



Meadowbrook Estate Contract

This Agreement is made effective by and between **Wellness Through Balance, LLC** (Owner)
D/B/A Meadowbrook Estate and _____ (client(s)).

SECTION 1 – EVENT DETAILS

The Client(s) represent that they desire to book the Meadowbrook Estate Venue:

1.A. Event Type

- Wedding Rehearsal Dinner Party Corporate Retreat Wellness Retreat
 Other: _____

1.B. Event Date(s) Request

- Arrival Date: _____ Time: _____ A.M. P.M.
Departure Date: _____ Time: _____ A.M. P.M.

1.C. Room Rental Request (check all that apply)

- Grand Dining Room ___ Lunch ___ Dinner Time requested: _____
Corporate Retreat: Studio Conference Room Lounge
 Special Occasion Suite Special Events Kitchen
 Entire Meadowbrook Estate (check all that apply):
 Seven bedroom suites
 Special Occasion Suite
 Special Events Kitchen
 Grand Dining Room
 Conference room
 Studio
 Lower Lounge

Private caterer's kitchen (use by caterer only)

SECTION 2 – MEADOWBROOK ESTATE RULES AND REGULATIONS

The following is a list of rules and regulations to be upheld by Client(s) and all third parties:

2.A. Event Ending Times

- All event venue space must be fully cleaned and vacated **no later than 11:00 P.M.** on Friday and Saturday evenings (Sunday on holiday weekends). On Sundays through Thursday evenings the event must vacate by **10:00 P.M.**
(Failure to do so will result in a charge of \$200 per hour penalty charge.)
- Host of special event must confirm closure with special event staff **before vacating premises. (860-882-7963)**
- Failure to adequately leave premises in the pre-event natural state will result in an additional maintenance charge of \$1,500.
- In regulation for Meadowbrook Estate noise ordinance, all entertainment, including but not limited to, music must be silenced one hour prior to the event termination time.
- **Registered guests ONLY** are permitted to use individual lodging assigned to them.

Outside unregistered guests are welcome to use the event public areas and event bathrooms.

2.B. Decorations

- Decorations may not be hung with tape, wire, nails or screws anywhere on the Meadowbrook Estate which will damage the venue
- All decorations must be removed without leaving damages directly following the departure of the last guest
- Rice, confetti, birdseed, flower petals, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility.
- Any damages from decorations will be taken from the damage deposit. This includes cleaning and repair fees.

2.C. Damage Deposit

The damage deposit shall be used to rectify damages made during the time of the event or while guests are on the property. All unused deposit funds will be returned within ten (10) days of the scheduled event. Damages may include deposit plus maintenance fee (see EVENT ENDING TIMES)

SECTION 3 – LIABILITY

3.A. Insurance (Please check all that apply)

If Client(s) have outside,/ unregistered guests at the Meadowbrook Estate:

Client(s), through Event Planner or Caterer shall maintain Commercial General Liability Insurance including Host Liquor Liability, in an amount no less than \$1,000,000.00 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name **Wellness Through Balance,LLC** as additional insured, and a certificate of insurance with an endorsement must be provided 30 days before the event with outside unregistered guests.

Client(s) use of a caterer

Client(s), through Event Planner or Caterer shall maintain Commercial General Liability Insurance including Host Liquor Liability, in an amount no less than \$1,000,000.00 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name **Wellness Through Balance,LLC** as additional insured, and a certificate of insurance with an endorsement must be provided 30 days before the event.

3.B. Liquor/Beverages/Illegal Substances

- All liquor at the event with unregistered/ outside guests shall be served by an Insured Licensed Bartender
- The Bartender closes the bar one hour before any music has ended, all alcoholic beverages will be removed and placed in a secure location for non-access by guests
- THERE IS A NO SHOT POLICY
- It is against the law to serve alcohol to minors (under the age of 21). Any and all violations will be prosecuted to the fullest extent of the law
- Illegal substances are not allowed at any time on the premise
- **Violent/drunken disturbances are prohibited and subject to immediate removal from the premises and possible termination of event under the Meadowbrook Estate liquor license without refund**
- **GLASSWARE AND RED WINE IS NOT ALLOWED IN BATHROOMS DUE TO POTENTIAL STAINING OF THE MARBLE.**

SECTION 4 – ADDITIONAL POLICIES

4.A. Outside Third Party Vendors

- Meadowbrook Estates is **NOT** responsible for any communications, products and/or bookings with any third party vendors. All communications, products and bookings are the responsibility of the responsible booking party

4.B. Music

- Music must end by 10 p.m.
- The event venue is not responsible for damages incurred to any instruments

4.C. Smoking

- The Meadowbrook Estate is a non-smoking establishment- our commercial detectors will detect smoke of any kind- including vape pens
- Smoking is permitted only in the outside designated area under the covered porch of garages. There is a metal bucket for cigarettes

4.D. Children

- All children under age of 16 **MUST BE SUPERVISED** by an adult at all times
- Children are not allowed access to the caterer kitchen.

4.E. Pets

- No pets of any kind are allowed inside Bannockburn Barn, the restrooms or other structures.
- Service dogs are excluded from these restrictions

4.F. Parking

- The event venue can accommodate onsite parking for up to 26 vehicles. All parking spaces are assigned to registered guests first.
- Outside (unregistered) guests will park at their own risk
- For overflow parking, Meadowbrook Estates can provide offsite parking and recommend livery services for your event.
- For inclement weather, event and lodging guests must comply with snow removal policy.

4.G. BBQ and Grills

- Barbecues and grills are to be used outside only
- Absolutely no fires are to be started directly on the grounds of Meadowbrook Estate

4.H. Candles

- All real candles must be used in the dining room area only
- Candles must be contained or enclosed in glass
- The flame must not reach higher than 2 inches below the height of the glass
- Flameless candles are welcome anywhere on the premises

4.I. Caterer Kitchen

- Meadowbrook Estate has separate kitchen that is to be used by the caterer of client's event only the catering staff has access to this kitchen - during the event times only. All guests are prohibited from entering the catering kitchen

4.J. Outdoor Pool

The outdoor pool and fenced-in pool area is not available for use at this time as it does not meet state code as a public pool. Guests are not permitted to enter the pool enclosure at this time.

4.K. Photography

- This venue uses live, video and still photography to assist with promotion of the venue
- All photos taken at Meadowbrook Estate by your photographer will also be the property of the estate and will be used for promotional purposes only by the Estate
- NO boudoir of nude photography is permitted anywhere on the Estate

FAILURE TO COMPLY WITH MEADOWBROOK ESTATE'S (WELLNESS THROUGH BALANCE, LLC) POLICIES WILL FORFEIT SECURITY DEPOSIT PAID THROUGH THE BOOKING SITE

The Client(s) or Representative for the Client(s), agree to pay an initial nonrefundable deposit of 30% of the total of all fees. This payment serves to hold the Meadowbrook Estate for the above specified date(s) and is payable at the time of this contract signature. The remaining balance is due sixty (60) days prior to the event arrival date listed above.

In the event of a cancellation of the above date(s) - We understand that sometimes it is necessary to change or cancel a reservation, but all payments made to date are non-refundable. All cancellations or changes must be made in writing. The guest is responsible for verifying that the Meadowbrook Estate Property Manager, Marybeth Keener, have received their cancellation letter.

Total Fee: \$ _____ Less deposit (30%): \$ _____

Balance Due:\$ _____ (on or before _____)

If paid by check, make payable to: **Wellness Through Balance, LLC**

This contract is dated: _____

Owner Representative

Client(s) or Representative of Client(s)