

THE EXCHANGE

— wedding & events venue —

51 Court Circle
Camdenton, MO 65020

Wedding and Special Events Venue Agreement

The Agreement is made effective as of the date ___/___/_____, by and between THE

WEDDING EXCHANGE, LLC (hereinafter “**The Exchange**”) and _____
(hereinafter “**Client**”, include both bride and groom’s names).

Address: _____

City, State and Zip: _____, _____

Estimated number of guests: _____

Time of wedding or event: ___:_____

The Client represents that they desire to hold a special event or wedding on ___/___/_____ at
The Exchange, subject to terms, conditions and policies expressed in this Agreement. The Client
desires to use the facilities beginning on the date ___/___/_____ ending on this date ___/___/_____.

Client name or names _____

Contact phone number _____ Contact email _____

Credit Card on file for damage and excess cleanup deposit. Name and # _____

Services

General:

The Exchange provides the venue rental and set-up. All other services provided to the Client are to be contracted directly by the Client with third-party vendors. This includes: caterers, bartenders, music and DJs, flowers, audio-visual, special lighting, and any and all other services. We are happy to supply a list of vendors upon request. All third party vendors must demonstrate appropriate licensing, permitting or certification if such is required, and carry satisfactory liability insurance. Additionally, all third-party vendors must provide a list of the service that they provide and adhere to all setup, cleanup and removal policies of The Exchange. The Exchange must receive notification and contact information for all selected third-party vendors at least 45 days prior to the date of the event.

Rental Terms:

1. Venue Rental Fee

- a) The Exchange venue rental fees are defined on the attached Exhibit “A” to this Agreement.
- b) The Client agrees to pay an initial non-refundable deposit of one third (1/3) of the venue rental fee defined on Exhibit “A”. This payment serves to reserve The Exchange for the date of the event or wedding as specified above and is payable at the time this Agreement is executed. Deposit received \$_____ incl. 7.475%.

(a 2.75% service charge will be added to credit card swipe; a 3.5% charge will be added to manually admitted credit cards)

- c) If our audio-visual equipment is used, there is a \$100 service/technician fee.
- d) The remaining balance of the rental fee **plus all applicable sales tax** is due in full 30 days prior to the date of the event or wedding. A \$300 damage deposit is also due at this time. The agreed upon date of payment of this rental fee balance of \$_____ including 7.475% sales tax is ___/___/_____.

2. Access and Hours

The Client and your vendors will have full access to the Exchange and its grounds beginning at 9:00 a.m. on the day of the event and ending at midnight. Events are not permitted to extend past midnight. An additional one hour after the event, extending to no later than 1:00 a.m., will be available for decoration removal and vendor departure. Sunday weddings must be over at 10:00 PM with an additional hour for décor removal. All belongings and decorations, both inside and outside the facility, must be removed by 1 a.m. (11:00 PM on Sunday) so that our cleaning crew can prepare the venue for the following day. Bar

3. Setup

The Exchange will provide, as part of the rental fee, the tables, chairs and additional amenities as indicated on the attached Exhibit "B". The Exchange will set up the tables and chairs, including inside and outside patio arrangements, the Monday of your event (weather providing). In the case of a wedding and reception that requires a "flip", there is an additional "flip fee" of \$200. No furniture, including Chiavari chairs, may be left outside overnight or with chance of rain. The Client agrees to meet with The Exchange site coordinator at least 2 weeks prior to the event to determine this arrangement so that our staff can proceed efficiently and meet your expectations.

4. Decorations

Please request information about our event designer for an additional cost.

5. Cleanup

Other than the trash, food and garbage related to the catering and as addressed in the catering agreement (required to be executed by the catering vendor), the clean-up will be the responsibility of The Exchange. **The Client is responsible** for removal of cardboard from liquor, flowers and any other accessory boxes. The Venue is expected to be returned in a reasonably clean and orderly condition. The Client is urged to be certain all centerpieces and other decorations are removed prior to the cleanup procedure or they may be discarded. Absolutely no confetti of any kind (including paper, plastic petals or rice) may be used on the premises! Birdseed is allowable. An excessive trash and cleanup service fee of \$150 will be charged.

