

Lakewood Park Events, LLC

26 Park Avenue, Barnesville, PA 18214 - 570.285.8026 / info@lakewoodparkpa.com

WEDDING / EVENT CONTRACT

This contract defines the terms and conditions under which Lakewood Park Events, LLC and "Client" as noted below in section #1 below. Client agrees to use of Lakewood Park Events, LLC's facilities (*DBA Catalpa Grove*) on "Event Date(s)" as noted below in section #1 below. This contract constitutes the entire agreement between the parties and becomes binding upon signature of client. This contract may not be amended or changed unless executed in writing and signed by Lakewood Park Events, LLC and the Client. This contract shall be considered void if not signed and returned within two weeks of issuance.

1A. EVENT INFORMATION

Event Date(s): Prep: _____ Event: _____ Cleanup: _____ Estimated Number of Guests: _____

Main Contact (client): _____ Phone: _____

Address: _____

Email: _____

Secondary Contact: _____ Phone: _____

1B. RENTAL OPTIONS

The following are included as part of this venue rental contract:

Qty	Description	Price	Ext'd Price
1	Venue Rental – Day(s):	\$	
	Options: Ceremony Package (Inside or Outside)	400	
	Fire Pit Package (per hour - 2hr min – includes attendant to build/monitor fire)	100	
	Audio / Microphone Use	150	
	Video Projector – Guest supplies slide show/video	100	
	Engraved Brick (from other sheet)		
	Table Linens/Chair Spandex Allowance (from other sheet)		
	Glasses Allowance (from other sheet)		
	Beverage Services (from other sheet)		
	Tax (Linens & Projector):		
1	Security Deposit	400	400
TOTAL			\$

Payment Schedule:

Scheduled Payment	Calculation	Amount	Date Prompt	Date Due
Deposit	25%		5 business days after contract	
Second Deposit	50%		6 months days before event	
Remaining Balance	25%		1 month before event	

Initials _____ / _____

1C. PRICING / SECURITY DEPOSIT

The total cost for use of Lakewood Park Events, LLC's facility is totaled in the chart under section 2. To reserve services on the date requested, the Clients or Representative for the Client(s), agree to pay an initial deposit of 25% of the total of all fees. The second payment of 50% is due 6 months prior to the event. The final 25% is due 1 month prior to event. Check payments can be made payable to Lakewood Park Events, LLC. Note you can add additional rental options at a future time, and the contract will be adjusted at that time. Failure to pay a deposit within 7 days of the due date will auto cancel the event with applicable cancel fees as noted in the cancellations section of this contract. If you are unable to make a payment, but still want your event date, please contact us to see if a different payment schedule can be accommodated.

Your rental fee includes a security deposit to cover damage/excessive cleanup, note the amount stated on your contract. Lakewood Park Events, LLC reserves the right to use any or all of the security deposit toward any of the Client's obligations under this contract or any claims that Lakewood Park Events, LLC or Lakewood Park Campground, LLC may have for extraordinary cleanup, damages to or destruction of any property located in, on, or around the premises belonging to Lakewood Park Events or Lakewood Park Campground. Common deductions to a security deposit includes, though not limited to:

- Property Damage: Destroying property/flower/shrubs, cigar or other burns, vehicle burn-outs, chair/table/wall damage, damage to cabins, damage to sound system, appliances, or any other item belonging to Lakewood Park.
- Excessive Cleaning: Excess mopping due to spills, floor scuffs, wax clean-up, drinking on the dance floor, confetti, glitter, or paper/flower petal clean-up, vomit cleanup, smoking in buildings.
- Cuts, holes, burns, stains, or wax on linens
- Toilet blockages due to inappropriate flushing of things not belonging down a toilet.
- Guests starting the Venue firepit without permission.
- Services that Lakewood Park staff completes, though not contracted for, such as bussing at the end of your event.
- Late Departure
- Sales tax due but not collected on contract

If extra labor and/or cleanup is required as a result of Client's use of Lakewood Park's facility, Client agrees to pay for such items at the below agreed upon rates:

