

Stowe Meadows, LLC

Private and/or Tented Event Rental Contract

To reserve a date and time for your event, please fill out and sign this contract and mail it with your deposit. Checks should be made payable to **Stowe Meadows, LLC**, P.O. Box 1495, Stowe, VT 05672.

Date of Event: _____ **Start Time:** _____ **Number of Guests:** _____
Bride's Name: _____ **Groom's Name:** _____

PLEASE NOTE THAT THE FOLLOWING PRICES DO NOT INCLUDE TENTS, DISHWARE, GLASSWARE, LINENS, CHAIRS OR TABLES FOR EVENTS, WHICH ARE RENTED THROUGH OUTSIDE COMPANIES.

- All outdoor events must end by 1am unless arrangements have been made in advance with Stowe Meadows. Stowe Meadows will furnish electric and water to the site and staff will be onsite for the event. Electrical requirements must be reviewed with Stowe Meadows staff 90-days in advance (see policies).
- Number of guests must be approved by Stowe Meadows and are strictly limited to the written contract number. A fee of \$1,000 will be charged for exceeding contract guest numbers with an additional charge of \$50/guest over contracted number if a Stowe Meadows representative is not notified in writing prior to the event. Changes in guest count must be approved in advance by Stowe Meadows. **Guest count includes all adults and children over 4 years of age.**
- Tented events over 50 guests or erecting tents larger than 20x50 (feet) must have a tent company staff member on site for the duration of the event..

Tented Event; up to 100 guests. \$3,000.00 plus \$20.00 per guest for any event over 100 guests. Reservation includes 5 hours use of grounds and public areas. You may elect an 11 am or 6 pm start time. No access provided to guest suites. Lodge remains open to public/guests during your event.

Private Event; up to 100 guests; up to 8 overnight lodging guests. Event time to be arranged with Stowe Meadows. Reservation includes use of grounds, indoor Lodge areas and all guest suites for times noted below. 2 night minimum reservation required. Additional nights may be added for \$1,500/night.

Event Rates

	Regular Season	High Season
Event and 2-night booking of 4 guest suites	<input type="checkbox"/> \$4,500	<input type="checkbox"/> \$ 6,500
Event and 5-night booking of 4 guest suites	<input type="checkbox"/> \$8,250	<input type="checkbox"/> \$10,600
Event and 7-night booking of 4 guest suites	<input type="checkbox"/> \$10,750	<input type="checkbox"/> \$13,500

Extra Lodging Nights

Extra Number of Nights: _____	Regular Season	High Season
	<input type="checkbox"/> \$1,250	<input type="checkbox"/> \$1,500

Professional Event Planning & Coordination

	Up to 25 Guests	Over 25 Guests
Day of Event direction/assistance	<input type="checkbox"/> \$500	<input type="checkbox"/> \$800
Complete Event & Vendor Coordination	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$1,500

* "Day of Event" coordination includes direction of all vendors, coordination of all deliveries, direction of wedding party and timing of ceremony and reception, wrap up event and oversight of vendor breakdown.

* Complete Event Coordination includes recommendation and retention of all wedding vendors and services, coordination of all rentals, deliveries and setup prior to event, review and management of all timelines for event, coordination of rehearsal, forwarding of all gifts/flowers for bride & groom, all day-of-event services. Events requiring more than 25 hours of total planning will be charged on an hourly basis at a rate of \$50/hour. _____ initial

- A 50% non-refundable deposit is required to secure your date.
- An additional charge of \$20 per person will be added for events over 130 guests.

- ☞ “Day of Event” Coordination is required. Clients may provide their own event coordinator or the Stowe Meadows’ Event Director can be reserved.
- ☞ All events over 50 guests (>25 cars) will require valet parking services (must be coordinated with Stowe Meadows).
- ☞ All events over 25 guests will require rental of portable bathroom facilities. Requirement may be waived by Stowe Meadows for private rental of the property. _____ Initial by SM Staff for Waiver.
- ☞ A cleaning fee of \$250.00 will be added to the final bill for Private Events to cover final cleaning of the property (indoor/outdoor).
- ☞ Rugs will be required on main floors to protect hard wood floors. These rugs are provided by Stowe Meadows and may not be removed for the event..
- ☞ All moving of furniture must be pre-approved by a Stowe Meadows representative. If approved, all furniture must be properly stored to not incur any damages and must be returned to their original location prior to the end of the event..
- ☞ Vendor Check-in time is 11:00am. Client Check-in time is 3PM.
- ☞ Vendor and client check out time is 1PM. This includes walkthrough and completion of indoor/outdoor cleaning.
- ☞ Private parties within the 4 suites during the event is strictly forbidden.

