rental is for one day only for guests of Client. However, Client may negotiate set-up and take-down days according to their needs agreed upon in writing by Parties. For example, vendors and family may have access to the property for set-up and take-down purposes. Often, this specifically impacts the tent as it may need to be erected days prior to the event and taken down days after the event. This total period is not to exceed three (3) days prior to the event and three (3) days after the event.

Venue welcomes Client and vendors to begin set-up as early as 8am and requires Client as well as guests and vendors to exit the property by 11pm. This excludes up to six (6) guests who may be staying in the parson's cottage.

Furthermore, Client may add additional days of guest usage of Venue (for example, rehearsal dinner prior to the event or brunch following the event). There is an additional cost of \$500 per event by agreement in writing by Parties prior to the event day. Client will receive an invoice from Venue. Venue must receive payment in full seven (7) days prior to event date.

Venue provides an onsite Venue Manager at all times during the event. The onsite Venue Manager will be Paul Grubb and/or Emily Grubb.

#### **Fees & Retainer**

Client shall reserve the services by signing and returning this Agreement along with a non-refundable reservation retainer equal to 30% of the total cost including taxes. Venue must receive a signature on the Agreement and retainer to reserve the venue date. The balance due for services must be paid seven (7) days prior to the event, or by [insert date 7 days prior]. In the event Client fails to remit payment, Venue shall have the right to immediately terminate this Agreement. Venue will have no further obligation and retain any monies already paid as liquidated damages.

The fees in this Agreement are based on Venue's current pricing at the time of booking.

#### **Wedding Venue Contract: Material Items**

All items owned by Cascadia Meadows LLC (such as sound system, indoor chairs, outdoor stools, benches, lawn furniture, umbrellas, power cords, lighting, tools, and limited number of tables) belong to Venue unless stated otherwise in this Agreement. Client is responsible for returning all items in the same or similar condition, within one (1) day following the event date. In the event that items are missing or damaged, Venue reserves the right to invoice Client.

#### **Cancellation by Client**

If for any reason Client cancels this Agreement, Venue will keep the retainer. Furthermore, Client will not be responsible for any remainder due. Notification of cancellation must be in writing by Client and sent via email, pursuant to the Notice provision. Confirmation of receipt of notification email by Venue must be obtained. In addition, if Client cancels within thirty (30) days of the event date, Client shall pay the full balance due.

#### **Duty of Wedding Venue Contract**

Venue will ensure that all venue spaces on event date conform with the specifications in this Agreement. Other than set forth in this Agreement, the property will be provided as-is. Venue staff may enter and exit premises during the course of the event. Furthermore, Venue makes no warranty regarding the suitability of the property for Client's intended use.

Cascadia Meadows LLC takes no responsibility for personal effects and possessions left on premises during or after any event.

#### **Duty of Client**

Client agrees to arrive on the property for the event on time and on the date agreed to. Furthermore, Client understands and agrees that their late arrival prevents the start of the event from occurring. In the event Client is late, Venue shall not be liable for failure to extend service coverage.

Client shall leave the property in the same or similar conditions as it was previously. Any outside materials brought to the property by Client must be removed immediately following the event as agreed upon in writing by Parties. Additional disposal fees may be incurred by Client if items are left behind.

Client will be responsible for any damage to the property resulting from the event.

#### **Wedding Venue Contract Prohibitions**

Venue prohibits the following at the property. (i) nails, staples, glue, screws, tacks, or the like on the walls, ceilings, or floors. (ii) holes in the walls, partitions, ceiling, or floors; (iii) painting of any signs, placards, or other advertising, banners, pennants, awnings, or the like; (iv) fireworks or pyrotechnics of any sort including sparklers; (v) hazardous, poisonous, or flammable materials; (vi) rice, silk flower petals, birdseed, or silly string; (vii) drugs of any kind, including recreational marijuana; and (viii) smoking of any kind, including vaporizers, outside of designated smoking areas. Sidewalk chalk may only be used with written permission via text or email.

Island County has an annual fire ban that begins each spring or summer according to conditions. Client shall be aware of Island County Fire Ban Policy and abide by it while at Venue. For much of the year, Venue's fire pit is open for Clients use; although if danger of wild fire exists, the fire pit will be closed according to Venue's discretion. Venue does not allow any candles inside indoor spaces. This includes the historic church and parson's cottage. Should Client wish to use candles outdoors as table centerpieces or other decorations, they must be contained and Venue must be informed so as to provide adequate fire extinguishers near outdoor location(s) in case of emergency.

