

# FRITCHIE FARMS LLC

## WEDDING AND EVENT CENTER CONTRACT



15810 Ball Rd. (WC 330)

Elkins, AR 72727

Phone: 479-841-9515

E-MAIL: [matt@fritchiefarms.com](mailto:matt@fritchiefarms.com)

Website: [FritchieFarms.com](http://FritchieFarms.com)

# RATES

Sunday - Thursday: **10am – 10pm**

Friday - Saturday: **8am – 11pm**

## WEDDINGS

1 Day Rental: \$2,400

2 Day Rental: \$3,000

Rehearsal Dinners are available for 2 Day Rentals only.

The Property must be cleaned and vacated by the 10:00 or 11:00pm deadline each night or by contracted time for events other than weddings.

A Non-Refundable booking deposit of \$750.00 is required and will go towards the total cost of the event (Events other than weddings may be a lesser deposit). This is required to reserve your dates, with a signed contract.

A Refundable security deposit of \$700.00 will be due with final payment.

The total amount is due 30 days prior to the event or at the time of booking, whichever is earlier.

## ALL OTHER EVENTS

Contact us for pricing. We will review your needs and help customize a time and price that works best for you!

# EVENT TERMS AND CONDITIONS

The lessee of Fritchie Farms (FF) agrees to the regulations listed below as set forth in this contract and must be signed by the Bride and Groom, or financially responsible party (If different from bride and groom) and is returned with the booking deposit:

## GENERAL INFORMATION

- Persons financially responsible, as the lessee, are responsible for any and all damages to the structure or facility grounds and/or theft of furniture, equipment, or other items. Lessee is also responsible for any and all damages caused by guests or vendors; this includes any violations of the contract caused by vendors.
- All wedding events must be ended and vacated by 10 or 11pm (including cleanup). All other events must be ended and vacated (including cleanup) by designated time of that specific event.
- FF is exclusively non-smoking inside the facility. Smoking is allowed outside in the designated areas (patio and outside the door towards the parking lot).
- FF reserves the right to escort any persons of bad conduct off the premises.
- FF is hereby released from any liability for any physical injuries or property damaged while sustained by or to the lessee, their guest, and/or vendors. The lessee agrees indemnity and holds harmless to the FF for any physical injury or property damage.
- **Maximum occupancy of FF is 175.** Lessee is responsible for providing directions as well as time schedules for guests and vendors. FF representative is not to be listed as a contact person on your vendor agreements.
- The terms and conditions are subject to change and the lessee will be notified in writing of these changes. The rate and deposit are not subject to change with a signed contract. Rates and deposit are subject to change if there is not a signed contract.
- FF is not responsible and therefore cannot be held accountable for changes made due to Mother Nature and/or Natural Disasters.
- Items being used during the Bride and Groom send-off must be approved by FF. Wedding Sparklers are permitted for send-off of Bride and Groom.
- FF is Not responsible for any items left on the premises.
- Sound equipment is allowed at FF, but inside the Barn only. Volume must be kept at 70 decibels or less. **Only music aloud outside will be for the ceremony, and must be OFF by 8:00pm no matter the night. ALL INSIDE MUSIC MUST BE OFF BY 8:00 p.m. Sunday-Thursday AND 10:00 p.m. Friday-Saturday.**
- If any of the above terms and conditions are violated the refundable security deposit may not be returned.

## DECORATIONS & SET-UP

- No tacks, nails, hangers, or tape may be applied to the walls, ceiling, windows, or floor.
- Event set up time is included in the contracted time.
- All candles must be in a glass casing for use in the Barn. Unity Candles will be allowed with a base or stand.
- A FF representative may do a walk through during set-up if FF feels the need to. We reserve the right to remove any non-approved items at any time.
- Any items requiring approval for use must be submitted in writing.
- FF grounds are not to be altered without permission; this includes moving any items in the Barn or on the grounds, including furniture. If approved by FF, items must be placed back where they were before departure.
- Balloons are allowed to be tied to the entrance sign only.
- No personal items are to be left before or after the contracted time.

## FOOD & BEVERAGES

- Lessee is responsible for any and all damages caused by vendors.
- Caterers are responsible for the safe operation of any equipment and are responsible for cleaning the work area after the event. Food Service Provider, Bar Service or Lessee is responsible for all trash removal.
- FF requires, for the lessee's liability, that a licensed Bar Service/Caterer be used, unless approved by FF.
- No cooking is allowed in the barn.
- Lessee is responsible to inform vendors of all rules and regulations and/ or trash removal.

## PAYMENT

- \$750.00 Non-Refundable Booking Deposit, Signed Contract, and photo copy of responsible parties drivers license is Due to guarantee and reserve wedding date desired.
- \$700.00 Refundable Security Deposit and the remainder of the balance is Due 30 days prior to the event.
- Failure to pay any or all balances due, 30 days prior to event, will forfeit the event date and Lessee will lose the \$750.00 Booking Deposit to FF.

## CLEANING & DEPOSIT

- All equipment, food, trash, and personal items must be removed from the premises by the contracted time to avoid additional charges or loss of security deposit.
- Items are not to be left in vehicles, trailers, etc. on the property.
- Event Clean-up time is included in the contracted time.
- Clean-up must be completed by the contracted time to avoid additional charges or loss of security deposit.
- In the event of excessive clean up left for FF, the charges will be deducted from the Security Deposit. - All Charges or Loss of Security deposit is at the discretion of FF.
- Minimum Clean-up Fee is \$300.00. Minimum Fee for going past the contracted time is \$500.00/hour (This time cannot be pro-rated).