Additional rental terms or services:

*** I, _____ understand that if the scheduled event is cancelled by me or anyone associated with my event, the deposit of _____ that has been paid is non-refundable. I have also read the Stowe Meadows Event Policies and agree to abide by all the policies noted. The balance of the rental fee and any fees associated with services provided by Stowe Meadows must be paid thirty (30) days prior to the event. I understand that if I change my date more than 2 weeks after booking I am responsible for a \$50 administrative fee.

I further agree that:

I understand that a tent may be put up at the site when there is a chance of rain, and that the decision to use the tent is made by Stowe Meadows at least twenty four (24) hours ahead of the first scheduled event on a weekend. I acknowledge I am responsible for all fees that will be incurred if the tent is needed. I also understand that once a tent is put up for the weekend, it cannot be taken down regardless of the weather. Stowe Meadows makes no guarantee of which location will be available for our event in the case of unforeseen rain. Stowe Meadows makes no guarantee of the appearance of any given property, including the wedding site. If I am having a catered event, I understand that my caterer must be approved by Stowe Meadows prior to booking my event. Stowe Meadows reserves the right to change without notice, any policy or procedure that has been communicated either orally or in writing. I understand that multiple events may be held at Stowe Meadows on any given day unless I have secured a Private reservation of the property. I agree to hold Stowe Meadows harmless from any liability resulting from acts of omission of Stowe Meadows, their agents, employees, independent contractors, visitors or other persons acting on their instruction or with their consent.

Signature	Printed Name	Date
Street Address	Phone Number	Cell Phone
City, State, Zip	Work Phone Number	

By signing below, Stowe Meadows, LLC acknowledges receipt of the renter’s deposit of _____ and agrees to reserve the date of _____ and the time _____ for the event listed above. The deposit is applied towards the event’s total site fee.

Signature of Stowe Meadows, LLC Representative	Date (DD/MM/YY)
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STOWE MEADOWS, LLC

EVENT POLICES

Pricing

☞ All prices are subject to state sales tax (currently 9%).

Payment Information

- ☞ Event dates and times are offered on a first come, first served basis. A signed copy of the contract must be completed and returned with the non-refundable 50% deposit to secure your event. The balance of the site fee and any fees associated with service provided by Stowe Meadows must be paid thirty (30) days prior to the event.
- ☞ Cash, personal checks, and credit cards are accepted for deposits. A valid credit card and authorization form must be presented to remain on file. All deposits will be credited toward the final bill.
- ☞ Credit card processing fees are applicable.

Cancellation

- ☞ Cancellation fees apply to remaining balance as deposits are non-refundable. 75% within 30 days, and 100% if within 7 days of the contracted event. Rescheduling the date of an event less than 21 days prior to its contracted date is considered a cancellation. Credit card processing fees will be deducted from ALL refunds made to credit cards.

General

- ☞ The Inn accommodates 50 seated guests or 75 standing guests for indoor events.
- ☞ Client is responsible for costs and arranging all rental items, including restroom trailer and tents. Vermont Tent Company is our preferred rental company. This is included with Complete Event Coordination.
- ☞ I understand that multiple events may be held at Stowe Meadows on any given day unless arrangements have been made with Stowe Meadows in advance for a private function.
- ☞ I agree to hold Stowe Meadows harmless from any liability resulting from acts of omission of Stowe Meadows, their agents, employees, independent contractors, visitors or other persons acting on their behalf.
- ☞ Stowe Meadows reserves the right to change without notice, any policy or procedure that has been communicated either orally or in writing.
- ☞ Stowe Meadows makes no guarantee of the appearance of any given property, including the wedding site.
- ☞ CLIENT understands that there is an additional fee for ceremony chairs, linens, dishware and glassware and that Client is responsible for all rental fees.
- ☞ CLIENT will be responsible for damage to the property due to gross misconduct or negligence of guests.
- ☞ Stowe Meadows is not responsible for loss or damage to property of the client, guests, or external vendors.

