



The Bradford Barn Inc.
3287 9th Line Bradford Ont.
L3Z 2A5
(905) 716-6433

In consideration of the sum of \$2,000.00 Non-Refundable Deposit received, The Bradford Barn Inc. confirms the booking of The Bradford Barn, 3287 9th Line, Bradford Ontario, L3Z 2A5 for the _____ day of _____ 20 _____

For the wedding ceremony and or reception venue for,

Client _____

Client _____

Subject to the following terms and conditions:

1). The Bradford Barn will provide the space for the wedding ceremony, reception dinner and dance. You are welcome to take pictures anywhere outside on the farm except within the crop fields. Venue will be clean and ready for setup at 10:00am of the function day. Any outside vendors will be allowed to setup after 10:00am unless otherwise arranged through the site coordinator. Actual allowable use of the venue ends at 1:00am the date following the function. With the exception to Sunday 11:00am-11:30pm.

a) Both the bridal suite and barn are available at 10:00am not to exceed 15 people unless previously arranged with The Bradford Barn management.

b) Immediately following the drop off of any personal items either to the barn or bridal suite all vehicles must be immediately moved to the east parking lot. Absolutely no vehicles will be permitted on or about the main driveway after 12:00pm.

c) Ceremonies can be scheduled any time after 3:30pm unless previously arranged with The Bradford Barn management.

2). The Bradford Barn will provide 60 inch tables, head tables and buffet tables and white Chiavari chairs (limited to 160, additional chairs can be rented per request) as well as set up and design of floor plan. The use of the stage, stage lighting and sound equipment is exclusive to The Bradford Barn and to The Bradford Barn house bands and DJ.

3). The Bradford Barn will provide use of the bridal suite, Man cave, house draping, chandeliers, Gazebo, lighting, outdoor designated smoking area, fire pit, cocktail area/outdoor bar, picnic tables,

parking and portable facility with flushing toilets and hand sinks. The Bradford Barn will also supply an Arbor for your use, please have adequate help available to decorate if you choose to do so.

4). All set up and clean-up of the venue other than personal decorations will be provided by our staff. Rentals such as dinnerware, linens, place settings etc. will be arranged and received, set up and broken down by venue staff, providing you use our preferred vendors and caterers. No real fire burning candles or sparklers/fireworks are allowed on the property. All games or outside entertainment items must be approved by management before use ie; balloons, fake flower pedals, confetti etc.

5). Following the initial deposit of \$2,000.00 and a signed agreement your date is confirmed. An additional non-refundable deposit of \$3,000.00 is required within sixty days of signing this agreement. AGREEMENT DATE:_____.A third non-refundable deposit of \$3000,00 is required a minimum of 6 months prior to your event.THIRD DEPOSIT DATE:_____. A \$2000.00 damage deposit will be added to your final invoice. The damage deposit will be refunded by mailed check/e-transfer within seven business days of your function providing there are no outstanding issues with respect to property/barn/washroom trailer damage/misuse. If the damage exceeds \$2000.00, the signed client will be responsible to cover any additional costs.

6). Catering will be provided by the preferred Caterers of The Bradford Barn. All menu pricing is subject to applicable tax and gratuity. Menu selections must be made 60 days prior to the function. Food pricing is subject to market price increase if the caterer deems necessary. All Catering packages include menu consultation and development, complimentary tasting [some restrictions will apply], set up of food service related items plate ware, flatware, salt and pepper and water jugs. Service staff to complete meal preparation and service, including clearing of food related items from tables.A \$950.00 service fee will be applied to outside catering.

7). The final number of guests must be received 20 days prior to the function date and will be considered guaranteed numbers. Payment must be made in full, 14 days prior to the function date. We accept email transfers, certified check, bank draft, or cash. We do not accept credit cards or debit. A final itinerary will be sent to jenn.bradfordbarn@gmail.com. Please see website for "count-down's on"

8). The base rental rate for the property is \$_____plus HST _____. This amount is based on your expected guest count. If attendance is greater than your expected guest count the base rental rate will be raised to the next applicable rate.

9). In order to serve alcohol, you must have a "special occasion, no sale", liquor license, which can be obtained online from the LCBO.

10). If you are having an outdoor ceremony, the barn can be used for the ceremony in case of inclement weather.

11). In addition to your liquor license, you are required to obtain liability insurance for a minimum of Two Million Dollars. Insurance is mandatory by law for all events and we must have proof of insurance 14 days prior to your function. Additional insured section on the policy must read "The Bradford Barn Inc., Jennifer Johannessen, Nicholas Johannessen, Joran Johannessen, Grayce Lanthier, Robert Lanthier". Said insurance policy and application can be obtained through our website, or directly from PAL [Party, Alcohol Liability].

12). If you are serving alcohol, purchase of our bar service is mandatory.

