



Wedding/Event Contract

Wedding/Event Date: _____

Estimated # of Guests: _____

Facilities Include:

Table setup and clean up, tables, chairs, bartender(s), guest book table, gift table, punch table, and cake table if needed. Access to prep kitchen/food storage is also included, but no facilities for cooking.

This contract does not include: Ceremony Officiator, wedding cake or cake cutting, entertainment, catering, or floral arrangements. Arrangements for the officiator, entertainment, catering, etc., are the responsibility of the renter and are not part of this agreement.

Weather can be unpredictable. Spring Brooke cannot be held responsible for inclement weather on the day of the event and all charges apply regardless of the weather.

____ Initial

A \$500 bar minimum is required (\$250 for events with less than 100 guests), and any difference will be added to the final bill. Music may play until 12am. Bar will close at 12am. Event center must be vacated by 1am.

____ Initial

A signed contract along with a non-refundable deposit of 50% of rental is required in order to confirm your reservation. This fee is non-refundable for any reason.

The remainder of the balance is due 60 days prior to the event.

____ Initial

The client assumes full responsibility for any injury, theft, loss, or damages to its guests, the guest's property, Spring Brooke property, or to any third party. Spring Brooke assumes no responsibility for any injury, loss, damage, or theft resulting from the event. The renter agrees to indemnify and hold harmless Spring Brooke from any claims arising out of the renter's event.

____ Initial

Spring Brooke will not assume any responsibility for damage or loss of merchandise, belongings, decorations, etc. left in the facility. Any and all articles need to be taken with you before vacating the facility on the night of your event.

____ Initial

I have received, read, and agree to the SpringBrooke Events Rules and Regulations

____ Initial

Deposit Received? Yes/No

Color Linens? _____

Waitstaff? Yes/No

Number of waitstaff requested: _____

Hot Beverage Station? Yes/No

Tableware? Yes/No

Bride/Renter Info:

Name: _____

Phone #: _____

Signature: _____

Date: _____

Groom Info:

Name: _____

Phone #: _____

Signature: _____

Date: _____