



# Owl & Moon Event Venue

## Rental Details

A signed contract (all rental agreements are signed virtually via Honeybook) and \$1,000 (date-hold fee) must be received to reserve your date/time. THIS FEE IS NONREFUNDABLE after 30 days. (The date-hold deposit will be applied towards your rental fee.)

	Up to 50 Guests	Up to 100 Guests	Up to 150 Guests	Up to 200 Guests	Up to 250 Guests
<b>Cresent Moon*</b> Monday – Thursday (1 day, 9am – 8pm)	\$5,500	\$6,000	\$6,500	\$7,000	\$7,500
<b>Half Moon*</b> Friday OR Sunday (1 day, 10am – 10pm Friday OR 9am – 9pm Sunday)	\$6,000	\$6,500	\$7,000	\$7,500	\$8,000
<b>Full Moon*</b> Saturday (1 day, 9am – 12am)	\$6,500	\$7,000	\$7,500	\$8,000	\$8,500
<b>Blue Moon</b> Friday 12:00pm – Sunday 12:00pm (weekend package)	\$9,000	\$9,500	\$10,000	\$10,500	\$11,000
<b>Total Eclipse</b> Friday 9:00am – Sunday 4:00pm (weekend package)	\$11,500	\$12,000	\$13,500	\$14,000	\$14,500

\*Note: One day (Friday, Saturday, or Sunday), packages cannot be reserved more than 6 months in advance during September, October, November, February, March, April, or May.

### Additional Notes

- 90 days from the date of your event,  $\frac{1}{2}$  of the balance is due as a payment. The final balance (including optional add-ons and Damage Deposit (\$1,000) is due 30 days before the event.
- Dates booked in October, November, March, & April require the full balance to be paid 90 days out from your event.
- The Damage Deposit is refundable, pending no damage to the venue/property, or excessive clean-up is not required. (If no damage is observed, the deposit will be refunded within 48 hours. If damage is observed, please allow up to 2 weeks for quotes/repairs.)
- Payments can be accepted by Venmo, CashApp, Zelle, ApplePay, Check, Credit Card, or Cash (cash must be dropped off at the venue).
- Checks should be made payable to Owl & Moon Event Venue and may be dropped off or mailed to: Owl & Moon Event Venue; 2818 Dry Lake Rd.; Dixie, GA 31629

If you have any questions about payments, please contact Jodi at [OwlAndMoonEvents@gmail.com](mailto:OwlAndMoonEvents@gmail.com) or (239) 595-2220.

## Price Breakdown by Package

	Other Venues or Vendors (Estimated Cost)	1 Day Packages (Cresent Moon, Half Moon or Full Moon)	Blue Moon	Total Eclipse
<b>White Resin Chairs</b>	\$150- \$1,000 (typically \$3 per chair)	Included	Included	Included
<b>Tables</b> (Guest, Cake, Catering, Cocktail, Gifts...)	\$225- \$600 (est. \$10 each)	Included	Included	Included
<b>Black Linens (Tablecloths)</b> Upgrade to white for \$5/each, weekend weddings can use black or white for free	\$175 - \$250 (typically \$18 per table)	Included	Included	Included
<b>Use of Venue for Engagement Photos</b>	\$75 (estimated)	Included	Included	Included
<b>Basic Décor (Black linens for tables, Signs...)</b>	\$400- \$2,000	Included	Included	Included
<b>Setup &amp; Tear Down of Tables &amp; Chairs</b>	\$250- \$1,000 (varied)	Included	Included	Included
<b>Additional Taxes &amp; Service Fees</b>	\$250- \$1,000	Included within the cost of the venue		
<b>Charge to Use Vendors Not Listed</b>	\$250 or 5% Fee (estimated)	N/A	N/A	N/A
<b>Day of Event Venue Coordinator</b>	\$500-\$2,500 (varies)	Included	Included	Included
<b>Patio Heaters (12)</b>	\$1,200 (est. \$100 per heater)	\$75 each (or bring your own tanks & use for \$25 each)	Included*	Included
<b>Photobooths (2)</b>	\$3,000 (\$1,500 each for 3-4 hours)	\$1,000 (VW Bus) \$750 (2 <sup>nd</sup> Room)	Included	Included
<b>Use of Venue for Rehearsal Dinner**</b>	\$200-\$2,000 (varies)	\$2,000	Included	Included
<b>Use of the Lounge (Parent/Grandparent Area)</b> opens 5 hours prior to the ceremony and closes 2 hours after the ceremony	\$200-\$2,000 (varies)	\$1,500	Included	Included
<b>Overnight Stay (\$200/1 night; \$350/2 nights)</b> The bridal suite is the only location for overnight stays on the property.	Varies	\$200 (one night maximum)	Included	Included
<b>Premium Décor</b> (Centerpieces, Chargers, Table Runners, Yard Games...)	\$1,000- \$3,000	\$1,000- \$3,000 (depending on #)	Included	Included
<b>Ice Provided</b>	Varies	\$50- \$300	Included	Included
<b>Liability Insurance</b> (purchased through an external company)	Typically, \$150- \$300	N/A (needs to be purchased by renters)	Owl & Moon will reimburse the cost of this up to \$200	
<b>Day of Event Coordinator</b>	\$500-\$2,500 (varies)	\$1,500		Included
<b>Set Up</b> decoration on the reception tables	Varies	\$750- \$1,500 Estimated (depends on the number of guests and the amount of décor)		Included
<b>Pack Up</b> decorations from the reception tables & put into boxes/bins provided by the renter(s)	Varies	\$500- \$1,500 Estimated (depends on the amount of décor)		Included
<b>Tents</b> reservation fee, if you need tents, you are responsible for the rest of the cost. If the tents are not needed, there is no refund. (We reserve 1 tent: 20x20 for every 40 people for Total Eclipse Packages)	Varies (if needed)	\$1,250- \$3,000 Estimated Rental Cost		Included
<b>Décor Package</b> (Themed Package Decor with setup of Owl & Moon's decor included)	Varies (if needed)	\$1,500- \$3,000 (depending on #)		Included

