



My Wedding Garden – Elopements – may be conducted by a Priest, Minister, Rabbi, Commissioners of Civil Marriages, Judges, A Legislator or Constitutional Officer of this state or a member of Congress who represents a district within this state while that person holds an office at our garden. Licenses may be brought from any city in California and those coming from outside California should arrive by Friday morning to achieve their wedding license at the Sonoma County Clerks office. Call for details: 707-565-3800. www.sonoma-county.org.

My Wedding Garden – Rental Rules and Regulations - Reservations, Fees, Deposits, and Refunds

Hold Date Sheet For Wedding Ceremonies, Receptions and Social Parties

We request you check each box (as understood) before returning this agreement.

- Events can be placed on a tentative hold for fourteen days with this signed agreement. Fax signed, “hold date sheet” to My Wedding Garden, 707-528-1447. Tentative bookings are automatically released after fourteen days unless 50% deposit is received.
- Reservations are given final confirmation ONLY when our contract (different document) is signed for the chosen date and the location fee has been paid in full.
- Events over 5 to 75 guests require a \$1-million dollar liability rider over our location and from 76 to 150 guests, we require a \$2-million dollar insurance rider over our location
- An 8% damage/cleaning deposit in the form of a separate check is required prior to the event. This check will not be cashed and will be returned to the renter upon completion of the event if:
 - All decorating items you choose to supply are removed and party rental items are picked-up.
 - All trash and garbage is bagged and removed from your event by you or your caterer/coordinator
 - No hard alcohol, drugs are used on the site
 - No property of “My Wedding Garden” is lost or stolen during your event.
 - Your event does not exceed its allotted time frame.
 - The house exterior, kitchen building, dressing area or gardens of “My Wedding Garden” incur no damages during your event. The renter leaves the house exterior and gardens in a clean and orderly condition.

Last Minute Adjustments/Changes to Contract

- A property diagram is given at the time of property walk-through. Your set-up details are finalized and cleared with your caterer/coordinator two weeks prior to the date of your event. The caterer and/or coordinator will call us to set this appointment at an agreeable time with you, our staff and their business.
- Setup may not begin prior to the access time in your contract.

Food and Beverage

All food and beverages served at “My Wedding Garden” must be arranged through our list of recommended services.

Alcohol Service

- All state laws will be strictly enforced. Family members or guests who give an underage person an alcoholic beverage will result in termination of the event. Any guests or customers who bring alcohol or drugs onto the property will be asked to leave and understand that this could result in immediate closure of the entire event. Serving of all alcoholic beverage services must cease at least 60 minutes prior to the conclusion of the event. Events over five guests will have taxi phone numbers available and provide safe transportation for their guests.

Sound Levels

- Music – D.J., Bands and All Sound levels will be monitored during your event.
- All events must end by 9:00 p.m., and the facility must be vacated by 10:00 p.m.

Security

At the conclusion of the event, personal items and decorating items must be removed from the premises. My Wedding Garden is not responsible or liable for any personal items lost, stolen, or damaged.

Decorations

In maintaining an environmentally friendly site, "My Wedding Garden" will not allow rice, glitter, confetti, shredded paper, or balloons onto the premises. No silly string, shaving cream, or white paint shoe polish is permitted. Fireworks are strictly prohibited. Any candles must be drip less and used in such a manner as not to create a fire-hazard or cause harm to plant materials, grounds, building, tables, and linens. Items may not be attached, nailed, taped, wired, clamped, etc to any of the buildings, posts, trees, or ornamental garden items.

Breakdown and Clean Up Of Your Event

It is the responsibility of the renter to insure proper clean up is completed on the day of your event. Any damage to the facility should be reported immediately. Clean up must occur immediately following the conclusion of the event and must be completed within the contractual time. All food and beverage clean up is the responsibility of your caterer.

Delivery and Set Up

All deliveries and setup arrangements must be made through the designated area at written, pre-approved times. My Wedding Garden is not responsible for your delivery appointments. Your coordinator, caterer or designated person is.

Vendors

The renter is responsible for subcontractors/vendors on this property. We recommend you contract with liability insured and properly licensed vendors that we have on our recommended links list. The renter must provide My Wedding Garden with a list of all vendor names and contact information for the vendor prior to your event. property.

Smoking

Smoking is allowed in designated areas ONLY. Persons caught smoking in prohibited areas may be asked to leave.

Objectionable Persons

My Wedding Garden reserves the right to ask any person or persons to leave the premises for lewd or indecent actions, fighting, intoxication, loud or abusive language, or other offensive conduct.

Liability

The renter will be responsible for any and all injury to persons or damage to property during the renter's use of the facility and gardens. You agree to hold-harmless the property owners, employees, agents, staff, and under contract persons of "My Wedding Garden" harmless as a result of any damage or injury suffered by the renter or guests/invitees of the renter caused by you while on the property of My Wedding Gardens. You agree to compensate My Wedding Garden, its owners, employees, and other contracted persons for any hurt, loss, or damage as a result of your acts while on My Wedding Garden's property.

I, the undersigned, have read, understand, and agree to the rental guidelines set forth in this contract by "My Wedding Gardens", Santa Rosa, California.

Event Date Requested: _____

Time: _____

Print Name: _____

Signature: _____ Date: _____

Phone:() _____

E-mail: _____

Received and Reviewed by "My Wedding Gardens" _____ initials. Date: _____

Contact Sent _____ date _____

Canceled _____