- ☞ Noise levels of your event may not disrupt other guests or houses in the vicinity. We reserve the right to regulate the volume of performers, and to refuse the use of instruments such as (not limited to) drums, whistles, and amplification devices.
- ☞ If Stowe Meadows is prevented from producing the event herein by reason of any Act of God, fire, flood, public disaster, or any other reason within or beyond the control of Stowe Meadows, such reason will be deemed a valid excuse for delay or cancellation of the event. Stowe Meadows will assist the CLIENT in rescheduling the event or finding an alternate location, and the CLIENT will not be responsible for contracted charges to Stowe Meadows.
- ☞ Stowe Meadows reserves the right to require that security personnel are present for events, the cost of which will be billed back in full to the CLIENT. If security is required, Client will be given ample notice.
- ☞ A facility review must be conducted at least 4 hours prior to the beginning of any function being held. Failure to attend and participate in this walk-through is an agreement to the space as-is. Any damage requiring repair to the facility including, but not limited to, carpet stains, paint/wall damage and broken fixtures shall be billed back to the host organization in full. Damage resulting in the loss of business shall also carry the fee of any revenue lost by Stowe Meadows due to said damage based on an average of the previous 8 weeks for same time period the business must be closed.
- ☞ **Smoking is not permitted in any part of Stowe Meadows.**

Electrical Requirements

- ☞ Events requiring large amounts of electricity (> 100 amps) to power bands, catering kitchens, tent heaters, or other high-electricity usage devices, may be required to secure/rent a generator for their event. Specific power requirements must be reviewed with Stowe Meadows staff at least 90-days in advance of the event date. Rental of generators is the sole responsibility of the CLIENT.

Vendors

- ☞ For your event, you may wish to make arrangements for services such as entertainment, florists, transportation, audio-visual equipment, or party planning.

Stowe Meadows requires advance notice of all such services, including contact information for the vendor, as well as details about the vendor, nature of services to be provided, arrangements for delivery, setup, and payment. The CLIENT is responsible for all expenses for such services, and payment must be arranged with the vendor. We reserve the right to deny permission for services that pose potential for damage to our property or that violate terms of our lease. Stowe Meadows further reserves the right to refuse the use of particular vendors, based on experience with their services. Stowe Meadows assumes no responsibility for services provided by external vendors, and requires that all vendors have appropriate permits, licenses, and liability coverage for the services they are performing. A copy of vendor permits/licenses should be furnished to Stowe Meadows no later than 14 days prior to event.

- ☞ All vendors are guaranteed access to Stowe Meadows at least 1 hour prior to the ceremony. Arrangements can be made for earlier access if needed and approved by Stowe Meadows.

- ☞ Vendors are required to break down and clean up all of their supplies and accessories at the conclusion of the event.
- ☞ No storage will be provided for left items, and Stowe Meadows accepts no responsibility for lost or misplaced items.
- ☞ In the event that supplies, accessories or decorations have been left on the Stowe Meadows property after the event has concluded, a \$500.00 clean up charge will be administered to the CLIENT.
- ☞ Vendors are responsible for removing any trash, containers, shipping papers, etc when they breakdown and exit the property. All trash is to be removed from the property or arrangements may be made in advance with Stowe Meadows to dispose of trash and garbage. Disposal fees will apply.

Indoor Decorations and Candles

- ☞ Much of the beauty of Stowe Meadows is in its simplicity. A minimum of decoration is needed.
- ☞ Stowe Meadows staff must approve all decorating plans and notified of such plans 14 days prior to event.
- ☞ Flowers may be delivered to Stowe Meadows on the day of the wedding. You will need to make arrangements with Stowe Meadows for delivery if not during regular business hours.
- ☞ Absolutely no nails, thumbtacks, paint or tape of any kind are to be used anywhere in Stowe Meadows as they may damage surfaces. Bows or flowers may be tied to the ends of chairs or hung on tables. A Stowe Meadows staff member must approve any other means of hanging decorations.
- ☞ Candles and lanterns may be used at Stowe Meadows in designated outdoor areas. Uses of candles in indoor areas are allowed when reviewed and approved by a Stowe Meadows staff member.
- ☞ Any splattering or cleaning required on the grounds due to candle use will be billed to the client.

Confetti/Flower Petals/Birdseeds

- ☞ Throwing of rice, confetti, etc., inside the building is not permitted. Birdseed thrown outside is permissible. Flower petals may be thrown by a flower girl during the ceremony if an aisle runner has been laid down, and if arrangements have been made to clean them up following the ceremony.