- Labor for set up of decorations or to assist in set up if Client requests such assistance. \$50.00/hour per person
- Labor to clean up unnecessary messes such as vomit, spilled alcohol and other liquids, or extra restroom cleanup from Client's guests' lack of personal responsibility or hygiene. \$50.00/ occurrence
- Labor related to the repair of any damage. \$50/hour per person
- Any damaged items will be charged based on current replacement cost of item(s)

The remaining balance, if any, of Client's damage and excessive cleanup deposit will be refunded by Lakewood Park Events, LLC to Client within 30 days following the event or within 30 days following completion of repairs and/or cleanup, whichever is later. If repairs are greater than the security deposit, the Client will have 30 days to pay the balance due.

2. DATE CHANGES:

In the event the Client(s) is forced to change the date of the event or wedding every effort will be made by Lakewood Park Events to transfer reservations to support the new date. The Client(s) is, however, responsible for the following fees to transfer their event based on how many days prior to their event they request the transfer. Greater than 12 months: \$400 fee. Less than 12 months but greater than 6 months: the lesser of \$750 or 20% fee. Less than 6 months: 25% fee. The Client(s) also understand any other non-refundable and non-transferable deposits or expenses are the sole responsibility of the Client(s). If the client moves from an event day of lesser value based on current rates, the difference is not eligible to be refunded. If moving to a day of greater value based on current rates, an additional charge may apply. The Client(s) further understands that last minute changes can impact the quality of the event and that Lakewood Park Events is not responsible for these compromises in quality.

3. CANCELLATIONS:

In the event of a cancellation of your wedding, the following cancellation fees will be charged against your contract total: Cancel more than 18 months before the event: \$600 fee. Cancel between 6 months and 18 months before the event: 25% cancel fee. Cancel between 1 month and 6 months before the event: 75% cancel fee. Cancel 29 days or less: 100% cancel fee but security deposit will be refunded. If you change your date, cancellation fees apply based on the earliest date for which you signed a contract for. If the earliest date was in the past, you would be assessed a cancellation fee of 100% with the security deposit refunded. You may cancel the fire pit on the day of your event because of the weather for a 50% cancel fee of fire pit value. There is no refund if you move your ceremony inside due to the weather. Also note the cancellation policy, located on the Lakewood Park Campground website, if you or your guests book cabins or RV sites. All cancellations must be made in writing. The Client is responsible for verifying that Lakewood Park Events have received their cancellation request.

Lakewood Park Events, LLC shall have the right to terminate this contract if the Client fails to meet or violates any terms of this contract, in which case the provisions of this cancellation policy also apply. The Client shall not assign or sub-lease any terms, conditions, or services contained in this contract or any interest therein without the express written consent of Lakewood Park Events, LLC.

4. RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by client(s), which includes all events planners, wedding coordinators, and vendors who are involved in the planning and execution of the special event on the premises of Lakewood Park Events, LLC.

- Foul or abusive language, obscene gestures, or physical violence of any kind will not be permitted
- No over-intoxication or other signs of impairment related to alcohol consumption
- Use of illegal drugs or other illicit substances is not permitted. Violators will be escorted from the premises.
- No obscene or indecent clothing
- No use or possession of weapons of any kind
- Smoking is not permitted in any structure. Smoking is permitted in designated areas only.
- All vehicles associated in any way with the event or wedding must be parked within designated parking areas. No vehicles shall be parked on any other lawn surface unless granted permission by the owners.
- Barbecues and grills are to be used outside only. No fires are to be started directly on the venue grounds, except by venue staff in the firepit. Only venue staff are permitted to put logs on the fire.
- All candles must be contained or enclosed in glass.
- Fire extinguishers are provided in the venue area by Lakewood Park Events, LLC. All vendors and caterers are required to be knowledgeable in the use and location of fire extinguishers at our facility. Lakewood Park Events staff will identify locations and use of fire extinguishers.
- Fireworks are limited to on-ground or legal height fireworks in the state of PA and should only be deployed in areas approved by event staff and must come to an end prior to 10PM.
- Lighted Fire Lanterns are prohibited from being set off from the venue site.
- The use of birdseed and blowing bubble is permitted only outside for wedding and reception farewells. Rice, confetti, flower petals, balloons, and glitter are strongly discouraged, unless you can keep it well contained and clean it up (otherwise a clean-up fee will be applied).
- All children under the age of 16 MUST be supervised at all times!
- Swimming or walking into/through the creek or lake is prohibited.
- No pets of any kind, except service animals, are allowed inside the venue.
- You permit venue staff to have site visits prior to noon on the day of your event or at any time on prep and cleanup times.
- For guests' safety, no drinks are permitted on the dance floor and shots are only permitted for specialty dances. Please review other rules as noted under the alcohol section of this contract.

