



# Owl & Moon Event Venue Contract

Event Date: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

If this is a wedding, what is the name of the future newlyweds:

\_\_\_\_\_ and \_\_\_\_\_

## Contact Information

Primary Contact's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

Secondary's Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Additional Notes

- A signed contract and \$1,000 (date-hold fee) must be received to reserve your date/time. THIS FEE IS NONREFUNDABLE. (The date-hold deposit will be applied towards your rental fee.)
- 90 days from the date of your event, ½ of the balance is due as a payment. The final balance (including optional add-ons and Damage Deposit (\$1,000) are due 30 days prior to 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 should be made to Owl and Moon Events. Checks may be dropped off or mailed to Owl & Moon Event Venue; 2818 Dry Lake Rd.; Dixie, GA 31629  
[OwlAndMoonEvents@gmail.com](mailto:OwlAndMoonEvents@gmail.com) (239) 595-2220



## Event Package Pricing (not including damage deposit)

	Half Moon	Full Moon	Blue Moon	Total Eclipse
<b>Rental Days/Times</b>	Friday OR Sunday (1 day, 8am – 11pm)	Saturday (1 day, 7am – 12am)	Friday 12:00pm – Sunday 12:00pm (weekend package)	Friday 9:00am – Sunday 4:00pm (weekend package)
<b>50 guests or less</b>	\$5,000	\$5,500	\$8,500	\$10,000
<b>125 guests or less</b>	\$5,500	\$6,000	\$9,000	\$11,000
<b>200 guests or less</b>	\$6,000	\$6,500	\$9,500	\$12,000
<b>250 guests or less</b>	\$6,500	\$7,000	\$10,000	\$13,000

## Event Packages — Comparison Chart

ITEM	HALF MOON	FULL MOON	BLUE MOON	TOTAL ECLIPSE
USE OF BASIC DECOR	✓	✓	✓	✓
USE OF PREMIUM DECOR			✓	✓
PHOTOBOOTHS (2)			✓	✓
DAY OF COORDINATOR			✓	✓
USE OF VENUE FOR REHERSAL DINNER			✓	✓
OVERNIGHT STAY (2)			✓	✓
PATIO HEATERS*			✓	✓
ICE			✓	✓
TENTS*				✓
DECOR PACAKGE WITH SET UP				✓

## Details from Chart Above

	Other Venues or Vendors	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 (Guest Tables, Cake, Catering, Cocktail, Gifts...)</b>	\$225- \$600 (typically \$10 per table)	Included	Included	Included
<b>Tablecloths</b>	\$175 - \$250 (typically \$18 per table)	Included	Included	Included
<b>Patio Heaters (7)</b>	\$525 (typically \$75 per heater)	Included*	Included*	Included*
<b>Use of Venue for Engagement Photos</b>	\$75 (estimated)	Included	Included	Included
<b>Basic Décor (Centerpieces, 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	N/A	N/A	N/A
<b>Charges to Use Vendors Not Listed Venue Listing</b>	\$250 or 5% Fee (estimated)	N/A	Included	N/A
<b>Photobooths (2)</b>	\$3,000 (typically \$1,500 per photobooth for 3-4 hours of use)	\$1,000 (for both or \$750 for one)	Included	Included
<b>Day of Coordinator</b>	\$500-\$2,500 (varies)	\$750	Included	Included
<b>Use of Venue for Rehearsal Dinner***</b>	\$200-\$2,000 (varies)	\$1,500	Included	Included
<b>Overnight Stay (\$175/1 night; \$300/2 nights)</b>	Varies	\$175	Included	Included
<b>Premium Décor (Centerpieces, Rugs, Chargers, Runners, LED Candles, Yard Games...) ****</b>	\$1,000- \$3,000	\$500 (estimated)	Included	Included
<b>Ice Provided</b>	Varies	\$50- \$300	Included	Included
<b>Tents</b>	Varies (if needed)	\$1,250- \$3,000 Estimated Rental Cost	\$1,250- \$3,000 Estimated Rental Cost	Included**
<b>Décor Package (Themed Package with Setup Included)</b>	Varies (if needed)	\$1,500- \$3,000 (depending on #)	\$1,500- \$3,000 (depending on #)	Included**

\* Patio heaters are included if temperatures are below 60 degrees. If you wish to use the patio heaters for warmer temperature, you can either bring your own propane tank or pay \$35 per patio heater to use our propane tanks.

\*\* Included if rain is predicted at 50% during ceremony/reception time. Owl & Moon is paying the reservation fee for all packages that book tents through us, if the tents are not needed there is no refunded amount.

\*\*\* Only if wedding is booked at Owl & Moon (for this rate), this would increase the rental the day before from 60 minutes (1 hour) to four hours. Food/catering is not included, guests should clean up after themselves to ensure venue is ready for the next day's wedding.

\*\*\*\* Price is set off what is borrowed from the premium décor.