#### **Alcohol Policy**

Client acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at Venue during the event. Alcoholic beverages require purchasing and serving by licensed bartender(s) acquired by the Client.

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Client will exercise due care in serving alcoholic beverages. Furthermore, they will refuse service to any person under the age of 21. Client will remove alcoholic beverages from anyone believed to be a minor or from any intoxicated person(s). In addition, Client will provide alcoholic beverages consumed in accordance with the laws and regulations of the State of Washington. "Cash bars" must be discussed, appropriately permitted, and agreed upon in writing by Parties. The alcoholic beverage service will end no later than 10:00 PM.

#### **Banquet Permit**

Client will acquire and provide to Venue a copy of an Island County banquet permit. A banquet permit is a permit you apply for that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events. A banquet permit can be easily obtained through the Washington State Liquor and Cannabis Board website: [www.lcb.wa.gov](http://www.lcb.wa.gov). A \$10 permit is needed for each day of the formal event where alcohol is consumed.

#### **Food and Catering Policy**

Venue requires that all professional catering be provided by a licensed caterer or foodservice establishment. All caterers working at Cascadia Meadows LLC require a valid certificate of insurance. Any food from a non-licensed caterer must be agreed up by in writing by Parties in advance.

Venue's kitchen is a production space and is for use for final food presentation, plating, and bussing only. Venue does not provide dishes, glassware, pots, pans, knives, or utensils. Venue provides the kitchen production space in a clean condition and the space should return to a clean condition immediately following Client's event. Caterers must remove all trash, composting and recyclables from the site. Failure to remove or clean will result in additional fees to the Client.

While Client is welcome to use Venue's fridges and freezers, all left-overs and supplies must be removed from property at conclusion of event.

#### **Noise and Music**

Venue's premises are located near residential units and/or zoned accordingly by Island County for noise regulations to apply. If Client's event creates a disturbance due to high noise volume, Venue team reserves the right and full authority to ask Client's DJ or live music presenter to turn the entertainment down and/or off. Furthermore, if Client creates disturbances, at Venue's sole discretion, Venue may expel them from the premises or end the offending noise. In the event of disturbances to the point of expulsion, no portion of the fees that Client provided under this Agreement will return to Client. Client will also be solely responsible for any fines or fees associated with noise ordinances. All outdoor music must end by 10 PM. Thank you for respecting our neighbors.

### **Parking**

Venue can park up to 40 cars onsite and 60 cars on street. Any event over 50 people requires at least one (1) parking attendant. Any event over 100 people requires two (2) parking attendants. Any event over 150 guests requires three (3) parking attendants. Parking attendants must be onsite at least one hour prior to event. Attendants must be briefly trained by Venue Manager prior to event. Venue will provide high visibility vest(s) for attendant(s). Venue may provide parking attendants for added fee of \$100 per attendant. Must be arranged in advance and communicated to Venue prior to event.

### **Clients and Third-Party Vendor Responsibilities**

Clients shall relieve and hold Venue harmless for any acts, errors, omissions, representations, warranties, breaches or negligence of any such third-party vendor. In the event of any third-party vendor cancellations, it is Clients' sole responsibility to secure a new vendor. Client will provide Venue list of all vendors at least 30 days prior to event.

### **Exclusivity of Venue**

Venue will not allow another event of any kind on the property on the day of Client's reservation. The only exception to this restriction is if Venue asks for permission and Client agrees to it in writing.

### **Posting on Social Media**

If Clients or guests post on social media, Venue appreciates that they tag "Cascadia Meadows." They can either link to Venue's Facebook/Instagram page or type in the website address: [www.cascadiameadows.com](http://www.cascadiameadows.com).

### **Wedding Venue Contract: Use of Venue Images**

Venue will request access to all professional photographs from the company hired by Client. In addition, Venue reserves the right to use any professional photographs of Venue and venue grounds for promotional purposes. Client will provide access to photography within six (6) months of event.

### **Model Release**

This Agreement serves as a model release giving Venue the irrevocable right to use photographs of the Client, Client's agents, and guests taken by Venue for marketing, advertising, trade, promotion, exhibition, or any other lawful purposes.