5. EVENT ENDING TIMES:

All outdoor music, loud conversations, or other outdoor activities that involve high amounts of sound must cease or be moved indoors after 10:00 PM to comply with sound ordinances/quiet hours (this also applies to the cabins/campground). You have the venue until the referenced end time (typically 11 PM for full-day events). This means you need to depart by that time; thus your clean-up and decorations must be taken down so you, your vendors, and all your guests are exited by this time. You will be charged a late departure fee if you, your vendors, or guests are still at the venue after the referenced end time per day.

6. DECORATIONS:

Lakewood Park Events, LLC wants to make every event here a special experience. Therefore every effort will be made to allow the Client to prepare and install decorations reflecting their creative requirements. We ask that only the staff of Lakewood Park Events, LLC rearrange and move any furnishings, including but not limited to artwork, lamps, antiques, tables and seating. We do allow decorating to suit your taste beginning at the defined start time on the day of the event. You may use existing hooks in the wall but not use any other pins, nails, screws, or other hardware to hang objects. Adhesives that could remove the paint is also prohibited. Glitter and confetti is discouraged, unless you can keep it well contained and clean it up afterward. All decorations must be removed without leaving damage prior to your event end time. Lakewood Park Events, LLC reserves the right of final approval for all decorations brought into the facility. In particular, for safety reasons, any items capable of creating an unsafe environment will not be allowed. No items may be hung from or attached to lighting fixtures or electrical outlets and switches. Ladders may be used for decorating by the Client. However, you may not stand on tables or chairs. The use of ladders is at your own risk.

7. ALCOHOLIC BEVERAGES:

As the host of a private party, Client acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at Lakewood Park Events, LLC during the duration of the event described in this contract. Alcoholic beverages will be purchased from a catering service, beer store, or liquor store licensed in the Commonwealth of Pennsylvania to sell alcoholic beverages. State regulations require all brought a BYOB facility to be purchased, with tax paid, in the state of Pennsylvania. Alcoholic beverages cannot be self-served. Client understands the catering or bartending service hired must provide bartenders with RAMP or other comparable certification for serving alcohol. The bartender(s) will exercise due care in serving alcoholic beverages and will refuse service to any person appearing to be under the age of 21 or any person who appears to be intoxicated. Identification and proof of age will be requested from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any intoxicated person. The catering service or bartender will serve all alcoholic beverages in accordance with the laws and regulations of the Commonwealth of Pennsylvania, including limiting service of alcohol at an open bar for only 5 hours per day and only serving one drink to a person at a time, thus being able to properly monitor who is drinking the beverage.

Client specifically acknowledges that Client is solely liable for the consumption of any alcohol by any person on the premises and that such liability shall extend to any aspect regarding the consumption of alcohol. Lakewood Park Events, LLC may ask guests for identification to verify age and reserves the right to ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests appear intoxicated and refuses to leave the premise. The client understands that if supplying their own kegs, that CO2, supply lines, and ICE to keep kegs cold are required to be provided by the client (or 3rd party). Kegs must be un-tapped and may not be re-tapped once your bartenders leave. The Client also acknowledges no drinks are permitted on the dance floor and shots are only permitted for specialty dances.