**All packages include:**

- Use of tables (round, rectangle, and cocktail) and white resin chairs
- Set up of and tear down of tables and chairs
  - Final set up must be agreed upon by both parties within one week of the event
  - The set up for tables and chairs does not include setting up the tables with décor
- White linens for guest tables and black tablecloths for food tables for reception
- Use of basic décor items
- 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)
- Full clean up after your even the Owl & Moon staff (we empty the trash from the cans and take the trash to the dump, mop, wipe down surfaces, and clean restrooms).
  - We ask for 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 left-over food to a local food kitchen or dire department
  - Any vendors (catering, bartending...) companies should clean up after themselves
  - A fee may be charged if excessive clean-up is required
- Use of the venue and all ceremony locations for the time of your rental. (Exception: Groom's Den closes 2 hours after the ceremony.)



## Conditions and Responsibilities of Renter

Please read the material below to make sure all parties understand the requirements of providing or everyone's safety and keeping 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.

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### Alcohol

- **A licensed and insured bartender is mandatory if you plan to have alcohol served.** The serving of alcoholic beverages is prohibited to minors and to visibly intoxicated individuals.
- **Bars must always be attended and must close 30 minutes prior to the end of the rental period.**
- Kegs must be placed in a plastic bucket or case dolly to protect flooring.

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### 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 supervised at ALL times. We are not responsible for accidents/injuries occurred or damage caused by children that are not being supervised properly.

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### Cleaning, Trash, and Equipment Removal

- All furniture needs to be returned to its original location, including event chairs/tables.
- All liquid/food spilled on the floor or counters inside the main venue, bridal suite, and groom's den should be wiped up. Please pick up large food dropped outside as this attracts wildlife.
- Catering company is responsible for cleaning up the set-up/trash from catering.
- Excessive trash left behind that can cause an additional fee include but isn't limited to the following: cigarette/cigar butts, small bubble containers, confetti, wrappers from rolled silverware, candy wrappers, fake flowers/petals, trash left through the grounds in the grassy areas (cups, water bottles, napkins...). We have trashcans throughout the property, we just ask that people use them.

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### 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 room as indicated by the application signature.

- 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.

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### **Decorations**

- Owl & Moon wants every event to be a special and a 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.

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### **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 thirty (30) days prior to the event. (Payments are accepted as long as the full amount is received prior to 30 days before the event.)
- The damage deposit will be refunded within thirty (30) days after the event if there are no damage to be covered and facility is cleaned. Any damages more than \$1,000 will be charged to the rental party.
- In the event of a cancellation from the renter's party, you will forfeit your date-hold fee. Any additional payments that have been made may be refunded in a timely manner. If the cancellation occurs within thirty (30) days of the event no rental payment refunds will be made.
- 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.

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## 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 Event Venue as 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.)
- 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 ahead 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 event without prior approval from Owl & Moon staff as we are not liability 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.

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## Outside Vendors

- All 3rd party vendors must be insured, or the renters are required to add the additional liability onto their liability insurance policy.
- All deliveries must take place within the designation 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
- Deliveries can only be made to the facility prior to event with permission from Owl & Moon. We are not responsible for 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 onsite manage had 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 discretion, the entertainment will be shut down/off completely.
- Noise level/music needs to be at 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. (Respectful level- music shouldn't be loud enough to hear at the end lake of past the road)

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### 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. Please ask your smokers to not 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 for 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 deems disorderly at the sole discretion of Owl & Moon staff shall be grounds for immediate expulsion from the premises and conclude the rental period with no refund or discount of the event cost.
- **Candles not enclosed in glass (like tapers) 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 dripped 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 to individuals/organization without prior approval from Owl & Moon staff.
- No driving on the lawn areas, ceremony area by the pond, or courtyard, without prior approval. Please be respectful of others, many times we have events planned each week this could damage the grass/courtyard for the next wedding.
- No fishing or 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 insure everything is running smoothly and to take pictures for marketing purposes (social media, venue website).**





# Owl & Moon Event Venue Contract

***The Renter(s) agrees to the terms and conditions set forth in this agreement and shall not use the property in any manner that would violate any local, state, or federal laws or regulations. Renter(s) are responsible for their guests and the actions they take while on the property.***

**Acknowledge, Agreed and Authorized by Primary Contract/Renter:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledge, Agreed and Authorized by Secondary Contract/Renter: (optional)**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Acknowledge, Agreed and Authorized by Owl & Moon Event Venue:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payments**

- \$1,000 Date Hold Fee Paid \_\_\_\_\_
- \_\_\_\_\_ ½ of the balance due 90 days prior to your event. Paid \_\_\_\_\_
- \_\_\_\_\_ balance due 30 days prior to your event. Paid \_\_\_\_\_
- \$1,000 Damage Deposit Paid \_\_\_\_\_ (due 30 days prior to your event)