

EST.

# F R I T Z F A R M

## E V E N T P L A N N I N G & D E S I G N

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Client 1: \_\_\_\_\_ Client 2: \_\_\_\_\_

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

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Event Date: \_\_\_\_\_

### *Wedding & Event Rentals*

Saturday (9am-11pm): \$3,000 | Friday (9am-11pm): \$2,500 | Sunday (9am-9pm): \$2,500

Weekday (Monday-Thursday 3pm-7pm) Small Event: \$500

*\*\*Small Event < 50 guests | \*\*\$500 DISCOUNT for weekend (Friday-Sunday) weddings smaller than 75*

- Use of designated property for allotted time listed. One hour past event end is allowed for clean-up.
- Additional hours may be available and must be discussed and agreed upon by Fritz Farm staff at an additional hourly rate.
- 40'x100' concrete pad with built-in anchors for party tents of multiple sizes
- Tables and chairs for up to 200 guests. Larger event sizes can be accommodated at additional rental fee at \$5/person
- Use of décor inventory such as stage chandeliers, drapery, lanterns, vases, candleholders, centerpieces, signage, lounge furniture, table numbers, etc.
- Multiple event locations with beautiful year-round backdrop and landscape
- Barn can be used for small gatherings like wedding party hangout, rehearsal dinner or post-wedding brunch (max.30 guests)
- Parking attendant(s) as needed
- Apple Orchard with fruit available to be picked! (Subject to season and availability)
- Access to and use of 3 custom outdoor bars
- Set-up and use of firepit(s) with bench seating
- Rustic wooden picnic tables (4), 6ft banquet tables (up to 6)
- 200 car field parking lot in central location to ceremony and reception sites
- Venue Coordinator

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# FRITZ FARM

## EVENT PLANNING & DESIGN

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### *Full-Service Wedding Concierge: \$2,000*

This is our all-inclusive and most popular wedding planning service. It's exactly as it sounds...absolutely everything you'll need! This service is catered to busy couples who want their ideal wedding, but may not have the time to plan and execute their vision while keeping their day job. Our planners will be available to you on an ongoing basis. You decide how involved you want to be in the planning. With our professional guidance, you'll be informed of deadlines and enjoy every minute of your wedding experience.

- Initial planning consultation (usually November/December of prior year)
- Up to 4 in-person planning sessions with custom design mock-ups/examples
- Vendor sourcing and management
- Budget Template
- Timeline creation and vendor communication
- Online/mobile planning application access
- Rehearsal Coordination
- Lead Coordinator and at least one assistant for day-of management
- Full design execution
- Week-of errands (as needed)

### *Wedding Management- Day-of Coordination: \$1,500*

Be a guest at your own wedding! We do all the set-up so all you do is show up! This package is designed for the couple who have completed all their wedding plans and want a professional to execute these plans on their wedding day. This service begins roughly four weeks out. We tie any loose ends so you will be at ease. We will conduct the ceremony and reception according to your plans and specifications so that your special day is flawless. On your wedding day, we will be your direct line of communication for family, the wedding party, guests and vendors. Our team will communicate with and guide your vendors for set up according to your timeline.

#### **Coordination:**

- Complimentary one-hour initial planning consultation (Usually November/December of prior year)
- Online/mobile planning application access with planning templates and touch-points
- Final venue walkthrough
- Weekend-of Timeline and Contact Sheet creation
- One-hour ceremony rehearsal

#### **Day-of:**

- Location set-up & coordination of vendors
- Procession and Recession Coordination
- Handle all personal items for ceremony and reception (guest book, toasting flutes, favors, etc.)
- Emergency Wedding Day Kit (if needed)
- Guest coordination and assistance
- Distribute final payment & gratuities to vendors (paid by client)
- Post reception clean-up (secure personal items, facilitate transportation etc.)

