RENTAL AGREEMENT CONTRACT

Contract Between: _____ and Bishop Farm Events.

Purpose of Event: _____   Will Alcohol be served?   Yes   or   No   (circle one)

Date of Event: _____   Time of Event to start: _____   Finish: _____

Set up date: _____   Set up Time: _____

Rental Fee: _____   Deposit: _____   Balance due/by: _____

Deposits are nonrefundable. Deposit amount is part of the rental fee with balance due seven days prior to event.
Weddings require full balance by six months prior to date of event. The full balance is nonrefundable if wedding is cancelled within six months prior to wedding.

If for any reason Bishop Farm Events should close before your event, all money paid will be refunded.

Bishop Farm Events Do's and Don'ts:

- No smoking in and around the building. Designated outside smoking areas are marked.
- No fire burning candles.
- No nails, staples, tacks inside of building or on deck.
- No confetti, this includes balloons that contain confetti, party poppers or any decoration with confetti.
- Furniture can only be moved after consulting with a representative of Bishop Farm Events.
- Directors are required for weddings and they must meet with a representative of Bishop Farm Events to discuss details.
- If a decorator is used, they are required to meet with a representative of Bishop Farm Events.
- If alcohol is served, beyond toasting, a special liability insurance policy is required. Copy of policy to be provided to a representative of Bishop Farm Events prior to event. Without policy renter assumes all responsibility for any alcoholic incident. Also, a designated bartender with knowledge in safe serve rules is required.
- Music and other loud noises must end by 10:30 pm.
- Guest must leave by 11:00 pm.
- All trash to be bagged by renter as well as general clean up.
- Trash will be removed by Bishop Farm Events.
- Break down of tables and chairs will be done by Bishop Farm Events.

Renter Contact information:

Phone: _____   Email: _____   Mailing : _____

_____

Renter Signature : _____   Date: _____

Owners Signature: _____   Date: _____