### **Safe Working Environment**

Client understands and agrees that Venue maintains a safe work environment at all times. Furthermore, Client understands that Venue complies with all health and safety laws, directives, and rules and regulations. In the event any dangerous circumstances arise, Venue reserves the right to end service immediately and/or end the event.

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Client further voluntarily assumes all risk of personal injury or death sustained during this event. Client recognizes that by signing this Agreement they are giving up rights to sue for injuries, damages, or losses.

Client also understands that this release is binding on themselves. Client agrees not to participate in the event unless they are physically and medically able. Client also affirms that they have adequate medical or health insurance to cover any medical assistance they may require.

Client affirms that they are responsible for costs with medical treatment, vehicular damage, clothing damage, equipment damage, or property damage. Client agrees to indemnify Venue against any and all liability related to Client's attire, including footwear.

#### **Pets**

Venue allows pets on the property in outdoor spaces only and on leash at all times. Names and descriptions of pets and their caretakers must be submitted in writing to Venue 30 days prior to event. Only pets approved in writing by Venue will be permitted on the property for the event. Pets must be assigned to a specific person responsible for them (caretaker) while on the property. Immediate pet waste removal is Client's responsibility. Venue does provide a garbage can dedicated to bagged pet waste. Venue is not liable for damage or injury caused by Client's pets or incurred by Client's pets. Clients must make a plan for an alternative location for pet should pet become unable to remain in a social setting.

#### **Third-Party Vendor Release of Liability**

Venue assumes no responsibility for and shall not be liable for any refund, personal injury, property damage, or other loss, accident, delay, inconvenience, or irregularity which may be caused by: (1) any defaults, wrongful or negligent acts, or omissions of a third-party vendor; (2) any defect in or failure of any vehicle, craft, equipment, or instrumentality owned, operated, or otherwise used or provided by a third-party vendor; or (3) any wrongful or negligent acts or omissions on the part of any other party not under Venue's control. The clients hereby release and hold Venue harmless from any and all claims arising out of third-party vendor occurrences.

#### **Clients' Responsibility to Secure Insurance**

Venue requires Client to obtain insurance and to provide electronic or paper copy to Venue no less than thirty (30) days prior to event. Client shall provide an Event Insurance policy in the amount of \$1,000,000.00 listing Cascadia Meadows LLC as the venue. In addition, the Event Insurance policy must also contain alcohol coverage.

#### **Communication**

Venue's office hours are 8AM – 4 PM. Venue's primary source of communication is through its email: [hello@cascadiameadows.com](mailto:hello@cascadiameadows.com). Venue will respond to Client's emails within those office hours, and no more than five (5) days after Client emails Venue.

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#### **Confirmation of Guests and Day-of Schedule**

Client agrees to confirm and notify Venue of number of guests and the day-of event schedule as well as any plans for rehearsal seven (7) days prior to the event.

#### **Inclement Weather**

Venue offers seating for up to 120 people in the Little Brown Church. Should inclement weather cause Client to move an outdoor ceremony indoors, be advised that the fire marshal limits capacity of the Little Brown Church to 120 people. Should Client have more than 120 guests onsite, they must alternatively use a tent or limit the number of people who enter the church sanctuary.

If inclement weather or other adverse conditions prevent the creation of a successful outdoor ceremony, Client shall make a final determination to move the ceremony indoors and Client will make final changes to seating arrangements. In the event Client does not elect to do an indoor ceremony with inclement weather in the forecast, Venue does not guarantee quality of services and will protect its equipment from rain, wind, and weather damage. Venue is not responsible for services it is unable to provide due to weather implications. Client agrees to relieve and hold Venue harmless for any services unperformable due to weather.

#### **Force Majeure**

Vendor shall not be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of when and to the extent such failure or delay is caused by or results from acts beyond the Vendor's control, including, but not limited to, the following force majeure events: (a) acts of God; (b) a natural disaster (fires, explosions, earthquakes, hurricane, flooding, storms, explosions, infestations), epidemic, or pandemic; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; and (i) shortage of adequate power or transportation facilities.

#### **Wedding Venue Contract: Entire Agreement**

This is a binding Agreement that incorporates the entire understanding of the Parties, supersedes any other written or oral agreements between the Parties, and any modifications must be in writing, signed by all Parties, and physically attached to the original agreement.