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## E V E N T P L A N N I N G & D E S I G N

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### FULL AND FINAL RELEASE COVERING ALL CLAIMS OR RIGHTS OF ACTION OF EVERY DESCRIPTION, PAST, PRESENT OR FUTURE:

For and in consideration of the lease and use of HM Fritz, LLC, the Responsible Party does hereby for himself/herself, her/her guests and invitees, hereby acknowledge being of unlawful age, for myself/ourselves, my/our heirs, administrators, Executors, successors and assigns, guests and invitees, hereby fully and forever release, acquit and discharge the said HM Fritz, LLC, its members and employees and all other persons, firms and corporations, and their heirs, Administrators, Executors, successors and assigns from any and all actions, causes of action, claim and demands of whatsoever kind or nature on account of any and all known and unknown injuries, losses and damages by me/us or my/our property, our guests and invitees, as a result of and directly or indirectly arising out of the use/lease/rental of the HM Fritz, LLC premises located at 2450 Old State Rd, Mount Orab, Ohio 45154. It is expressly understood and agreed that this release is intended to cover and does cover not only all now known injuries, losses and damage but any future injuries, losses and damages not now known or anticipated but which may later develop or be discovered, including all the effects and consequences thereof arising from the lease/rental of HM Fritz, LLC premises. And I/We hereby declare that I/We fully understand the terms of this Release. \_\_\_\_\_

It is agreed and understood that the Responsible Party hereby expressly stipulate and agree, in consideration of the aforesaid opportunity to use/lease/occupy and rent HM Fritz, LLC's property to fully indemnify and hold harmless the said HM Fritz, LLC, its members, staff and employees, against loss from any claims, demands or actions that may hereafter at any time be made or brought against HM Fritz, LLC, its members, staff and employees, by anyone or any company or supplier, on account of any injuries, accidents, property, damage, wrongful death or any other claim that arises directly or indirectly from the use/lease/rent or occupancy of the premises. By accepting the terms of this Release I/We understand that the parties hereby released accept no liability of any sort by reason of said lease/rent/use and occupancy of the premises. I/We declare that the terms of this lease/rental/use agreement have been completely read and are fully understood and are voluntarily accepted. \_\_\_\_\_

This lease/rental/use occupancy agreement and Release With Indemnity Agreement contains the entire agreement between the parties hereto and the terms of this document are contractual in nature and not a mere recital. We further state that we have carefully read the foregoing Release With Indemnity Agreement and the contents thereof and we agree the same as our own free act.

### Package(s) Deposit and Payment Information

Package and Price: \_\_\_\_\_ (as detailed in this packet)

\$ \_\_\_\_\_ (\$1,000) deposit is non-refundable and required to reserve the date

\_\_\_\_\_ 12 \_\_\_\_\_ (# payments) payments of \$ \_\_\_\_\_ will be paid on the \_\_\_\_\_ of each month.

\$ \_\_\_\_\_ (remaining balance) due on first day of event rental (i.e. Friday rehearsal) on \_\_\_\_\_.

Balance can be paid by check, or credit card. Cash not accepted.

There is a \$100.00 fee for returned checks

Payments received more than 7 days late will incur a \$100 late fee

Monthly payment option is not to exceed 12 payments. Full balance due prior to event date.

Make payment to:

HM Fritz, LLC

2450 Old State Rd.

Mount Orab, OH 45154

\_\_\_\_\_  
Lessee Name (Printed)

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fritz Farm Representative

\_\_\_\_\_  
Date

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## **EVENT RENTAL RULES, REGULATIONS & RELEASE**

HM Fritz, LLC reserves the right to terminate use of the farm grounds to any organization or individual that violates the following policies and procedures. By submitting payment to HM Fritz, LLC you are accepting the Event Rules, Regulations & Release I/We understand that the parties hereby released accept no liability of any sort by reason of said lease/rent/use and occupancy of the premises. I/We declare that the terms of this lease/rental/use agreement have been completely read and are fully understood and are voluntarily accepted.

