

Glenward Gates

17420 Old Stage Road
Carson, VA 23830
(434) 922.0032
www.glenwardgates.com

Contractual Agreement

This contract is a legal agreement between the Venue Owner and Client and shall be binding when signed by both parties.

Description of Event: _____

Date of Event: ____/____/____; Time of Event: _____ to _____; *Contract Price:* \$ _____*

Contract Price includes the following: Use of all garden and yard areas with the exception of swimming pool admittance for event (and rehearsal if appropriate); two guest bathrooms; a caterer's kitchen and bath; dressing area for bridal party; lighted dance floor; 60 hanging plants; full keyboard electric piano; on-site parking attendants; two bar stations complete with standup coolers, trashcans, monogrammed cocktail napkin weights plus worktables covered in full length white table linens; gift and guest book tables with white linens; yard trash units including complete disposal of trash; and venue open following the event for removal of personal items. Main and Guest Houses will not be open for the event unless an agreement is noted below under **Special Notes**. **The ABC License is the responsibility of the client.** Proof of this license required to be presented prior to event. Premises must be left in original condition. Should there be any damage to the property, client may be responsible for replacement value. Incidentals supplied by venue will be billed at cost plus a service fee following your function.

Options that may be furnished by Glenward Gates for additional fees are noted below.

Please initial those you wish to book.

- | | | | |
|--|--------------------------------|----|--------|
| ❖ Two bartenders | <i>Client's Initials</i> _____ | \$ | 300.00 |
| ❖ Rehearsal Dinner at Venue for renters | <i>Client's Initials</i> _____ | \$ | 500.00 |
| ❖ Photo shoots for <u>non-renters</u> | <i>Client's Initials</i> _____ | \$ | 250.00 |

Total Fees for above initialed items: \$ _____*

Total Amount Due: \$ _____

Cash/Check deposit of 35% is required the date of booking with balance due 30 days prior to event

Special Notes: _____

Owner: _____

Date: ____/____/____

Client: _____

Date: ____/____/____