\* Patio heaters are included if temperatures are below 65 degrees. If you wish to use the patio heaters for a warmer temperature, you can either bring your propane tank or pay \$50 per patio heater to use our propane tanks.

\*\* Only if the wedding is booked at Owl & Moon (for this rate), this would increase the rental the day before from 1 hour to 4 hours. Food/catering is not included; guests should clean up after themselves to ensure the venue is ready for the next day's wedding.



## Conditions and Responsibilities of Renter (this will be signed virtually)

Please read the material below to make sure all parties understand the requirements to ensure everyone's safety and keep Owl & Moon a well-maintained and safe location for future use.

Every effort has been made by Owl & Moon to create a safe and welcoming environment for everyone; however, we are not responsible for bodily injury and/or property damage incurred on the property arising out of negligent acts, omissions, and/or supervision.

### Alcohol

- **A licensed and insured bartender is mandatory if you plan to have alcohol served. The bartender is required to obtain a liquor liability policy.** It is recommended that the renters add host liquor liability onto their event liability insurance policy.
- The serving of alcoholic beverages is prohibited to minors and to visibly intoxicated individuals. **Bars must always be attended and must close 30 minutes before the end of the rental period.** Kegs must be placed in a plastic bucket or case dolly to protect the flooring.

### Child Proofing/Supervision

- The client understands that no special efforts have been made to "childproof" this property and accepts the risk of harm to any children they allow on the property. These risks are not limited to, but include access to the pond, forest, cleaning supplies, plants, animals, insects...
- All children need to be supervised (no crayons/markers, no running in the main venue, no playing in the water fountain, near the fire pits, or by the pond).
- If children require a babysitter when left alone at home, they should be always supervised. We are not responsible for accidents/injuries occurring or damage caused by children who are not being supervised properly.

### Cleaning, Trash, and Equipment Removal

- All liquid/food spilled on the floor or counters inside the main venue, bridal suite, groom's den, and lounge should be wiped up immediately. Please pick up large food dropped outside, as this attracts wildlife. The catering company is responsible for cleaning up the set-up/trash from catering.
- Excessive trash left behind can cause an additional fee, such as: cigarette/cigar butts, small bubble containers, confetti, wrappers from rolled silverware, candy wrappers, fake flowers/petals, drink stir straws, bodily fluids... left through the grounds, including the grassy areas (cups, water bottles...). We have trash cans throughout the property.

### Damages

- The organization or individual reserving the space assumes all responsibility for damage to Owl & Moon Event Venue and the property. They are to leave the premises in the same

condition in which it was found or better. Damage to the facility or equipment will be billed directly to the organization or individual responsible for the rental.

