

Willow Haven Event Center
3570 W. Smithville Western Road
Wooster, OH 44691
330-466-6484 or 330-988-0639

Event Policies

THANK YOU for choosing Willow Haven for your event. This agreement is to provide you information about the use of Willow Haven Event Center and our Safety Rules and considerations. Our aim is for you and your guests to have a wonderful and safe experience. As outlined in this agreement many things are included with our facilities.

LAKEVIEW PAVILION & PERGOLA \$1400 per event

1. Occupancy starts and ends at the agreed upon time in the Event Contract. The Lakeview Pavilion includes multiple 115V outlets, lighting and overhead fans. It includes bale bench seating for up to 160 people.
2. 6 trash cans with extra liners are provided. Trash will be removed by Willow Haven Event Center.
3. Bathroom facilities are in the basement of the main house and are available to all guests.
4. Willow Haven Farm is responsible for all cleanup. We encourage keeping the area as clean as possible during the event for the safety and cleanliness of your guests. We request a designated party be assigned to remove any important items. Any items left will become the property of Willow Haven Event Center.
5. Tent setup or delivery is allowed prior to the agreed event time with prior approval given by Willow Haven Event Center. We will make every effort to accommodate, but please be mindful that our facilities are available for other rental use before and after your event. Plan Accordingly!
6. Willow Haven Event Center is located on a smoke free property except for specifically marked designated areas. This rule is strictly enforced for the safety of our employees and animals, your guests and to keep the grounds clean and litter free.
7. All music must end by 11 pm and all guests should depart the grounds by midnight.
8. Parking for guests will be in the field beside the play area, and we will provide signage. Special parking for the bride and her party beside the house is included and will be clearly marked.

THE HOMESTEAD BARN & WOODSIDE PERGOLA \$4500-2020 rate \$4800-2021 rate

1. Occupancy starts and ends at the agreed upon time in the Event Contract. The Homestead Barn includes multiple 115V outlets, multiple modes of lighting, bar area and a DJ booth. It includes tables and chairs for up to 200 people. Tablecloths in black, white, cream and navy blue are also included. Other colors of tablecloths can be rented for \$7 per linen. Two styles of dinnerware settings are also included. The Homestead Barn is fully insulated and has central heat and air conditioning. It is also fully ADA compliant.
2. There is a prep kitchen on the main barn floor and in the basement. It includes a 3 bay commercial sink, a commercial warmer and large side by side commercial cooler, multiple countertops/tables and bar area. There is also an ice chest located at the main entrance behind the barn, ice for your event is provided by Willow Haven Event Center.
3. Bridal Suite and Groomsman Suites are intended for exclusive use of the Renters and their wedding party. Guests are asked not to use Bridal Suite stairs and bathrooms for safety reasons.

4. 12 trash cans with extra liners are provided. Trash will be removed by Willow Haven.
5. Commercial bathroom facilities on the main barn floor and basement are fully ADA compliant.
6. Willow Haven is responsible for ALL cleanup. We encourage keeping the area as clean as possible during the event for the safety and cleanliness of your guests. We request a designated party be assigned to remove any important items. Items left will become the property of Willow Haven.
7. Alcohol Policy: Willow Haven Event Center does not provide nor sell alcoholic beverages for events. The Renter(s) may bring in any alcohol including kegs at their own expense. For insurance reasons, when alcohol is being served -Willow Haven must provide a bartender and security person. The cost of the bartender and security person will be paid for by Willow Haven.
8. Renter(s) can use any caterer they choose at their own expense. Willow Haven requires that each caterer provide 1 server to keep food stocked and at correct temperatures. Willow Haven will provide up to 5 additional support staff/servers to assist. Willow Haven has chafing dishes and serving utensils provided at no charge.
9. Willow Haven Event Center is located on a smoke free property except for specifically marked designated areas. This rule is strictly enforced for the safety of our employees and animals, your guests and to keep the grounds clean and litter free.
10. Tent setup or delivery is allowed prior to the agreed event time with prior approval given by Willow Haven Event Center. We will make every effort to accommodate, but please be mindful that our facilities are available for other rental use before and after your event. Plan Accordingly!
11. All music must end by 11 pm and all guests should depart the grounds by midnight.
12. Parking for guests will be in the parking lot at the top of the drive with additional parking as needed in the lower field beside the entrance, and we will provide signage. Special parking for the bride and her party behind the main barn is included and will be clearly marked.

TERMS AND CONDITIONS

Cancellation Policy: 90% of rental amount will be refunded to the Renters if cancelled more than 9 months prior to event date. 75% of rental amount will be refunded if cancelled within 9 months of event date and date is re-rented. 50% of rental amount will be refunded if cancelled within 9 months of event date and date is NOT re-rented.

Willow Haven agrees to provide the Renters with access to the area listed in the Event Contract during their event. The Renters will have access to the specified area from the agreed upon date and times outlined in the Event Contract.

Event/Alcohol Liability Insurance must be purchased from a third party, such as www.wedsure.com or www.progressive.com

-Fire Hazard: Absolutely no cigarettes, flame or candles of any kind may be used during any event inside the Homestead Barn or the back deck area.

-Children must always be supervised by a responsible adult. Bridal party should designate an adult for this responsibility. Dekjo Inc. dba: Willow Haven Event Center will not assume any responsibility for damage or loss of property of the Renters, the wedding party, their guests or any service companies contracted by the Renters.

-The following are examples of events beyond our control for which we have no responsibility: weather, power outages, road closures, terrorist acts, national security events, other government regulations and restrictions and acts of God.

WILLOW HAVEN WEDDING CONTRACT

THIS AGREEMENT entered between the Bride and Groom and/or responsible party (hereby referred to as the RENTERS) and DEKJO INC. dba Willow Haven Event Center shall be effective upon all parties accepting the conditions and considerations as listed below.

A deposit of 50% is required to hold your reservation and is subject to the cancellation policy.

Payment Schedule: Payment in full is due 1 month prior to event. The Renters are welcome to make installment payments. Willow Haven accepts cash or checks. Credit cards are accepted with a 2% fee.

I/We _____ agree to rent the Willow Haven Event Center facilities under the terms and conditions described in this contract, on _____ for a wedding/reception from 9am to 12am

The facilities included for this event are the Homestead Barn Lakeside Pavilion
Lakeside Pergola Woodside Pergola

Renters also agree to acquire Event Rental Insurance listing Dekjo, Inc. as additional insured at their expense and provide proof of insurance before the event to Willow Haven Event Center.

Renters Signature(s) (Date)

Willow Haven Signature (Date)

Bride's Name/Number _____

Groom's Name/Number _____

Email Addresses _____

Address: _____

Expected Number of Guests: _____

Willow Haven Rental Rate: _____ Deposit Received _____

By initialing, the Renters agree that Willow Haven has permission to use any photographs taken by any party during the event on the Willow Haven website and all social media pages. _____

By Initialing, Renters agree if they provide the food or use an unlicensed caterer then they are fully responsible for the food and its edibility for consumption. _____