

RENTAL CONTRACT

Name of Facility

The name of this facility is Blumen Gardens Tea Room, owned by Bridgeport Corporation. Hours of operation are Sunday through Saturday, 9:00 a.m. – 6:00 p.m.

Reservations

Blumen Gardens prefers that reservations of the Tea Room's space be made on-site by signing the contract and paying the reservation deposit. We will, however, allow tentative reservations by telephone and email you the contract for signature to return with the required reservation deposit. NOTE: No half or partial day rentals allowed on Saturdays.

Reservation Deposit

In order to reserve the Tea Room, Blumen Gardens requires a signed contract, credit card information, and a deposit of **\$300** (full day event) or **\$100** (half day event). This deposit is non-refundable and is applied toward the total rental cost. Deposit may be secured via cash, check, Visa or MasterCard.

Payment Half of the balance of your Tea Room rental is due **90** days prior to your event; the remaining balance is due **30** days prior to your event. All additional agreed upon items for Additional Fees will be due the day of the event. The attendant will assess if the space(s) have been returned to its original condition within the appropriate amount of time agreed upon. If not, then an additional charge will be applied to your CC to cover clean-up charges. If you need additional time on the day of your event, above and beyond the agreed & contracted hours, you will be charged an hourly fee for each hour (any part of an hour is considered a full hour). See separate sheet for prices.

Cancellation In the event you have to cancel, payment(s) and deposits are non-refundable.

Maximum Seating Capacity: 250 people

Responsibility of the Renter:

- Food-and-beverage services
- Damages to Blumen Gardens facility & equipment
- Proof of Insurance from you, caterer & bartender
- Set-up/decoration, tear down and clean-up

All Blumen Gardens tables must be covered. These can be rented tablecloths from Blumen Gardens or another provider. The use of Blumen Gardens 4 top vintage table clothes are \$6 per table cloth needed.

Set-Up/Teardown/Clean-Up

You are responsible for all set-up and teardown activities of all additionally used and/or rented tables and chairs. Everything brought into the Blumen Gardens facilities must be removed immediately after your event – exceptions are rented tables/chairs and other equipment, which may be removed by their supplier the next business day. All set up and tear down time is included in your contracted hours; except all day rentals, which must be cleaned up by **9:00 am** the next day.

Renter is responsible for placing all trash, after your event, by the 'food prep area'. No leftover food, beverages and/or trash may be left anywhere else on Blumen Gardens' property. Floors, counters, tables and chairs must be returned to their original condition. Blumen Gardens Staff is also available to clean after your event for \$25 per man per hour of cleaning.

Decorations

Decorations must be free-standing (flowers, balloons, etc.). Please ask a member of Blumen Staff if you wish to take off the burlap on tables to replace with tablecloths. Also, please let a member of Blumen staff know if you wish to move any or all product in Tea Room.

The following is prohibited:

- Affixing decorations to walls, ceilings, doors and/or floors, even with tacky tape
- Use of self-adhesive decorations (decals, signs, etc.)
- Use of nails, staples, tacks and /or similar materials
- Use of decorative materials not considered flameproof in line with fire standards

The following would incur additional fees starting at \$40:

- Use of glitter, confetti and/or similar materials
- The use of any candles
- Special requests for moving/adding plants depending on request

Catering/Food

If you are serving food at your event, you may arrange it in one of two ways:

1. Contract with a Caterer You must make your own arrangements for, and with a caterer. Your caterer must meet all DeKalb County Health Department, City of Sycamore and State of Illinois requirements set for caterer and catered events – and the Caterer must provide \$500,000 general liability insurance. The insurance also must name Bridgeport Corp., Blumen Gardens Inc., Joel and Joan Barczak, individually, as additionally insured.

2. Prepare your own food You or your group may prepare and serve your own food for your event. Blumen Gardens does, however, ask that you provide proof of \$500,000 personal liability insurance, which also must name Bridgeport Corp., Blumen Gardens Inc., Joel and Joan Barczak, individually, as additionally insured. A \$100 fee will be charged for any spit roasting or grilling on-site.

Alcohol

If you are serving alcohol at your event, you may arrange it in one of two ways:

1. Contract with a beverage provider You must make your own arrangements for, and with, your provider, who must possess a valid City of Sycamore liquor license – and must provide proof of \$500,000 general liability insurance and liquor liability insurance which also should name Bridgeport Corp., Blumen Gardens Inc., Joel and Joan Barczak, individually, as additionally insured.

2. Prepare your own beverages You or your group may prepare and serve your own alcoholic beverages for your event. Blumen Gardens, however, asks that you provide proof of \$500,000 general liability insurance. If you are not charging an admission fee to your event, or if you are not charging guests for alcoholic beverages, your personal insurance must include host liquor liability coverage.

If you are charging an admission fee to your event, or if you are charging guests for alcoholic beverages, you must have a liquor license and you must provide proof of liquor liability insurance. The insurance must name Bridgeport Corp., Blumen Gardens Inc., Joel and Joan Barczak, individually, as additionally insured.