Bar service starts at \$1000.00 and is subject to an 18% gratuity

Bar service includes all of the following:

- a) Two Smart Serve certified bartenders
- b) Set up and clean-up of the indoor and outdoor bar
- c) Corkage of wine and table service during dinner and speeches
- d) Ice, mix (7 pop and 2 juices) and clear plastic cups

All licenses are "no sale permits" and our bartenders will not handle any form of payment for drinks.

Hours of service will be predetermined by the client, starting after ceremony unless previously arranged with The Bradford Barn management ending no later than 12:15am. Alcohol must be served and consumed within our designated areas. Absolutely no alcoholic beverages are permitted in or about the parking area. Over consumption will not be permitted, and will be up to the sole discretion of our bartenders. Any alcohol not purchased and inventoried under your Special Occasion Permit is strictly prohibited from entering The Bradford Barn property. No outside coolers will be permitted or allowed. Anyone attempting to conceal or consume illegal alcohol will be removed from the property. All remaining alcohol at closing [12:15am] will be removed from behind the bar and returned to the named client.

*Shots will only be served at the discretion and supervision of management and in the presence of the bride or groom.

*No Alcohol to be served until after ceremony, unless previously arranged with management.

13). Last call is 12:00am. All music will be shut down and house lights will be illuminated at 12:15am. We require that all guests and vendors must leave the property by 12:30am. To ensure compliance of vacate time of 1:00am. All times are subject to change and at the discretion of management.

14). Your guests are welcome to leave their vehicles overnight, however no persons are permitted to stay in said vehicles. NO motor homes, trailers or camping overnight is allowed. No person shall remain on the property past 1:00am. No pets are allowed (unless previously arranged with management). Any vehicles left over-night must be off the property no later than 11:00am the following day. A \$50.00 charge per vehicle will be incurred to the client every hour vehicles remain on the property.

15). The Bradford Barn provides a designated outdoor smoking area with multiple extinguishing receptacles for cigarette/cigar filters. We assume no liability nor offer any compensation if in fact our smoking policy changes due to regulations enforced by law. There is absolutely no smoking inside the buildings or any area other than the designated smoking area. No exceptions are made due to rain or inclement weather. Smoking outside of the designated smoking area is highly prohibited. Any guests found smoking outside of the designated smoking area will be officially warned by your designated point person or The Bradford Barn security staff. If there is a second incident, the offending guest will be asked to leave. A \$250.00 charge is applicable for littered cigarette filters on The Bradford Barn property. During Fire bans, there will be a zero tolerance in effect. This will be announced at the beginning of your event.

16). This is a rustic, heritage barn and outdoor venue. No stiletto heels will be allowed on the property or in the barn. Only flats, wedges and block heels may be worn. This is requested solely for the safety and comfort of your guests. Security staff will strictly enforce this policy at the time of your guest's arrival. We STRONGLY suggest enforcing this on your invitation and providing an alternate form of footwear (flipflops/slippers) for your guests in the event non-conforming footwear is worn.

17). We are a child friendly establishment. To ensure the safety of all your guests and your personal enjoyment of our venue, all children under the age of 12 must be under the supervision of an adult at all times. Absolutely no horse play is allowed in the barn or surrounding property. Any stragglers will be brought to the attention of your point person. Depending on the severity of the incident guests will be warned or asked to leave.

18.) Owners and employees of The Bradford Barn Inc. and or the property 3287 9th Line in Bradford, assume no liability for loss or damage to personal property, prior, during or after your function.

19). Complimentary Rehearsal: A complimentary 2 hour rehearsal is provided by The Bradford Barn on a scheduled date Monday-Thursday. Alcohol is not permitted at rehearsals. Any guests attending your rehearsal must park in the designated east parking lot. Drop off of alcohol and other large or heavy items can be arranged on your rehearsal date. Friday rehearsal dates may only be booked 2 weeks prior to your event if the Friday before your event is available.

20). PARKING: All guests are to park at east laneway/parking lot provided by The Bradford Barn. No exceptions are allowed unless previously arranged with The Bradford Barn. This rule applies to both your rehearsal and day of your event.

21). Indemnity: Your signature below confirms that you agree to indemnify and save the following harmless from any and all claims, losses, actions or legal proceedings arising from your function. As well you agree that all parties below shall not be held liable for any losses, actions, cancellations or claims resulting from "an act of God", civil unrest or extensive fire or flooding/power outages:

22). No person including the Bridal party, invited guests or "plus one's" shall knowingly invite any persons with a known history of violence and or offensive aggressive behavior. Bradford Barn is not liable and or responsible for said individuals. In the event a person in attendance becomes offensive, belligerent or aggressive to Bradford Barn staff or any other person attending your event you the client will forfeit your damage deposit, the service of alcohol in the barn will cease permanently and your function will be terminated.

The Bradford Barn Inc.

Joran Johannessen

Nicholas/Jennifer Johannessen

Robert/Grayce Lanthier

Dated this ____ day of _____ 20__.

Jennifer Johannessen

Client: _____

Event Coordinator

Client: _____

*Contract is subject to change.