## CANCELLATIONS

- Any changes to the contract will be considered a cancellation and the latest version of the FF contract, that will also reflect the change/s, will need to be reviewed and signed.
- A 50% refund of the deposit will be returned if the event is cancelled at least 12 months prior to the contracted date of the event.
- If the event is cancelled within 12 months before wedding date, there will be no refund of the deposit.
- All cancellations by the renter must be in writing and confirmed by the FF Representative.

## SECURITY DEPOSIT

- For a full Security Deposit Refund (\$700.00), the facility must be returned to its original state when the Lessee entered the facility.
- In the event there is excessive clean up or damage there will be a \$300.00 (minimum) charge.
- In the event that the contract is violated in any way we reserve the right to keep the contract deposit.
- The deposit is due 30 days prior to the event.
- The deposit must be paid by check or cash separate from other payments.
- The deposit will be returned no later than 30 days after the event date.
- In the event that damage exceeds the contract deposit the Lessee will be responsible for fees.



# BRIDE AND GROOM INFORMATION

BRIDE'S NAME: \_\_\_\_\_

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

\_\_\_\_\_

Check here for the refundable deposit to be returned to this address.

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

GROOM'S NAME: \_\_\_\_\_

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

\_\_\_\_\_

Check here for the Refundable deposit to be returned to this address.

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## ADDRESS YOU WILL LIVE AT AFTER THE EVENT DATE:

\_\_\_\_\_

\_\_\_\_\_

Check here for the Refundable deposit to be returned to this address.

# EVENT INFORMATION AND VENDOR PAGE

Event Date/s: \_\_\_\_\_ Day/s of Week: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

(Contracted Time) (Contracted Time)

Wedding Ceremony  Reception  Both  Other: \_\_\_\_\_

# of Guests: \_\_\_\_\_ # of Bridesmaids: \_\_\_\_\_ # of Groomsmen: \_\_\_\_\_

Bride and Groom Departure Time: \_\_\_\_\_

## CONTACT NAME AND PHONE NUMBER (DAY OF CONTRACT)

Wedding Coordinator E-Mail: \_\_\_\_\_

Caterer: \_\_\_\_\_

Photographer: \_\_\_\_\_

Florist Entertainment: \_\_\_\_\_

Valet Service: \_\_\_\_\_

Rental Company: \_\_\_\_\_

Videographer: \_\_\_\_\_

Cake: \_\_\_\_\_

Bar Service: \_\_\_\_\_

Other: \_\_\_\_\_

**VENDORS CAN DELIVER AND SET-UP ONLY DURING THE CONTRACTED TIME.**

ALL MISSING INFORMATION MUST BE E-MAILED NO LATER THAN 14 DAYS PRIOR TO THE EVENT DATE

TO: [matt@fritchiefarms.com](mailto:matt@fritchiefarms.com)



# PAYMENT INFORMATION

PERSON RESPONSIBLE FOR FEES: \_\_\_\_\_

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

\_\_\_\_\_

Check here for the refundable deposit to be returned to this address.

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FF does not accept credit cards for payment. FF accepts cash or check only (NO Temporary Checks).  
Person Responsible for fees will have to leave a credit card # and information on file.

Name on Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_ Billing Zip: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

# PAYMENT TRACKING (FF USE ONLY)

## Payment

Booking: \_\_\_\_\_ Date: \_\_\_\_\_ Check #/Cash: \_\_\_\_\_

Balance: \_\_\_\_\_ Date: \_\_\_\_\_ Check #/Cash: \_\_\_\_\_

Security: \_\_\_\_\_ Date: \_\_\_\_\_ Check #/Cash: \_\_\_\_\_

Misc. Charges: \_\_\_\_\_ Date: \_\_\_\_\_ Check #/Cash: \_\_\_\_\_

Final Payment: \_\_\_\_\_ Date: \_\_\_\_\_ Check #/Cash: \_\_\_\_\_

Security Deposit Refunded:    YES        NO

Amount Refunded: \_\_\_\_\_

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

# SIGNATURE PAGE

Today's Date: \_\_\_\_\_

Facility Rate: \_\_\_\_\_

Booking Deposit: \_\_\_\_\_ (Due Upon Signing)

Balance: \_\_\_\_\_ (Due 30 days prior to Event)

Security Deposit: \$700.00 (Due 30 days prior to Event and Paid Separately)

Approved Bride and Groom Send Off: \_\_\_\_\_

I agree to the terms and conditions of the contract and understand that the contract (Security) deposit will not be refunded upon failure to abide by the contract. Failure to withhold to the contract will result in forfeiting the deposit. I also understand that the terms and conditions are subject to change and that I will be notified in writing of these changes. The rate and deposit are not subject to change. I agree to the contracted times set forth in this contract and understand that I will have to notify FF if there are any changes. I also understand that FF may not be able to accommodate changes to the contracted time schedule.

\_\_\_\_\_

(Financially Responsible Party)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Fritchie Farms Representative)

\_\_\_\_\_

(Date)

0 Copy Mailed Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## REMINDER LIST

**ALL MUST BE COMPLETED 30 DAYS PRIOR TO THE EVENT DATE**

**(OR FF RESERVES THE RIGHT TO CANCEL THE EVENT)**

- Booking Deposit
- Payment
- Security Deposit
- Vendor List
- Any additional offered items
- Any missing information in the contract
- Confirm all information and Event Time