

## Brannan's Barn, LLC

1166 Old Ridge Road Jacksonville, FL 32220

Cheryl Brannan 904-838-8191 cell; **email:** brannansbarn@gmail.com**Please fill out and return the rental agreement either in person, by mail or email.**Date of Event \_\_\_\_\_ This agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_  
Between renter(s) \_\_\_\_\_ and Brannan's Barn (owner).

Please Print Clearly

Rental Fee amount \$ \_\_\_\_\_ **plus** \$500 Security Deposit **and** Liability Insurance (required for all rentals).

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ Email address: \_\_\_\_\_

For all events (type of event): \_\_\_\_\_ Beginning date &amp; time: \_\_\_\_\_ Ending date &amp; time (approx.) \_\_\_\_\_

**How did you hear about us?** Google  Wedding Wire  Facebook  Word of Mouth  Website  Other**Payment**

With prior permission you will be allowed *no more than 1 ½ hours for rehearsal 2 days prior your wedding* absolutely no Friday rehearsals unless renting for 1 ½ days. **A \$500 security deposit is required to secure the date for all events.** One half of your rental fee is due (6) six months prior to event date. The balance of your rental is due no later than 3 months prior to your event. No access to property may begin until full payment and Liability Insurance has been provided.

**Payment Plan:** Cash, CashApp (\$BrannansBarn), PayPal (email), Venmo (@BrannanBarn-Cheryl), or Zelle (phone # or email).

- (1) **Security Deposit (due to reserved)** Date: \_\_\_\_\_ Type: \_\_\_\_\_ Amount: **\$ 500.<sup>00</sup>**  
 (2) **1/2 of total is due 6 month before event.** Amount: \$ \_\_\_\_\_ Due on/before: \_\_\_\_\_ Received: \_\_\_\_\_  
 (3) **Balance due 3 months before event.** Amount: \$ \_\_\_\_\_ Due on/before: \_\_\_\_\_ Received: \_\_\_\_\_  
 (4) **Proof of Liability Insurance Due at time of last payment.** Date Received: \_\_\_\_\_

**Certificate of Liability Insurance (required on all rentals and due 2 weeks prior to event)**

A Certificate of Liability Insurance is required naming Cheryl Brannan/Brannan's Barn, as an additional insured/Special Event. The certificate needs to be for FULL rental period of the event, and the limit should be equal to or greater than \$500,000 of coverage. A one-day (or # of days rented) premise policy (**must**) be provided. Insurance is available through Progressive @ <https://www.progressive.com/special-event-insurance/> or The Event Helper @ <https://www.theeventhelper.com#txotKB>. This must be received *no less* than 2 weeks prior to your event. **You will be considered in breach of your contract and possibly forfeit all monies paid if not received 2 weeks prior to event.** Initial \_\_\_\_\_

**Security Deposit, Cleaning Fees or Excess Time (Note: this is in addition to the rental fees)**

Renter is liable for any excess cleaning fee, damages to the facility, equipment, and grounds (and/or) excess hours above rental agreement. **A security deposit** is required (1) to cover the cost of repair for any damages incurred by renter, guests, or contract labor (i.e. caterer, florist, decorator, etc.) (2) to cover additional hours above rental agreement. The deposit will be returned (within 7 -10 days after event) to the responsible party (renter) at the address given (1) after the area used is inspected for damage and excessive cleaning and/or (2) the stay did not exceed limited hours. Should damages, cleaning or time limit exceed the deposit, you will be billed for the balance, with full payment expected within 30 days after your event.

Initial \_\_\_\_\_

**Cleaning**

***My Motto: Leave it as you found it.*** Renter is responsible for returning barn and exterior grounds to original state as it was when they arrived. **Dump trailer will be provided.** All trash must be bagged and deposited in exterior dump trailer located outside the door in Game/Groom's Room. Facility (inside) must be broom swept and floors spot cleaned, **(exterior grounds) pick up all trash thrown down, cigarette butts, sparklers, and confetti for full refund of security deposit.** **Initial** \_\_\_\_\_

Name party responsible for clean up after your event?

**Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Cancellations, Date Changes and Refunds**

The originally agreed upon block of time is binding and any changes in date (*unless approved by owner*) or cancellations of date will result in loss of security deposit. If any cancellations are made 90 days or closer to event date, it will result in loss of security deposit and first half of rental fee. If renter is in arrears of first payment which is due 6 months prior, renter is still responsible for payment of first installment. If any cancellations are made 2 months prior to event, all fees will be forfeited. If renter is in arrears for final payment, you will be held accountable for said final payment.

Accommodating requests for date changes is subject to availability. After the contract has been signed, a cancellation or change of date will be accepted in writing only. **Initial** \_\_\_\_\_

Owners are not responsible for inclement weather. Owners are not responsible for any "acts of God" or terrorist acts which make it impossible to hold your event at the site. If barn becomes unstable due to an "act of God" or terrorist act, or unlikely event the barn terminates doing events, owners cannot be held responsible for any additional costs or difficulties this causes to the renter. Refunds will be considered on a case-by- case basis in the event of such an occurrence.

Renter indemnifies and holds harmless owners and / or any employee of Brannan's Barn from any and all damages caused to renter.

**Smoking**

**No smoking is allowed in the barn.** Smoking is allowed in designated areas away from barn. **All** cigarette butts must be placed in appropriate receptacles placed around the property. Renter will be charged for all cigarette butts not placed in receptacles.

**Decorations**

Sparklers/Torches/Luminary bags are allowed outside barn as long as distance is approved by owner.

**No tape, nails, staples or tacks may be used when decorating.** Renter is responsible for removal of any other decoration adhesive or string used while decorating. No spray paint, glitter, confetti (paper or metallic), or rice. Renter must inform Owner of decoration plans for approval. No electrical work may be done to barn, unless by licensed electrician approved by Owner. Owner will supply ladders for use in decorating. No rice or confetti (paper or metallic) may be thrown at the ceremony only birdseed, bubbles, etc. are approved. **Initial** \_\_\_\_\_

**Capacity**

Guest Capacity inside approximately ~100. This is just an estimate, you may have additional guests for inside/outside incorporated events.

**Set-Up/Take Down**

Your rental fee covers cleaning and appearance of grounds before your event.

Set up and take down of chairs, tables, decorations, etc. **is the responsibility of the renter.** To ensure all items are "left how your found them" take pictures of all areas when you arrive and make sure clean up crew has a copy of all photos. Borrowed or donated decorations should be left on the sweetheart table. Owner will put these away after the event. **All decorating is the responsibility of the renter.**

**Alcohol:** Absolutely No One Under 21 years of age is allowed to consume alcohol.

All alcohol must be provided by renter. A certified / licensed bartender must serve all alcohol. **Bar MUST be attended at all times during entire event.** Inappropriate behavior, exposure to liability due to excessive drinking, damage to property, injury to individuals and other such activities can result in the individual being asked to leave premises. Owner has right to ask bartender to refuse alcohol to intoxicated individuals. Renter (**or designated individual**) is responsible for calling a driver if individual appears to be incapable of safe driving or behaves in a threatening manner.

Initial \_\_\_\_\_ \*Name: \_\_\_\_\_ \*Phone #: \_\_\_\_\_

\* person who will be tending bar and for calling a driver if individual appears to be incapable of safe driving?

### **Parking**

Parking is available in pasture area where the barn is located. Deliveries may park in front of barn long enough to deliver equipment. Absolutely NO parking allowed under the lights or along private drive. Please ask for assistance with parking arrangements if needed on the day of the event. Parking signs or cones are available to identify parking area. Please do not leave vehicle running for extended periods, this will kill the grass.

### **Outside Lighting**

Absolutely no driving under the lights. Please always ensure adult supervision of children. Please note children think it is fun to swing around on the poles. Strictly NOT permitted and could be subject to loss of security deposit.

### **General**

At least one representative from Brannan's Barn will be available during event to assist with any problems or questions that may arise.

### **Stairs**

**DO NOT** allow children to play on the stairs. Brannan's Barn will not be held liable / responsible for anyone getting hurt from playing on the stairs. The stairs are for the purpose of the Bridal Party **only** to gain entry to the bridal lounge.