The Client agrees to fully cooperate with and assist Lakewood Park Events, LLC, the catering service, and its agents in enforcing the laws of the Commonwealth of Pennsylvania and the policies of Lakewood Park Events, LLC regarding the consumption of alcoholic beverages. Vendor staff may not consume alcoholic beverages while on the premises during an event.

8. INSURANCE:

Client must provide event insurance either as an extension of a homeowner's policy or purchased from a separate insurance company. Such insurance shall include Commercial General Liability Insurance with Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name Lakewood Park Events, LLC as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event. See our Insurance brochure for additional information.

9. CATERING:

Lakewood Park Events, LLC reserves the right of final approval of all outside caterers and any other vendors selected for the event. If the Client selects a caterer that is new to our facility, that caterer must meet with our events manager to familiarize themselves with the facility's rules and to view the facility. All caterers must provide proof of public liability insurance, including the expiration date, the policy limits, and the name of the insurer, at least thirty (30) days prior to the date of the event. All caterers must also have all necessary licenses and permits required by the Commonwealth of Pennsylvania, Schuylkill County Health Department and any other regulatory entities. If the caterer fails to meet any of the requirements stated above, Client will be responsible for finding another caterer who can meet the above requirements before the event is to occur. Said caterer is to immediately provide the listed items above to Lakewood Park Events, LLC. If no caterer can be found that satisfies the above described requirements before the event is to take place, the Client will still be liable under this contract. Lakewood Park Events, LLC's catering room is a production space and is to be used only for final food preparation, plating, and bussing.

Lakewood Park Events, LLC does not provide dishes, pots, pans, knives utensils, etc. The catering room space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. The caterer is expected to sanitize all food preparation surfaces before they come into contact with food products. Proper hygiene is required at all times. All food must remain covered at all times prior to plating and bussing. A walk through of our catering area with a member of our staff is mandatory prior to your event and at the close of your event. All trash including sorted recyclables and properly sorted compostables must be collected and properly bagged. Failure to properly clean the catering area will result in additional costs and will be charged to the Client. In addition to the foregoing, the caterer is responsible for cleanup of the dining areas. Please allow sufficient time for cleanup of all designated areas at the conclusion of your event. Catering trash, especially food and drink debris may not be left out for cleanup the following morning. All event trash must be disposed of in designated areas at the conclusion of the event.

10. REHEARSALS:

The Client is welcome to use the venue for a ceremony rehearsal prior to the wedding for a nominal charge. However, ceremony rehearsal times must be approved by Lakewood Park Events, LLC and must be scheduled so that the rehearsal does not interfere with any other events that may be occurring. Generally, rehearsals are scheduled within four weeks of your event on available dates. See your Event Liaison for pricing on using the facility for your rehearsal. Note unless in conjunction with a prep day, we do not permit meals with your rehearsal.

11. MUSIC, ENTERTAINMENT, AND PHOTOS:

Please be aware that Lakewood Park Events, LLC is located not far from residential properties and therefore neighborhood noise regulations do apply. If Client's event creates a disturbance due to high noise volume, Lakewood Park Events, LLC's on-site manager has full authority to ask the Client's DJ or live music provider to turn the entertainment volume down and/or off. If repeated disturbances occur, at Lakewood Park Events, LLC's sole discretion, client may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to Client. DJs, bands and musicians that abuse our usage rules will not be allowed back. The Client is responsible for ensuring that music providers understand these conditions. If your music provider provides any damages to the property and are found to be uninsured or underinsured, damages will come from your security deposit. If you have a band, they must be sized so they and their equipment fit on the stage.

It is important to us that you have an enjoyable and successful event. Should Lakewood Park Events, LLC be engaged in the promotion or co-production of your event, it is necessary that we see and approve all marketing messages and communications you plan to issue.

