



12169 Keystone Ave N, Hugo, MN 55038
www.thewithrow.com

EVENT CONTRACT

Event Date:

Phone Number:

Client Name:

Email:

Room Rental:

TERMS AND CONDITIONS:

Room Rental: Price includes tables, chairs, table linens (black)(Ivory & White available for upcharge) and 1 bartender for up to 250 guests. Each additional bartender is \$75 per hour(number of bartenders required will be based upon guest count and decided by your event lead. You may request additional bartenders than what is recommended if you prefer and you will pay the difference). Table napkin linens and chair covers are at an additional cost and based on availability (consult with your event lead for details on pricing and available color options)

Deposit:

A non-refundable deposit of \$500 is due *before* any requested date can be held. One half (½) of your balance is due (6) months prior to your event date. Any remaining balance must be paid in full (2) months prior to the date of your event. Specific details of your event will be arranged one month prior to your event. A guaranteed number of guests is due (7) days prior to your event. Payment methods include cash, credit card, or PayPal.

Cancellations:

In the event you should cancel your event, the following cancellation fees apply:
Your deposits are non-refundable and applied at the time of reserving.

Decorations:

Clients are responsible for the distribution, set-up and collection of all materials provided by the client. The room will be available to decorate at 10AM the day of your event. *If you must have access to the hall prior to 10AM, you can access the hall starting at 8AM the day of your event for an additional \$100.* All candles must be enclosed, with the exception of the unity candle during a ceremony. Unity candles must have a protective pad underneath and must be extinguished at the end of the ceremony. NO RICE, BIRD SEED, GLITTER OR CONFETTI IS ALLOWED INSIDE THE BUILDING or ON THE GROUNDS. Fresh flower pedals may be used indoors, if you use a runner and they are picked up immediately after the ceremony. If using flower pedals outside, you do not need a runner but you must pick them up after the ceremony to prevent them from being tracked inside. Artificial flower pedals are NOT allowed outside on the grounds. **FIREWORKS, INCLUDING SPARKLERS, are NOT allowed at The Withrow-Event Center in compliance with Washington County ordinances. THERE WILL BE A \$500 CLEAN-UP FEE ADDED FOR ANY GLITTER, CONFETTI, RICE, and BIRDSEED used; OR FLOWER PEDALS (NOT PICKED UP.)**

Tax and Gratuity Charge:

All pre-paid beverages and snacks are subject to applicable Minnesota Sales Tax and 20% gratuity.

Bartender(s):

The bartender(s) requires that anyone purchasing alcohol provides a Valid ID.

Food/Alcohol:

NO OUTSIDE ALCOHOL IS ALLOWED. This includes during setup, outside at any point, during the ceremony or ANY time on premise. You WILL be charged \$500 if ANY alcohol is found. There is alcohol available upon setup if desired for purchase.

Food MUST be prepared by a licensed caterer. At any point, they may be asked to provide their license. If it is not provided, another licensed caterer may be brought in. It is not the responsibility of Withrow to provide a caterer if one is failed to be provided. No refund will be given if food cannot be served.

Entertainment:

You may hire your own band or D.J. We request that they set up prior to your event and finish by midnight. There is NO sound or audio available for rent at Withrow.

ADDITIONAL FEES AND INFORMATION: Your event manager will go over all additional fees if they apply.

*****The Withrow-Event Center is NOT responsible for any items that are lost or stolen during the course of your event*****

*****By signing this contract, you hereby agree to ALL of the terms and conditions included in this contract. Failure to comply with the contents of this contract may result in necessary legal action*****

Printed Name of Reserving Party: _____

Signature of Reserving Party: _____

Date: _____