

**CONTRACT FOR WEDDING, RECEPTION, MEETING
AND/OR PARTY AT OXFORD FARM LLC**

Reservations for Oxford Farm LLC/Lodge require this rental agreement to be signed and dated accompanied by a \$250-\$1,000 security/damage deposit*.

The balance of all rental fees is due 90 days before your event date. For rentals arranged less than 90 days in advance of the event date, full payment is due with completed contract. Make checks payable to Oxford Farm LLC.

Note: Oxford Farm LLC is not set up for credit card transactions. Confirmations will be mailed along with a copy of the original rental agreement to the Renter/Client within seven (7) business days.

*The security/damage deposit is **not** the rental fee. It secures the facility on Renter's requested date(s) and serves as a refundable damage deposit. Violation of contract may result in part or all of security/damage deposit being withheld.

The following is required to be completed and delivered to the Oxford Farm LLC Event Coordinator four (4) weeks prior to an event date:

- Exact rental beginning and ending times
- Clarification of additional hours (if needed)
- Contact/vendor sheet
- Payment of all items/fees. Minor changes may be made with prior approval up to one week before the event

\$ _____ *Security/Damage deposit

Certificate of Liability Insurance, and if alcohol will be served, proof of licensed server(s) is due 30 days prior to the event

\$ _____ Other Expenses. See pricing sheet

TOTAL RENTAL FEE \$ _____

The remaining balance of \$ _____ is due 90 days prior to your scheduled event.

Name of Renter/Client: _____

Phone Number: _____

Event Date: _____ **Event Time:** _____ **AM/PM to** _____ **AM/PM**

Rehearsal Date: _____ **Time:** _____ **AM/PM to** _____ **AM/PM**

Renter's Initials: _____

TERMS AND CONDITIONS

USE OF PREMISES AND GROUNDS

- Facility and grounds are only to be used for stated purpose(s). The Lodge including the grounds are only for your contracted use.
- Set up and breakdown times must fall within the total rental period. It is the responsibility of the Renter to move equipment within the facility or on the grounds during the event.
- All activities including your rental check-out list must end by the contracted period. It is recommended that at least two hours be allowed for event breakdown. There are directions posted in the lodge.
- Your contact person will need to check out and sign off with our staff person.
- Smoking is prohibited in the facility and within 10 feet of all entrances, exits, windows, and air intake vents.
- Fireworks, sparklers, rice, confetti or glitter are not allowed inside or outside the facility.
- No pets are allowed within the building except for licensed service animals. Farm policy requires animals outside to be leashed at all times.
- Candles must be in holders that prevent wax from dripping on surfaces.
- DJs/Bands/Musicians: Please respect that Oxford Farm LLC is located near a residential neighborhood. Continued use depends upon the goodwill of our neighbors. Loud music will jeopardize our relationship with the community. DJs/Bands/Musicians that abuse our usage rules will be allowed to return to the facility.
- Music cannot be audible beyond Oxford Farm LLC grounds. Outside dance music (90 dba) must cease outside by 9 p.m. The last dance should be announced no later than 8:55 p.m. Light background music (70 dba or less) is permitted outside until 10 p.m.
- Children must always be supervised.
- Dance floors on the grass are not allowed.
- If using a gas or charcoal grill, a mat or some sort of protection for the grass is required.
- If tents are used, no stakes are allowed on the asphalt. If heaters are used, the heaters must be placed on asphalt or concrete or on plywood to protect the grass.
- On-site Oxford Farm LLC staff monitors event activities and has the authority to enforce contract rules. Oxford Farm LLC staff can terminate rental if the renter does not honor the contract or local laws.

Set-Up And Breakdown

- Make sure all rental equipment is stacked under the pavilion, not on the grass, and removed from the premises no later than noon on the next business day.
- DO NOT USE nails, tacks, or staples in the walls/woodwork. If tape is used, it must be painter's tape. All decorations and tape must be removed after the event.
- Clean and return tables and chairs to their original positions in the Lodge.
- All trash cans must be removed from the Lodge and placed in the trash area located on the left side of the Lodge.
- Event trash on the grounds, sidewalks, and street (including cigarette butts) also must be removed from the site and taken to the Oxford Farm LLC trash area. If signs were placed on Five Forks Road, they also must be removed.
- Notify on-site staff of any damage that may have occurred during the event.

Renter's Initials: _____

Security Deposit/Property Damage

After review by Oxford Farm LLC event coordinator, including a day after the event, the security/damage deposit will only be refunded if the rental terms and conditions have been satisfied, if there is no damage to the Lodge and grounds, and if the Renter had used the facility for the time stated in the contract.

Damages, cleaning and/or additional time costs will be withheld from the security deposit. If damage to Oxford Farm LLC property exceeds the amount of the security/damage deposit, Renter agrees to pay for, or replace, any object of Oxford Farm LLC property that is destroyed, damaged, or stolen during the event. Such payment or replacement must be made immediately upon notification from Oxford Farm LLC.