We are happy to provide professionally created images of our venue and our logo for promotional materials. Lakewood Park Events, LLC shall have the right to take photographs and videos at your event for marketing purposes. All rights to and use of photographs and videos taken by us belong to Lakewood Park Events, LLC. The Client also has the right to take photographs and videos of the event. Any commercial use of the likeness of our buildings and grounds is prohibited without the express written consent of Lakewood Park Events, LLC. No nude or boudoir photography or videos are permitted anywhere on site.

12. SET UP AND BREAKDOWN

If the client arranges for outside vendors to provide linens, decorations, or any other vendor supplied items, you must notify Lakewood Park Events, LLC prior to the event. The venue is open based on the starting time of your event as listed on the contract. You may gain access earlier for an additional fee. You may also consider booking the prior day as a setup day if availability exists.

Decorations, linens, and other items provided by the client must be removed no later than the end time listed on the contract on the day of the event (unless other arrangements are made and approved in writing), otherwise charges may apply for late departure, removal and storage of these items. Lakewood Park Events, LLC takes no responsibility for securing said items nor is Lakewood Park Events, LLC responsible for any damage or loss. In the event Lakewood Park Events, LLC is asked to assist in the preparation or transport of items needed for the event, the Client will be billed at the rates set forth in the pricing section of this contract.

The event venue will be in a clean condition prior to your event. You are required to return the space to the same clean condition in which it was found unless payment for cleanup will be made. Otherwise, all trash must be collected, properly bagged, and removed to the trash disposal bins by the client or its caterer. Event trash on the grounds, sidewalks, roadways and lawns (including cigarette butts) must also be cleaned up and placed in designated disposal containers. If signs were placed in the neighborhood, they must also be removed.

Lakewood Park Events, LLC is not responsible for checking in, checking out, or signing for delivery or pick up of any items brought into or removed from the venue by rental companies hired by the Client. All packing materials and excess materials (such as bubble wrap, boxes, hangers, wrapping paper, etc.) created by Client deliveries must be removed and disposed of by Client's rental companies. Lakewood Park Events, LLC trash receptacles are not to be used for vendor delivery debris. Extra charges may apply if the foregoing terms are not followed. Limited storage space is available on site. If there is a need to temporarily store vendor rental items, Client should consult with Lakewood Park Events, LLC prior to delivery.

13. CLEANUP

Lakewood Park Events, LLC includes only nominal cleanup, and routine cleaning of the venue in its rental fees at the completion of your event (This is on the last day if you have multiple days on your contract). Hand scrubbing, power washing, hose-down of areas and other similar efforts to clean up spills, etc. are excluded from the rental fee. Extra cleaning resulting from misuse or abuse of any of our facilities is not included in our rental fees and will be billed to the Client per the rates noted in the pricing section of this contract. An additional charge may apply if you desire a more comprehensive venue cleaning after a prep day, rehearsal, or after the wedding but before a clean-up day.

14. COURTESY PROTOCOL

The Client understands and will inform their guests and vendors that Lakewood Park Events, LLC prohibits discrimination on the basis of race, color, sex, age, sexual orientation, handicap, familial partners, religion, and/or national origin. Lakewood Park Events, LLC reserves the right to request any person or group acting unruly and contrary to rental regulations to leave the premises immediately. Assistance from law enforcement agencies may be requested if this request is not met.

15. LOST AND FOUND

Lakewood Park Events, LLC takes no responsibility for personal effects left on the premises before, during, or after the event. We do, however, maintain a lost and found and will hold recovered items for up to thirty (30) days. Every attempt will be made to return any recovered items to their rightful owners.

16. UNFORESEEN EVENTS

Client agrees that Lakewood Park Events, LLC and its officers shall not be liable for losses, damages (including attorney's fees, court costs, and consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to acts of God, fires, weather conditions, power outages, strikes, riots, embargos, delays in transportation, inability to obtain supplies or requirements, or regulations of the United States Government or any other civil or military authority (to include any local legislation regarding liquor license requirements). Delays or non-performance excused by this provision shall not excuse payment of any amount owed by the Client at the time of said occurrence.