- Any damage that is noticed is to be reported immediately to an Owl & Moon staff member. If there is any damage, breakage, theft, breach of communicated time limit, or excessive clean up, the amount to cover such occurrence will be retained by management from this security deposit. If the cost exceeds \$1,000 security deposit, the client will be billed for the balance.

### **Decorations**

- Owl & Moon wants every event to be a special and welcoming experience; therefore, every reasonable effort will be made to allow decorations reflecting the renter's personal preference. All decorations must be removed without leaving damage.
- No items may be taped, tacked, or nailed to the doors, windows, walls, or floors (anywhere on the property, including the pillars near the lake). The only adhesive material allowed on the walls/pillars is drafting tape or Scotch Brand Wall Mounting Tabs, which will not damage the surfaces. No masking tape, duct tape, electrical tape, transparent, or double-sided tape is allowed. If other products are used and cause damage to the wall, the renter agrees to pay to have the walls repaired. No doors are to be removed from the frame or hinges. Owl & Moon has an ironing board if you should need one. **Do NOT iron on ANY furniture.**

### **Deposits/Rental Fees/Returned Checks**

- A signed contract and date-hold fee of \$1,000 must be received to reserve your date/time. The date-hold fee of \$1,000 will be applied towards the rental amount; however, the \$1,000 is non-refundable if the renter cancels the event.
- A damage deposit of \$1,000 and the balance of the venue rental fee and any additional add-ons are due two weeks before the event. (Payments are accepted as long as the full amount is received before the due dates.)
- The damage deposit will be refunded within thirty (30) days after the event if there is no damage to be covered and the facility is left in good condition without any excessive clean up needed. Any damages more than \$1,000 will be charged to the rental party.
- If the renter(s) cancel the event, you will forfeit your date-hold fee. Any additional payments that have been made may be refunded promptly. (Any payments received before the actual due date are the only amounts possibly refunded.)
- Returned checks are subject to a \$40 returned check fee, and the balance (plus fees) will need to be paid via cash or cashier's check. If the check is returned after the balance is due, the client may be in material breach of contract and may be subject to termination.

### **Liability**

- **Renters are required to secure an event insurance policy that includes liability coverage and any other necessary insurance in the amount of no less than \$1,000,000 to protect themselves against any claims arising from any officially scheduled activities during the event period. The**

policy should include Owl & Moon Even Venue as an additional insured for the duration of the contract. (If any vendors secured from the renters do not have insurance, you should add this to your policy to cover yourself. The bartender is required to obtain a liquor liability policy. It is recommended that the renters add host liquor liability onto their event liability insurance policy.)

- It is highly recommended to review additional features within cancellation insurance policies, including bad weather, change of heart, no show from vendors... Refunds are not given through Owl & Moon for any situation, so plan with your insurance policies.
- Renter agrees to indemnify, defend, and hold Owl & Moon, its owners, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, services, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at Owl & Moon Event Venue.
- The client holds Owl & Moon harmless from any and all bodily injury and/or property damage incurred on the property arising out of negligent acts, omissions, and/or supervision.
- Owl and Moon is not responsible for damage to, or theft of, equipment used or left, including damage to software by computer viruses.
- Owl and Moon will notify the organizer of any equipment left behind and will allow 15 days for its retrieval. At that time, the items will be disposed of at the discretion of the venue owners.
- Do not leave vehicles parked on the property after hours of the event without prior approval from Owl & Moon staff, as we are not liable for theft, damage or any valuables left in vehicles on the premises.
- Owl & Moon takes all precautions to disinfect the property and to encourage social distancing, mask usage, and/or vaccinated guests; however, Owl & Moon is not liable for transmission or spreading of diseases such as COVID. It is recommended that all guests adhere to CDC guidelines.

### **Outside Vendors**

- All 3rd party vendors should be insured, or the renters are required to add the additional liability onto their liability insurance policy.
- All deliveries must take place within the designated timeframe agreed upon by Owl & Moon and the renter. Owl & Moon is not responsible for checking in or handling any items brought into the venue by rental companies
- Delivers can only be made to the facility prior to the event with permission from Owl & Moon. We are not responsible for the storage of flowers, cakes, etc. Users are financially liable for damage to the facilities.
- At Owl & Moon's discretion, we reserve the right to reject any vendor with whom we have had a previous negative experience.