Please note: A keg and ice must have proper confinement of moisture. Renter must supply rubber mats. Any spillage of a keg will be an extra charge added to your final bill payment.

Miscellaneous

- All renters must provide proof of \$500,000 personal liability insurance, which also must name Bridgeport Corp., Blumen Gardens Inc., Joel & Joan Barczak, individually as additionally insured.
- This is a non-smoking facility. Smoking and/or other use of tobacco products must be outside and discarded in designated receptacles.
- You may not sublease this contract to another renter without prior written permission from Blumen Gardens.
- The attendant(s) Blumen Gardens assigns to your event are available only to answer your questions and to make sure you and your guests comply with Blumen Gardens and Bridgeport rules.
- Children must be attended by an adult at all times and are prohibited from playing in any area of Blumen Gardens shops and gardens.

- When using Blumen chairs children are asked to sit on wood seat chairs and not our padded seat chair. Children may not weigh enough to keep padded chair upright.
- If your event is during normal Blumen Gardens business hours, guests must stay within the rental space and are expected to maintain a reasonable noise level so as not to disrupt Blumen Gardens customers.
- If your event is after normal Blumen Gardens business hours, Blumen Gardens shops & gardens will be closed to your event guests, unless requested.
- A fee will be charged if the party and/or clean up goes beyond the agreed and contracted hours. See separate sheet for prices.
- All alcohol must be kept in tea room during business hours.

Standards and Terms

By signing this contract, you agree to abide by its standard terms and conditions. Blumen Gardens reserves the right to amend, modify, delete and supplement the standard terms and conditions in any manner that Blumen Gardens deems reasonably necessary for the safe, orderly, proper and efficient operation of the Blumen Gardens facilities. Blumen Gardens agrees to give reasonable notice in writing to you if Blumen Gardens decides to revise the standard terms and conditions. These revisions shall be binding on you as of their stated effective date as if they were incorporated in the original standard terms and conditions. Representatives of Bridgeport shall have access to these facilities at all times. You also agree to indemnify, defend against and hold harmless Bridgeport, Joel and Joan Barczak individually, employees and volunteers from and against any claims, suits, damages, actions, liabilities, costs and expenses (including reasonable costs of investigation and attorney fees growing out of injury or death of any person(s) or damage to property (including your property) related in any way to your event, Blumen Gardens facilities or Bridgeport.

Two Weeks in Advance We Need the Following:

- Renter's proof of personal liability insurance
- Caterer's name, phone number, and proof of insurance
- Bartender's name, phone number, and proof of insurances
- Information on any rented items that are to be delivered or stored on site, i.e. name, phone number delivery & pick up date
- How you plan to set the room up with tables
- Confirmed number of guests to attend event

Event: _____

Event Date: _____

**Event Start Time: _____ **End Time: _____

Event is for? _____
(Name of Bride & Groom, Organization, Guest of Honor)

Contact Person(s): _____

Telephone: _____

Address: _____

City/ State/ZIP: _____

*****MANDATORY CREDIT CARD INFORMATION TO SECURE ROOM AND COVER ANY ADDITIONAL CHARGES THAT YOU HAVE INCURRED AND/OR POSSIBLE DAMAGE TO PROPERTY. (Any and all damages will be assessed and charged to C.C. after scheduled event with a prior attempt to contact Renter/Contact person(s) by phone.)**

Card #: _____

Exp. Date: _____

Three Digit # on Back of CC: _____

**Non-Refundable Reservation Deposit to secure date:
\$300 (full day event) or \$100 (half day event.)**

Cash Check# _____ Amt \$ _____

CC# _____ Exp Date: _____

Date Received Deposit: _____ Initials: _____

Two Weeks in Advance We Need the Following:

- Confirmed number of guests to attend event
- Renter's proof of personal liability insurance
- Caterer's name, phone number, and proof of insurance
- Bartender's name, phone number, and proof of insurances
- Information on any rented items that are to be delivered or stored on site, i.e. name, phone number delivery & pick up date
- Completed space floor plan

Total Contracted Rental Hours & Fees

(Please refer to individual fees sheet) All Rented hours include set up, decorating and clean up time. Unless otherwise noted.

Tea Room (check one)

All Day (\$ _____) 4 Hours (\$ _____)

*Clean up by 8:00 am the next day for all day rentals.

Additional Time Needed

#Hours _____ (X) Hourly Rate \$ _____ = Price \$ _____

Courtyard? (Only After 6pm)

Yes (\$ _____) No

Access to Garden Center? (Only After 6pm)

Yes (\$ _____) No

Evening Prior Rehearsal? Yes (\$ _____ N/C) No
(Courtyard Rehearsals Only After 6pm)

Evening Prior Set-Up? Yes (\$ _____) No

Day Prior Set-up? Yes (\$ _____) No

Blumen Staff Setup/Clean-Up?

\$25/man/hour Yes (\$ _____) No

\$ _____ Total Fee for Rental

- _____ Less Deposit

\$ _____ Rental Space Balance

(Remaining balance due by the close of the event)

I understand and agree to all terms and conditions stated in this contract:

Signature: _____

Date: _____

Name (please print clearly):