If an event is canceled in whole or in part because of a force majeure condition, that is in effect on the day of your event and causes Lakewood Park Events the inability to host the estimated capacity of your event, we will work with the Client(s) to change their date per the date change policies noted above, but with no transfer fee. If the client wishes to cancel instead of postponing, applicable cancellation fees will apply. If the venue cannot be re-opened within 12 months because of the force majeure condition, the client(s) will be eligible for a complete refund if they do not want to transfer beyond that time period. Last minute cancellations of outdoor site use due to inclement weather will not be considered for refunds (except Fire Pit per the above cancellation policy).

For the safety of all involved, should hazardous weather occur, such as tornado, severe thunderstorm, hurricane watches and warnings, lightning strikes, etc., Lakewood Park Events, LLC reserves the right to mandate taking shelter, stop alcoholic beverage serving, and require bands and musicians to switch to acoustic entertainment only, adjust volumes or terminate recorded music until hazardous weather is deemed no longer a threat. If hazardous weather requires the evacuation of our property for the safety of our guests, the event will be terminated, and guests will be required to vacate the premises.

17. TOWNSHIP, COUNTY, STATE, AND FEDERAL LAWS

Client agrees to comply with all applicable township, county, state and federal laws and shall conduct no illegal act on the premises. This contract shall be governed by the laws of the Commonwealth of Pennsylvania.

18. ASSIGNMENT

This contract may not be assigned in whole or in part by the Client without the express written consent of Lakewood Park Events, LLC.

19. ENTIRE AGREEMENT

This contract contains the entire agreement between the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

20. SEVERABILITY

If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this contract is invalid or

unenforceable, but that by limiting such provisions it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

21. WAIVER OF CONTRACTUAL RIGHT

The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this contract.

22. INDEMNIFICATION

Client agrees to indemnify, defend, and hold harmless Lakewood Park Events, LLC and Lakewood Park Campground, LLC, its landlord, building owners, officers, employees, and agents from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing by Client, its employees and agents of alcoholic beverages at Lakewood Park Events, LLC. The Client also agrees to indemnify and hold harmless Lakewood Park Events, LLC and Lakewood Park Campground, LLC, its officers, agents, and employees against any and all liability, claims, actions, demands, or losses of any kind or nature that may occur or be claimed with respect to any person or persons, corporation, property or chattels, on or about Lakewood Park Events, LLC or to the property itself resulting from any act done, or omission by or through the Client, its agents, contractors, employees, invitees, or any person on the premises of Lakewood Park by reason of Client's use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Client's guests, whether intentional or negligent, which occur during use. Client agrees to pay all costs and attorney fees incurred by Lakewood Park Events, LLC, its owners and representatives in defending any such claim or action brought against Lakewood Park Events, LLC, its owner and/or its representatives.

In the event Lakewood Park Events, LLC or Lakewood Park Campground, LLC, its landlord, building owners, officers, employees and/or agents are required to file any action in court in order to enforce any provisions of this contract, Client agrees to pay Lakewood Park Events, LLC, its officers, landlord, building owners, employees and/or agents all reasonable attorney fees, court costs, and costs of suit incurred by Lakewood Park Events, LLC, including all collection expenses and interest due. Any suit brought be Client or Lakewood Park Events, LLC with regard to any claim related to any aspect of this contract must be brought in the judicial district of Schuylkill County, PA.

23. SIGNATURES

By signing below, the Client agrees to the terms and payment schedule of this contract and agrees to pay for any damage to the interior or exterior of the said property and/or its furnishings from actions taken by the Client, their guests, or by any person contracted or otherwise hired by the Client for the event. The Client agrees to hold Lakewood Park Events, LLC and Lakewood Park Campground, LLC and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event. Please also initial all pages of this agreement in the lower left corner of each page.

Clients (Printed name(s) of person(s) responsible for payment of fees and deposits):

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Payments made to: Lakewood Park Events, LLC
Mailed to: 26 Park Ave, Barnesville, PA 18219

Initials ____ / ____