Indemnification and Hold Harmless Agreement

The Renter agrees to indemnify and hold Oxford Farm LLC owners and staff harmless from and against any and all liability, claims, actions, demands, or losses of any kind and nature that may occur to be claimed with respect to any person or persons, corporation, property of chattels, on or about the Oxford Farm LLC or to the property itself resulting from any act done, or omission by or through the Renter, its agents, contractors, employees, invitees, or any person on the premises of Oxford Farm LLC by reason of Renter's use or occupancy thereof. These may include, but are not limited to accident, injury, or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to play all costs and attorney fees incurred by Oxford Farm LLC owner and representatives in defending any such claim or action brought against the owner and representatives.

Personal and Abandoned Property

Oxford Farm LLC and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the event is completed.

Cancellation Policy

- All cancellations must be in writing
- Cancellations made within three (3) days of signing this Rental Agreement... All money paid is refunded less a \$100 administrative fee.
- Cancellations made more than 60 days prior to the event: **50 percent** of the total rental fee is forfeited by Renter. **100 percent** of the damage security deposit and **50 percent** of the total rental fee will be refunded.
- Cancellations made less than 30 days prior to the event: 100 percent of rental fee is nonrefundable. If the damage/security deposit and cleaning fee have been paid in addition to the entire rental fee, those deposits will be refunded to the Renter.
- Oxford Farm LLC may cancel rentals due to inclement weather, emergency conditions, or events beyond the control of Oxford Farm LLC. In the case of cancellation initiated by Oxford Farm LLC, all rental and deposit monies will be refunded.

Insurance

Renter must provide a Certificate of Liability Insurance 30 days prior to the event. This insurance certificate must explicitly state the following conditions:

- \$1,000,000 Bodily Injury and Property Damage Liability Limits
- \$1,000,000 Host Liquor Liability must be specifically included in the above coverage
- Oxford Farm LLC, its owners, officers, agents, and employees must be named as additional insured for any claim or claims resulting from or coming out of Renter's event

Initials: _____

Failure to provide evidence of this insurance to the Oxford Farm LLC event coordinator 30 days prior to your event can cause immediate cancellation of your event. Cancellations resulting from failure of Renter to provide the Oxford Farm LLC event coordinator with proper and timely certificate of liability insurance will be treated as a renter caused cancellation occurring less than 30 days prior to the event.

Alcohol

- Renter agrees and warrants that there shall be **NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER THE AGE OF 21**. Renter agrees to refuse to allow alcohol to be served to, or consumed by, any person who is visibly intoxicated or under 21 years of age. Renter shall monitor all service, if any, of alcohol and specifically acknowledges that Renter is solely liable for the consumption of any alcohol by any person on the premises and that such liability shall extend to any aspect regarding the consumption of alcohol.
- Oxford Farm LLC representatives may ask guests for identification to verify age and reserves the right to ask the entire party to leave the premises if (1) a minor is consuming alcohol, (2) an adult is providing alcohol to a minor, or (3) a guest or guests appear intoxicated and refuse to leave the premises.
- If alcohol is served at an event, we must receive proof in advance that you or persons contracted by you have S.C. Alcohol Service Certification/Permit from S.C. Alcohol Beverage and Licensing.
- If alcohol is **SOLD**, Renter must obtain and show proof of a temporary liquor license thirty (30) days prior to the event date.
- Renter shall indemnify and hold Oxford Farm LLC harmless from liability for improper use of alcohol

Agreement by Signature

Signature indicates the Client/Renter agrees to all terms and conditions of the contract.

Owner, Oxford Farm LLC

Renter(s) _____

Contact Information:

312 Five Forks Road
Anderson, S.C. 29621
864-933-2802

Address: _____

Phone: _____

Date: _____

Date: _____

Weddings and Parties at Oxford Farm

We take weddings very seriously at Oxford Farm. We will work with you and your budget to make your wedding the event you have always dreamed it could be.

*One Day Party or Meeting

\$250-\$500 \$150 deposit capacity 50-75

12 hour access

The client is responsible for **all** set up, clean up and trash disposal.

*DIY WEDDING

\$2,500 \$500 deposit capacity 100

2-day access, (noon Friday-noon Sunday, Rehearsal, Ceremony, Reception)

Tables and chairs for 100.... available

The client is responsible for **all** set up, clean up and trash disposal.

*FULL ACCESS WEDDING

\$5,000 \$1,000 deposit capacity 200

3-day access, (noon Thursday-Sunday, Rehearsal, Ceremony, Reception)

Tables and chairs for 100...provided and set up.

Rentals set up and return supervised by Oxford Farm staff.

*DELUXE PACKAGE

\$8,000 \$1,000 deposit capacity 200

3-day access, (noon Thursday-Sunday, Rehearsal, Ceremony, Reception)

tables and chairs for 100

Rental set up/return, clean up and trash disposal supervised by Oxford Farm staff.

On Site Wedding Professional will work with you to plan, budget and produce your wedding as well as direct the rehearsal, ceremony and supervise the reception.

*Not included: Cost of Flowers, Decorations, Catering, Wedding Cake, Photographer, Minister, DJ, Live Musicians, Valet Parking, Beverages, Bartenders, Tent, Additional Tables and Chairs, Linens, Dishware, Silverware or Glassware.

No extra charge for photo shoot dates prior to the day of the ceremony. Our horses may wander into the photos but if you want a composed shot, a wrangler must be reserved in advance.