**Lessee Initials** \_\_\_\_\_

1. A \$1,000 non-refundable deposit is required to book and hold a date. The remainder of the rental fee and add on items are due on the designated date(s) as detailed in this packet. No booking will be deemed complete, nor a date reserved, until the deposit is received.
2. Event rehearsals may be performed on Thursdays before the event if full weekend rental is not agreed upon. Rehearsals must end no later than 8:00 p.m. Friday rehearsals are available depending on availability. Friday rehearsals/rehearsal dinners but end no later than 9:00p.m..
3. Access of the venue begins at 9:00 a.m. and ends no later than 12 a.m. the day of the event.
4. Events must end no later than 11:00 p.m. and clean up as well as all guest must exit the venue by 12 a.m. Tables and grounds must be cleaned immediately following each event unless otherwise agreed upon by HM Fritz, LLC and the lessee. HM Fritz, LLC will dispose of all bagged garbage.
5. Smoking is prohibited inside or within 15 feet of any structure doorway on the farm. Smoking is allowed outside in designated areas only.
6. Tables must be protected from candle wax. No open flame is allowed near or on any wood surface nor in the barn.
7. Vehicles that enter the reception and ceremony locations must stay on designated roadways. Vehicles driving off of the field, paved or gravel driveway damaging landscaping or grass areas will be charged a fee for repairs.
8. Fake flowers and/or other non biodegradable materials may not be spread on the grass in the reception or ceremony locations.
9. No permanent features of the farm may be changed by any renting party. No decorations will be supported by nails, tacks or screws on walls or woodwork without approval of HM Fritz, LLC.
10. No pyrotechnics may be used on the farm grounds without prior consent from HM Fritz, LLC.
11. To protect parties involved, equipment and facilities will be inspected before and after each event.
12. The Lessee shall be liable for all damage to the building and equipment and agrees, to indemnify and hold HM Fritz, LLC harmless from any claims and suits arising out of injury or death to any person or damage to property resulting from use of the farm, including the providing of alcohol to Lessee's guest.
13. Lessee shall assume full responsibility for the character, acts and conduct of all persons admitted to the farm grounds during the term of the rental contract. If a violation occurs and is not immediately corrected, HM Fritz, LLC will terminate the event and no refund will be provided.



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# FRITZ FARM

## EVENT PLANNING & DESIGN

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### EVENT RENTAL RULES, REGULATIONS & RELEASE Cont.

14. Should any rules be violated, items or venue property be damaged, charges for each violation/damage will be billed to Lessee.
15. Children must be supervised at all times while they are on the farm grounds. Children are not permitted to be near or in the creek.
16. Events are rain or shine. Designated farm buildings may be used in the event indoor shelter is needed. No refunds of any kind will be given if weather conditions are deemed unsuitable including flooding of grounds or parking area.
17. The farm shall not be used for any unlawful activity or any activity, which may be disruptive, divisive, unlawful or demeaning to the community.
18. The use of the farm grounds shall be restricted to purposes, which offer community benefits and family events. Community events shall include concerts, banquets, arts & crafts shows, antique shows, product demonstrations, business meetings, training classes, seminars and other deemed appropriate. Family events shall include wedding receptions, birthday celebrations, anniversary celebrations, wedding & baby showers, family reunions, class reunions and other deemed appropriate.
19. HM Fritz, LLC reserves the right to refuse rental of the farm to any person, group or organization that has in the past, violated or has shown a disregard for persons or property or who in the opinion of the Lessor did not conduct themselves in a peaceable and appropriate manner.
20. HM Fritz, LLC reserves the right to use produced images of the event for display, publication, or other marketing purposes in print or online.
21. Cancellation of services can only occur if wedding/event is cancelled. If event is cancelled more than 2 weeks prior to event date, lessee forfeit all payments made to date. If event is cancelled less than 2 weeks prior to event date, lessee are responsible for entire remaining balance owed.
22. Lessee and event guests are not to use, climb or touch farm equipment or machinery in event vicinity for decor or otherwise.

### FOOD & ALCOHOL

1. The only alcoholic beverages permitted on farm grounds (including the parking lot and all land owned by HM Fritz, LLC or Charles Fritz) are supplied by the Renter and served by caterers or wineries with proper insurance and licenses. No sale of alcohol is permitted.
2. If food is to be served, the name of the caterer will be provided to HM Fritz, LLC at least one week prior to the event. Renters may bring in any food or non-alcoholic drinks themselves, if caterers are not desired.
3. The specific use of the farm grounds facility, beverages and items to be served must be approved by HM Fritz, LLC.
4. The renter is responsible for all actions of the caterer and should inform the caterer of rules and regulations concerning the use of the farm grounds.
5. We reserve the right to ask guests to leave or to stop being served alcohol, if they are being destructive or disorderly.
6. Anyone requesting permission to serve alcohol will be required to use servers. The company providing the servers must submit proof of liquor liability insurance. Alcohol is never to be served to anyone under the age of 21. It is also your responsibility to ensure that no one leaves in a condition that could be considered to be under the influence or feeling the effects of alcohol.

Lessee Initials\_\_\_\_\_

2450 Old State Rd. Mount Orab, OH | 513.240.4968 | fritzeventz.com