



## Event Space Contract

This agreement is between Swallow's Nest, hereinafter known as the "Venue", and Customer, signers of this agreement, with the details below for renting Swallow's Nest at 310 Elm Street, Washington, MO.

### **Payment**

The Customer agrees to pay an initial nonrefundable deposit of 50% of the total of all fees. This payment serves to hold the venue for the specified date of event or wedding and is payable at the time of contract signature with final payment due no later than 10 days before event date.

Payments can be made by credit card or cash.

### **DATE CHANGES:**

In the event the Customer is forced to change the date of the event every effort will be made by Swallow's Nest to transfer reservations to support the new date. The Customer agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable are the sole responsibility of the Customer.

### **CANCELLATIONS:**

In the event of a cancellation of an event, all payments made to date are non refundable. We understand that sometimes it is necessary to change or cancel a reservation. All cancellations or reservation changes must be made in writing within 30 days of event to forgo any outstanding payments. The guest is responsible for verifying that Swallow's Nest received their cancellation notice.

### **RULES AND REGULATIONS:**

The following is a list of rules and regulations to be upheld by Customers and guests:

1. Customer is responsible for leaving event space in condition it was rented. Customer agrees to properly dispose of all food, trash, and garbage at the end of the designated rental time. A cleaning fee of up to \$500 may be applied if not left in clean condition.
2. All events must be held within the hours of 7am to 9pm. If premises is not vacated by 9pm, an additional \$100 fee will be applied for every hour guests and Client remain.
3. Candles: All candles must be battery operated.
4. Decorations may not be hung with tape, wire, nails or screws. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Customer and the venue. Note: The use of birdseed, flowers, and blowing bubble is permitted only outside for wedding and reception farewells. Rice, confetti, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility.
5. Live video and photography is permitted. Customer agrees all photos/videos posted on social media by client can be used by venue.
6. All children under the age of 16 must be supervised at all times.
7. All liquor must be served by an Insured Licensed Bartender approved by Swallow's Nest.

**ACCOMADATIONS:**

Venue agrees to provide event space with seating, tables, restroom(s), WIFI, and parking options for the duration of this rental, exact date(s) specified below. Venue will provide a representative to unlock and lock the space, for Customer. Tables and Chairs will be set up according to our normal room lay out. Customers can move these around as they see fit.

\*Please note other businesses, including a retail store, occupy the Swallow's Nest Building 7 days a week.

Event Rental Information:

Event Space Name: \_\_\_\_\_

Room Rate: \_\_\_\_\_

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

Entry Time:\_\_\_\_\_

Exit Time:\_\_\_\_\_

Number of Chairs Needed:\_\_\_\_\_

Number of Tables Needed:\_\_\_\_\_

Customer Name:\_\_\_\_\_

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

Customer Email:\_\_\_\_\_

Customer Phone Number:\_\_\_\_\_

These terms are hereby agreed to by Customer:

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

**Venue**

Swallow's Nest

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