- Owl & Moon encourage music and lots of dancing! In the event the renter's event creates a disturbance due to high noise volume, Owl & Moon's onsite manager has the full authority to ask the renter, DJ, or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at Owl & Moon's discretion, the entertainment will be shut down/off completely.
- Noise level/music needs to be at a respectful level 2 hours prior to the end of the event (10pm on Saturdays), with music decreasing in noise level gradually until the end of the event.

### **Restrictions**

- There is absolutely NO drug use of any kind tolerated on premises.
- There is **NO** smoking or vaping inside any building or on the porches of the Owl & Moon property (make sure your guests are aware of this policy). Please ask your smokers not to throw cigarette butts on the ground to ensure ease of clean-up. (Renters will be charged a fee of up to \$500/ per building for violation of disinfection and cleaning)
- Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter/guests shall always use the premises in a considerate manner. Conduct deemed disorderly at the sole discretion of Owl & Moon staff shall be grounds for immediate expulsion from the premises and will conclude the rental period with no refund or discount of the event cost.
- **Candles not enclosed in glass are not allowed.** If you are using Owl & Moon's décor, glass centerpieces do not belong at the ceremony locations, and any candle wax that drips into our holders must be cleaned out.)
- No animals unless approved by staff, except for service animals.
- Bird seed, paper lanterns, rice, confetti, or glitter are prohibited (fake flower petals may be used, only if they are cleaned up by the renters)
- Fog machines, pyrotechnics, displays/props involving water, and other special effect equipment with potential for fire or water damage are prohibited in all indoor spaces.
- Rentals are not transferable without prior approval from Owl & Moon staff.
- Renters are welcome to bring golf carts, but there are a few rules to be aware of:
  - No driving on the lawn areas, the ceremony area by the pond, or the owl within the courtyard. Please be respectful of others. Many times, we have events planned each week, which could damage the grass/courtyard for the next wedding.
  - Stay on the rocky pathways when traveling around the property.
- No hunting is allowed on the venue property, and no swimming in the pond.

**Owl & Moon staff will be on site during the event, and they may be checking in periodically with the responsible parties to ensure everything is running smoothly and to take pictures for marketing purposes (social media, venue website).**

## **Additional Information**

- We allow you to use any vendors of your choice, and we don't charge a fee if you select your own vendors.
- All areas are included in the rental rate for the reception and ceremony. You do not pay an additional fee to use each location. Exceptions are listed below, as this allows clean up and check out to start and expedite the return of the damage deposit. The closing of the additional areas helps to keep the party in the reception area and to help provide an additional layer of security for your personal items in those locations (as the personal items should be moved to locked vehicles).
  - For one-day packages
    - Groom's Den is locked two (2) hours after the ceremony.
    - Bridal Suite will be locked up four (4) hours after the ceremony, not to exceed 10:00pm
  - For multiple-day packages (Blue Moon and Total Eclipse)
    - The Lounge and the Groom's Den close two (2) hours after the ceremony.
    - Bridal Suite will be locked up four (4) hours after the ceremony, not to exceed 10:00pm. Bride, groom, and their authorized guests will be provided access.
- Use of tables (round, rectangular, and cocktail), white resin chairs, and linens for the reception tables is included. (White linens for guest tables and black tablecloths for food tables for reception.) We set up and tear down the tables and chairs for the ceremony/reception areas.
  - We provide the black linens for you to put on your tables for the Half Moon & Full Moon packages.
  - We put the white linens on your tables for the Blue Moon & Total Eclipse the morning of your wedding.
  - We decorate your tables for the Total Eclipse. For all other packages, the renter(s) are responsible for adding and removing the decorations to the tables
- Set up and tear down of tables and chairs
  - Final setup must be agreed upon by both parties within one week of the event
  - The setup for tables and chairs does not include setting up the tables with décor
- Rehearsal at Owl & Moon (one-day packages will be given a 60-minute time block within 30 days of their event, usually the day before)
- We complete the full cleanup after your event. We ask you to take your stuff unless you are leaving behind for others to use as part of our Something Borrowed décor or want us to take your leftover food to a local food kitchen or fire department. All vendors (catering, bartending...) should clean up after themselves
- We only book one event at a time, so you will never have to share the property with another event.