**Times: The latest music and festivities can occur for any event is 9:30PM (absolutely NO exceptions).**

All events must end by *10:00 PM* including clean up unless prior arrangements have been requested in writing and approved. (Premises must be vacated by 10:00 PM).

**Rental Rates (these rates do not include the \$500 security deposit, security deposit is in addition to these rates)**

**Hourly** \$200/hour (5-hour min.) *note: hourly rates are only available for Sunday through Thursday rentals*

Renters must identify a beginning time and an approximate ending time. Set-up and Clean-up are to be **included** in the hourly rate. There will be an additional fee of \$500 to rent the Bridal Lounge. (Premises must be vacated by 10:00 PM).

**Daily** \$4,000

Includes Bridal Lounge from 8:00 AM - 10:00 PM (premises must be vacated by 10:00 PM)

**One & One Half Days** \$5,000

Includes Bridal Lounge (includes half day before, beginning at 2PM, for rehearsal, set up and overnight stay), *entire day of* event, ending at 10PM on the day of event.

**Two Full Days** \$6,000

Includes Bridal Lounge *Entire Day of Event* (includes entire day before, day of, and 1 night overnight stay **or** half day before for rehearsal, beginning at 2PM, set up and half day after and 2 overnight stays, ending at NOON the day after wedding).

**Brannan's Barn Addendum****ASSUME NOTHING, WHEN IN DOUBT ASK****Pebble Ridge & Old Ridge Road**

This is a residential area, renters and guests must be respectful of speed limit and excessive noise. (30 MPH in neighborhood; no more than 15 MPH on Old Ridge Road). Disrespecting speed or speed bumps by any guest **will** result in loss of deposit.

**(Absolutely NO speeding, revving of engines and/or tire burnouts will be tolerated at any time).** Initial \_\_\_\_\_

**DJ Setup**

The DJ must set up and be located inside the barn.

**Overnight Stay**

There is absolutely NO overnight stay after your event unless requested and reserved 2 weeks prior, in writing and added to the liability insurance and **approved in writing**. This will be an additional \$500 fee paid in advance. The Certificate of Liability must cover entire time on the property.

**Clean UP after Event includes the outside area**

All clean-up (interior & exterior) must be completed NO later than 10:00 PM the same day as the event. Facility (inside) must be broom swept and floors spot cleaned, **(exterior grounds) pick up all trash thrown down, cigarette butts, sparklers, and confetti for full refund of security deposit.**

**Refundable Deposit** (will not be returned until inspection of property is made) *Reasons for deductions*

Damage to walls, furniture, decorations or games.

Damages to table linens (excessive stains that cannot be removed, burns or holes).

Extended stay beyond contract hours.

Property not "left as you found it" (this includes both interior & exterior clean up).

***Deductions from deposit for the following:***

Plumbing issues (plumbing fees): i.e., Stopped up sinks or toilets

Damage to walls or furniture (cost of repair or replacement)

Linens, tables, removal of Brannan's Barn personal property (replacement value)

ANY exterior clean-up required by owners after event (i.e., cigarette/cigar butts, dip packets, confetti, beer cans, cups, food, sparklers, etc). (\$100/half hour) **This will be strictly enforced. Pictures of items found on the grounds will be provided if deductions are made from security deposit.**

**Outside Rentals**

All outside rentals **MUST** be brought and picked up the day of the event. Brannan's Barn will not be held responsible for any items left beyond venue rental date(s). Tents cannot be set up over exterior lights.

- Tents, Chairs, Tables etc.

**On-Site Rentals**

- Table Linens are available for \$15 each all sizes.
- Greenery Backdrop Wall \$100; Champagne Wall \$100; Single chipped paint door with wreath \$100.
- Fully decorated circular arch \$200; fully decorated double doors \$200.

***We ask that you respect the property as if it belonged to you.***

***By signing this contract, you have agreed to abide by all rules set in place.***

\_\_\_\_\_ and/or \_\_\_\_\_.

*Sign and Date*

*Sign and Date*