



## **Bridal Package, Special Events, & Wedding Venue Contract**

This agreement is made effective as of \_\_\_\_\_ (today's date), by and between The SeeMore Inn and \_\_\_\_\_ (name of clients). The Renter represent that they desire to hold a(n) \_\_\_\_\_ (name of event) on \_\_\_\_\_ (date) at The SeeMore Inn.

### **The SeeMore Inn Facility Rental Terms**

**Availability & Parking:** The SeeMore Inn is available for rental for meetings, weddings, and other parties and events. The space includes the bottom floor (except the "Roosevelt Room") and the outside patio/ grounds as agreed upon or weather permitting. There is parking on grounds but if additional parking is needed consider using retail parking lots close by and shuttling your guests. Please note that parking at nearby retail lots is at your own risk.

**Capacity:** The SeeMore Inn will accommodate 20-30 guests comfortably (up to 40 max) in the sunroom. Please discuss with management if more tables/ chairs will be needed than what is available.

#### **Rooms/ Bridal Package:**

- Sunroom / Parties/ Grounds (see next page) \$100 for 4 Hours (110.64)**
- The Entire B & B \$450/night (\$497.88 total)**
- Bridal Special – Rent entire Inn for one night, breakfast for the big day for guests booked in rooms, (additional guests will have a small additional fee), Invite family, your stylists or others to the Inn after breakfast for a morning of getting ready or pictures. 10% discount if you book the next night. \$500 (\$553.20 total)**
  - For breakfast you can have Mimosa's or Sangria
  - Additional guest for breakfast:
    - Hot breakfast \$5.99 \* \_\_\_\_\_ additional guests = \$ \_\_\_\_\_
    - Continental breakfast \$2.50 \* \_\_\_\_\_ additional guests = \$ \_\_\_\_\_
- Shuttle Special – Shuttle anywhere in Monroe County, 4-hour max, and available until 10pm. Or other reasonable accommodation. \$50 total. Must be reserved at least two weeks prior to night of and must be purchased with another special.**

**The SeeMore Inn Staff:** Would you like The SeeMore Inn staff present during your party? Y / N

**Catering and Bar Service:** Catering and bar service outside of our “special packages” may be allowed to be provided by Renter with approval by The SeeMore Inn. If any alcohol is at The SeeMore Inn it is not intended for community property unless otherwise agreed upon. If alcohol is served, underage drinking is not permitted, and is the sole responsibility of the renter. Breakfast is provided to guests who reserve rooms.

**Fire Pit:** Any use of the fire pit must be preapproved by management before the event.

**Set – Up:** Access to the facility and grounds will be available at a prearranged mutually agreed upon time. Renter is responsible for all set-up and break down. Set up and clean up times are **one (1) hours** before and after rental times. These times are guidelines only and will be finalized according to the type of event and other considerations.

**Additional Information:**

- Most decorations are ok, **but all tape must be removed, no tacks, no glue, no paint, no confetti. Nothing that will damage the floor, ceiling or walls.**
- Candles: Any use of candles must be preapproved by management. All candles must be contained or enclosed in glass. The flame must not reach higher than two inches below the top of the glass.
- The SeeMore Inn is a non-smoking venue. Smoking is permitted outside on agency property so long as the smoker is 15 feet or more from any door or open window and all butts are disposed properly in the designated container provided by management.
- Impossibility: The SeeMore Inn shall not be held liable for failure to carry out the function due to fire, electrical failure, and act of God or other condition beyond its reasonable control. All deposit or money collected will be returned in such event.
- Please respect our guest renting a room. If you are renting for a special event and not a room, please do not explore the other rooms / bathrooms at the Inn. If you do explore the other rooms because they are vacant please clean up or let management know if we need to tidy up. If there is significant cleaning needed due to your party, we reserve the right to keep your deposit.

**Clean-up:**

- The premises must be left in the condition in which they were found at the beginning of the rental period.
- All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities or make an alternate plan approved by management.
- The kitchen, bar and catering areas must be cleaned and left in the condition in which they were found.
- All trash must be contained in proper trash bags and left at \_\_\_\_\_.

**Ending:** Renters guests are expected to vacate the venue by the end of the rental agreed upon time. Any exceptions must be noted below:

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**Security Deposit:** A security deposit of \$50.00 is due at the time the contract is signed to secure your rental. The deposit will be held until after the event and refunded if the event space is returned to its condition prior to the event.

**Rental payment:** Upon signing the contract, deposit is due. The Rental payment is due two weeks before the event. You can pay by following an email link to pay by credit card through PayPal or calling Human Support Services at 618-939-4444, ext. 0 and letting the receptionist run a credit card over the phone; or send a check to Human Support Services, Attn: The SeeMore Inn, PO Box 146, Waterloo, IL 62298. All or some of the deposit may be retained to compensate for any damages or additional clean-up costs attributable to the Renter. The deposit will be returned (minus amount forfeited if applies) to you via a check from Human Support Services within 30 days.

**Cancellation and Refund Policy:** If cancellation by either party is more than thirty (30) days before the scheduled use of the facilities, the security deposit will be returned. If Renter cancels less than thirty (30) days prior to the event, the deposit will be forfeited.

**Returned Checks:** There will be a \$25 fee for any returned check.

**Responsibility:** The conduct of all participants and guests while at The SeeMore Inn shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or property of The SeeMore Inn during the rental period, or resulting there from. The SeeMore Inn retains the right to evict objectionable persons/ property from the premises or to call for police help if deemed necessary at the Renters expense.

**Indemnity:** Renters shall release, indemnify, keep and save harmless The SeeMore Inn or Human Support Services its agents, officers, employees, or members from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

**Damage:** Any damage to facilities during the rental period, or upon delivery/ pick up/ clean-up/ or resulting from the actions of the Renter, guests or renter's staff will be the responsibility of the Renter. This includes damage to the walls, floors, fixtures, electronics, or appliances.

**Conduct:** Renter agrees to conduct their function in an orderly manner in full compliance with applicable laws, regulations, and The SeeMore Inn rules. The Renter assumes full responsibility for the conduct of all persons in attendance and for the damages, loss or liability incurred therein. The

SeeMore Inn and Human Support Services (staff or their representatives) reserve the rights to refuse patronage and service of any lessee or guest(s) if they do not comply accordingly at Renters expense.

This Inn has been built for the enjoyment of our guests. We ask for parental responsibility with respect to children. **Please keep in mind that our staff is always learning, so we appreciate your patience and compassion!**

**Agreement Signatures:**

This agreement shall become effective upon the receipt of the contract and deposit from the Renter.

Deposit Amount: \$50.00      Form of payment: Cash, Check, PayPal, or Credit Card)

Accepted and Authorized by: \_\_\_\_\_

(Please sign and date as the renter)

Printed name: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

Address to send returned deposit: \_\_\_\_\_

Accepted and Authorized by: \_\_\_\_\_

Staff of The SeeMore Inn or Human Support Services

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

Please return the signed contract with payment to Human Support Services. Attn: The SeeMore Inn

Reviewed by: \_\_\_\_\_

Human Support Services Director of Person Centered Services or Executive Director