6. Cancellations

In the event of a cancellation, all Venue Rental Fee payments made to date are non-refundable.

7. Alcohol

If alcohol is served, a bartender must serve the alcohol and no one under twenty-one may be served. We suggest at least one bartender for each one hundred people. The bar must be closed one hour before the reception is over with eleven o'clock being the latest.

8. Damage

A \$300 damage deposit kept until your event is complete and venue inspected. Client shall take the premises, both inside and outside, as found in good repair and shall return the premises at the end of the event in the same condition. If the premises, including the furnishings, contents and décor, are damaged during the event by the Client, contractor or guests, Client agrees to pay upon demand, any damage over the \$300 damage deposit, the required sum to restore the premises to its condition prior to damage. Please do not allow children to throw rocks from the flower beds in the courtyard onto the grass. Any excess clean up fee will be charged.

9. Failure to fulfill use of the venue

In the unforeseen circumstances that the Venue cannot fulfill its contractual obligation to provide use of the facility as stated in this contract, all deposits and payments made to date will be fully refunded to the Client.

General

1. Entire Agreement

The Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement, whether oral or written. The Agreement supersedes any prior written or oral agreement between the parties.

2. The Client agrees to hold harmless The Exchange, its employees, officers, and directors from any and all claims, actions or suites or allegations for damages or injury to person or property which in any way pertains to the event.

3. The Client agrees to carry general liability insurance with limits of not less than \$1,000,000 each occurrence, with a \$2,000,000 general aggregate.

4. Additional Insured

Client's insurance policy shall include The Wedding Exchange LLC, its subsidiary and affiliate entities, directors, officers and employees as Additional Insured on a Primary and Non-Contributory basis.

5. Severability

If any part of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining parts shall continue to be valid and enforceable.

6. Waiver of Contractual Right

The failure of either party to enforce any part of this Agreement shall not be construed as a waiver of that party's right to enforce every other part of this Agreement.

7. Applicable Law

This Agreement shall be governed by the laws of the State of Missouri and venue shall be in the city of Camdenton and no other.

8. Notices

All notices or correspondence to The Exchange should be e-mailed or mailed to the following:

The Exchange
206 Capstone Drive
Linn Creek, MO 65052
janet@theexchangevenue.com
or haley@theexchangevenue.com

Agreed: Client

The Exchange

Date: _____

Date: _____

Exhibit "A"

Venue Rental Fees

The following venue rental fees are based on the day-of-the-week for which an event is held:

Prices for the year 2016 are the following:

Saturday	\$3,000 + sales tax (7.475%)
Friday	\$2,500 + sales tax (7.475%)
Sunday	\$2,000 + sales tax (7.475%)
Monday through Thursday	\$1,800 + sales tax (7.475%)

*Winter rates for the months of January through March are a 10% discount.

If the Client desires to rent the main hall from noon until 8:00PM on the day prior to the event, this will only be possible three months out for an additional \$500 **plus sales tax** if no other Events have been booked.

Hourly rental rates for the Quarters only are **\$100/hour** with a three hour minimum fee of \$225 plus sales tax. **Hourly rental rates** for the Venue only are **\$100/hr.** with \$500 minimum plus sales tax (week days only). No setup is provided. No Coordinator provided. Deadline for final payment is 7 days out. **Any more than five hours for either building will convert all hourly rentals into a full day/full price rental.**

Exhibit "B"

Setup and Amenities

The following are the setup and amenities provided by The Exchange:

1. Up to thirty-eight 60" round tables
2. Up to four 8' rectangular tables
3. Up to 300 Gold Wood Chiavari chairs
4. Use of catering prep area for your catering (for weddings only)
5. Use of bridal loft and grooms quarters for your bridal party (weddings only)
6. Use of private outdoor courtyard
(any change in floor plan on the day of will incur a \$50 service fee)