Food and beverages

- ☞ Food and beverages, including alcohol, may not be served or consumed without written permission from Stowe Meadows.
- ☞ Event Food and beverages are not permitted in any of the suites as the event occurs.

Parking, Limousine and Horse Carriage use

- ☞ Events anticipating 50 or more guests or 25 or more automobiles are required to have valet parking.
- ☞ If you are having a limousine or a horse and carriage, be sure to contact us.

Tenting

- ☞ Tented events over 50 guests or erecting tents larger than 20x50 (feet) must have a tent company staff member on site for the duration of the event.
- ☞ Stowe Meadows agrees to inform CLIENT of the existence of any underground utilities (i.e. phone lines, gas lines, septic system, etc.), that may interfere with the ability to stake and/or anchor equipment. CLIENT assumes responsibility for all damage to underground equipment, or landscaping resulting from equipment installation.
- ☞ Weather: CLIENT understands that tents are temporary structures designed to provide limited protection from weather conditions, primarily sun and rain; however there may be situations, particularly those involving strong winds and lightning, in which the tents will not provide protection and may even be damaged or blown over. Evacuation of tents to avoid possible injury is recommended when severe weather threatens the area where the tent is erected. People must leave the tents and not seek shelter in tents during such conditions.
- ☞ CLIENT agrees that in the event of a predicted or actual storm or excessive winds, Stowe Meadows may request dismantling any equipment that has been previously installed and to request the evacuation of all tented structures to ensure safety of all involved.

Cleanup / Preparation for pickup after event

- ☞ Vendors must evacuate the property within the time allocated to your reservation.
- ☞ Vendors are responsible for cleaning up their respective areas.
- ☞ All floral arrangements, trash, and decorations of any kind should be removed from the property (by vendors and/or client). A walkthrough with the CLIENT or CLIENT'S representative will be conducted on the final day of your reservation. Any damages identified during the walkthrough must be remedied within 24 hours.
- ☞ For any equipment provided by Stowe Meadows, all dishes, glassware and cooking equipment, should be returned to proper rack or container and assembled at a single location for pickup. Dishes, glasses, and flatware must be well rinsed and food and particle-free. Stoves, ovens, and grills must be returned clean. Linens should also be food and particle-free and be shaken out and put into laundry bags provided. Linens that are returned with burns, holes, tears, or are permanently stained will be billed at replacement cost.

Certificate of Insurance

- ☞ The wedding couple must provide Stowe Meadows with proof of liability insurance for the event. The minimum limit of liability coverage will be one million dollars. The policy should cover spectators and participants and should name Stowe Meadows as an additional insured. Stowe Meadows must receive the policy no later than thirty days prior to the wedding. Please visit <http://wedsafe.com/event-liability-insurance.html>.

Site Restrictions

The following are expressly prohibited without Stowe Meadows permission:

- ☞ Any pyrotechnics, explosives, gas or smoke devices.
- ☞ Access to any roof area(s).
- ☞ Drilling into or otherwise penetrating any parting of the building structure.

- ☞ Use of tobacco products or drugs.
- ☞ Entry into any area marked restricted.
- ☞ Use of Stowe Meadows “personal” effects, including but not limited to kitchen, foodstuffs and/or utensils without prior approval.
- ☞ Professional filming or video taping of any kind for TV/Commercials/Promotional work is prohibited - PENALTY \$10,000.00
- ☞ CLIENT agrees to install layout board and/or furniture pads sufficient to cover any floors, counter tops, areas of heavy foot traffic, areas underneath/about camera or lighting equipment, catering, hair/makeup or any other areas of the premises deemed by Stowe Meadows to be potentially at risk to damage during or due to the event.
- ☞ Stowe Meadows agrees that the CLIENT may use the household electrical current providing household type lighting used. Any other electrical connections are prohibited except with the explicit permission of Stowe Meadows.
- ☞ The CLIENT is solely responsible for any additional charges incurred as a result of failure to meet these conditions. All collection fees, attorney fees, court costs, or any expense involved in the collection of rental charges will be CLIENT’S responsibility.

Property Access – Restricted Areas

☞ Access will be restricted in the following areas during your event: Wine Cellar, Laundry Facility, Technical Room, Guest Suites and Suite Washrooms (Unless reserved privately).

I have read and agree to the above TERMS AND CONDITIONS and acknowledge receipt of same.

Signature of Stowe Meadows Representative

Date (DD/MM/YY)

Signature of CLIENT

Date (DD/MM/YY)