

Madsen's Greenhouse Chapel & Banquet

Facility Rental Information and Contract.

Rental rates:

As agreed upon and shown on last page in this contract.

Booking and Payment Policy:

In order to confirm your rental, a 10% deposit of the total rental fee agreed upon is required at time of booking. A copy of this contract will be given to you detailing your event. This 10% deposit is **non-refundable**. The balance owing of the total rental fee, must be received by the Madsens 4 weeks prior to the event day. Payments are accepted by Visa, MasterCard, cash or personal cheque.

Late bookings:

If you book less than 4 weeks before your event, full payment and signed contract will be required at the time of booking.

Cancellation and Refund Policy:

In the event of cancellation, a written notice of cancellation is required, but please phone the Madsens as soon as you can to inform them of your intentions. If cancellation is not received by the Madsens full rental fee will still be charged. Refund of Deposit monies can **sometimes** be refunded if the Madsens are able to rent out the space you cancelled, however less 100 dollars the Madsens keep to cover time spent.

Venue Access:

Access to the event space is permitted only after full payment are received as well as a signed contract. Due to many functions at Madsens, access to facilities can **only be promised for early morning the day of your event.**

Liquor License:

A special Occasion Permit is required by you the renter in order for you to serve alcohol. Please contact you L.C.B.O at least 30 days prior to the event to obtain a permit. This permit and all the receipts must be posted at the bar at the time of the function.

Alcohol Policy:

In accordance to the Provincial Law all alcohol served must be purchased in Ontario. Also it is the law that alcohol only can be consumed between the hours stated on the liquor licence and only in the area also named on the liquor licence. No drinking in the parking lot. At the end of the evening all alcohol you brought, full or part bottles as well as all empty ones, are returned to you, but must be placed in trunks of cars emidelig and locked up. If you choose you can also pick it up the next day in which case the Madsens will lock it up in safe storage. Other than as a welcomes drink, **servng shooters at the bar will not be** permitted. Madsens will provide Smart Serve Bartenders, these bartenders must refuse service to minors and to intoxicated people. If any problems arise the bartenders will inform the person in charge of the event of the potential problem.

Décor policy:

Décor is limited to non-permanent adhesive and thumbtacks. **Sparkles in any size, confetti and rice** are not permitted anywhere inside or outside. If used without the Madsens knowledge a large clean up fee will be charged. **The use of open flame will only be permitted if deemed safe by the Madsens.** Please check before using. This covers both Chapel and hall.

Food and Catering:

There are no food preparation allowed at Madsens, all food is brought in by cater. At Madsens **you must use our chosen cater**, which is O'Malley's catering. See other place on website re: catering. You deal directly with them Madsens do not get involved. The cater will provide everything like all the linens, plates glasses etc. They will also provide all the staff needed for the evening.

D.J. And Entertainment:

You must use our D.J. which is part of your wedding packages. However, you deal directly with him in regards to what music you like to be played at your event. Our D.J. have strict orders to end the function right at the time stated in your contract. If you plan a last dance, make sure you get it in in time. As the Madsens operate under strict noise, Town implemented, policies the Madsens and their staff reserve the rights to adjust the speaker's volume. This is also the reasons why **no live band can be allowed** at Madsens. Live music at cocktail hour and in the chapel are permitted. However check with the Madsens first. **Any other entertainment must be cleared by the Madsens before allowed.**

Smoking Policy:

Only as allowed by the law in Ontario.

Security:

Madsens supplied Bartenders and D. J. are all part of Madsens limited security. If you feel you need more security for your private function than provided, you must optain this your self.

Liabilities':

Madsen's shall not be responsible for any lost or stolen or damaged items, either on the premises or parking lot as well as any where else on the grounds. The lessee (you) herby covenants to indemnity and save Madsen's harmless from any and all claims that arises from the lease whatsoever (exspect for those caused sole by gross negligence of Madsen's) including but not limited to, loss, damage, illness, fire, theft, carelessness, physical injury, damage incurred by an impaired operator of a motor vehicle to him or her self or any one else, and other possible claims that may arise against Madsen's out of the lessee's presence at Madsen's Greenhouses or premises. **The lessee acknowledges that Madsens has recommended that the lessee obtain special insurance coverage for themselves to insure all claims.**

The nature in the greenhouses:

thoug the Madsens strive to maintain the look of the nature in the greenhouses, they do deal with live plants which from time to time may need speciel care like pruning or replanting, therefore the greenhouses might not look exactly the same all the time. Every season in the greenhouses are different. At the time you sign your contract that might not be the time you are renting and the greenhouses may look a little different than the time of signing. So don't be afraid of asking questions.

Acknowledgment:

Your signature on this form constitutes acknowledgement that the foregoing contract has been read and understood and that you agree to comply with said conditions.

I have read and understood the conditions outlined on the proceeding pages of this Banquet form and agree to comply with said conditions.

Accepted by: _____ Date: _____

Name print: _____

Address: _____

Phone: _____ Cell _____

E mail: _____

Date of Venue: _____ Type of Venue: _____

Starting time: _____ Closing time: _____

Full rental amount: _____ Deposit: _____

Any other comments or
agreements: _____

Accepted on behalf of
Madsen's _____ Date: _____