#### **Venue and Jurisdiction**

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington including all matters of construction, validity, performance, and enforcement and without giving effect to the principles of conflict of laws. The Parties agree that any dispute or lawsuit arising out of, or concerning, this Agreement that is not first resolved by arbitration shall be resolved exclusively in a federal or state court of competent jurisdiction located in Island County, Washington. The Parties assume responsibility for their own collection costs and legal fees incurred should enforcement of this Agreement become necessary.

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#### **Arbitration**

Any and all disputes or disagreements arising between the Parties out of this Agreement upon which an amicable understanding cannot be reached, shall be decided by arbitration in accordance with the procedural rules of the American Arbitration Association. The Parties agree to be bound by the decision of the arbitrator(s). The arbitration proceeding shall take place in Island County, Washington unless another location is mutually agreed to by the Parties. The cost and expenses of the arbitrators shall be shared equally by the Parties. Each Party shall be responsible for its own costs and expenses in presenting the dispute for arbitration.

#### **Severability & No Waiver**

In the event that any part of this Agreement is found to be invalid or unenforceable, the remainder of this Agreement shall remain valid and enforceable. Any failure by one or both Parties to enforce a provision of this Agreement shall not constitute a waiver of any other portion or provision of this Agreement.

#### **Wedding Venue Contract Transfer**

This Agreement cannot be transferred or assigned to any third-party by either the Venue or Clients without written consent of all Parties.



**Considerations (Please initial each item)**

*Client will provide to Venue the following items at least **30 days** prior to event:*

- List of all vendors and contact information
- Copy of Event Insurance policy naming Cascadia Meadows LLC
- List of pet(s) and caretaker(s) with caretaker contact information
- Information regarding date/time of arrival onsite to begin setup
- Information regarding date/time of removal of all vendor and Client items (i.e. tent)
- Information regarding guest use of Parson's Cottage
- Written inclement weather plan to be chosen from the following:
  - In the Little Brown Church (up to 120 people)
  - In the Client's rented tent
  - Other (Please describe)

INITIAL: \_\_\_\_\_

*Client will provide to Venue the following items at least **seven (7) days** prior to event:*

- Name and contact information of licensed bartender(s)
- Name and contact information of parking attendant(s)
- Copy of banquet permit
- Information regarding rehearsal of event
- Rough draft of day-of-event schedule
- Estimated number of confirmed guests
- Details of items Client may be borrowing from venue:
  - Tables, chairs, stools, kitchenware
  - Table decorations
  - Yard games

INITIAL: \_\_\_\_\_

**Services Offered by Cascadia Meadows**

1. Event Venue	
a. Peak Season (June - September)	\$3,000
OR	
b. Off Season (October - May)	\$2,500
2. 1-hour Rehearsal onsite - day prior to event	Included
3. Yard Games	Included
4. Sound System	Included
5. Rehearsal Dinner onsite	\$750
6. Brunch onsite day after ceremony	\$750
7. Ceremony Officiant	\$500
8. Homemade Lone Star Quilt	Starting at \$500
9. Animal Meet and Greet during cocktail hour	\$300
10. Parson's Cottage Rental	
a. Ceremony Day Rental (vacated 1-hour post ceremony)	\$400
OR	
b. 2-night minimum overnight (additional nights \$500)	\$1,500
	+ Tax

We accept payments to Cascadia Meadows LLC via personal check, money order, or online through our Talech invoicing system.

<u>Item</u>	<u>Services Chosen</u>	<u>Cost</u>
Event Venue		_____
1-hour Rehearsal onsite – evening prior to event	Included	_____
Yard Games	Included	_____
Sound System	Included	_____
Parking Attendant(s)		_____
Rehearsal Dinner Onsite		_____
Brunch day after ceremony		_____
Ceremony Officiant		_____
Lone Star Quilt		_____
Animal Meet and Greet during cocktail hour		_____
Parson’s Cottage Rental		
2-night minimum overnight (additional nights \$500)		_____
OR		
Ceremony Day Rental (vacated 1-hour post ceremony)		_____
		Subtotal: _____
		Taxes: _____
		Total: _____
Non-refundable reservation retainer equal to 30% of the total cost including taxes due at this time to reserve date:		\$ _____
Remaining balance due no later than seven (7) days prior to event:		\$ _____

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<b>Client Signature</b>	<b>Client Printed Name</b>	<b>Date</b>
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<b>Venue Representative</b>	<b>Representative Printed Name</b>	<b>Date</b>
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