

BarDew Valley Inn, LLC  
393420 W. 1400 Road  
Bartlesville, OK 74003  
(918) 397-2404

RENTAL CONTRACT  
As of November 1, 2018

Thank you for choosing to hold your event at the BarDew Valley Inn. Please read this document and the signed contract carefully as all rules and regulations will be strictly enforced.

**Reservations and Deposits:** Reservations for the BarDew Valley Inn are accepted on a first-come, first-served basis only. A signed rental agreement and deposit are required to reserve a date. Your date is not confirmed until BarDew Valley Inn, LLC has received a signed copy of the rental contract and your deposit check, and has returned to you a signed copy of the contract indicating an accepted reservation. A fifty percent (50%) deposit of the rental rate is required to reserve an event date. The balance of the rental rate will be due 60 days prior to the event. This deposit is Non-Refundable. Rental dates will not be held until such deposit is paid in full. If you are booking a date within 60 days of the requested date you will have three (3) days from the booking date to pay the full rental balance.

A refundable security deposit of \$500 is required no later than three weeks prior to the reserved event date. The security deposit will be refunded via mail to Client within twenty-one (21) days after the site passes inspection following the event. If the site does not pass inspection following the event, then BarDew Valley Inn, LLC shall retain that portion or all of the security deposit in order to cover the cost of returning the site to the condition it was in prior to the event. In the event the repair costs exceed the amount of the security deposit, Client shall be required to provide the additional funds to BarDew Valley Inn, LLC to cover the extent of the loss or damage.

**Alcohol At Events** If alcohol (liquor, wine or beer) is to be served or sold at an event this must be noted on Lessee's contract with BarDew Valley Inn, LLC. Lessee is required to meet all the requirements of the Oklahoma ABLE (Alcoholic Beverage Laws Enforcement) Commission. If alcohol is to be served. Lessee is required to purchase an event liability insurance, which includes Host Liquor Liability coverage. Security officer/s, depending on the size and nature of the event, is/are required (hired by BarDew Valley Inn, LLC). Alcohol may only be distributed to invited guests who are 21 and older. If alcohol is to be sold, BarDew Valley Inn, LLC requires a copy of the liquor license, presented 72 hours prior to the event. BarDew Valley Inn, LLC reserves the right to end alcohol service and/or the event at any time, for any reason, if our staff feels that behavior and/or alcohol consumption is getting out of control or dangerous. Responsible alcohol consumption is allowed, but drunkenness will not be tolerated.

**Cancellation/Change of Date** The 50% reservation deposit is non-refundable. Event cancellation must be made no later than 60 days prior to the scheduled event. If it becomes necessary for you to cancel your event within the 60 days prior to the event we will only be able to refund the remaining 50% of the contracted amount if we are able to rebook your date. Any request to change the date of a contracted event must be made in writing no less than 60 days prior to the event.

**Cleaning** BarDew Valley Inn will vacuum the carpets, empty the trash containers and sweep and mop the hard surfaces in all the Rental Areas before and after Lessee's contracted rental time. If excessive cleaning is required in any rental area after an event Lessee will be charged \$25 per hour per man (2-hour minimum) for cleaning.

**Kitchen** The kitchen and all equipment must be clean upon the conclusion of Lessee's contracted rental time. If the kitchen, equipment, dishes, etc. are not clean, BarDew Valley Inn will clean the area, equipment, dishes, etc. and Lessee will be charged.

**Conduct** Lessee is responsible for the conduct of all event guests, vendors, representatives, performers, volunteers and participants during the signed contract time at BarDew Valley Inn. Lessee is responsible for making certain that all persons involved are familiar with the BarDew Valley Inn policies. Lessee will be held liable and financially responsible for any damages of BarDew Valley Inn property.

**Contact Person** Lessee's contract requires the designation of one person as the event contact, through whom all communications with BarDew Valley Inn will flow. An alternate contact may also be designated. BarDew Valley Inn will only accept information and changes regarding rental from the contact person or the alternate designee as listed on contract.

**Contracts** Any Lessee using contracted agencies or services, shall provide copies of those contracts to the BarDew Valley Inn prior to the event, and receive the BarDew Valley Inn's approval. Sufficient time for BarDew Valley Inn review of said contracts should be allowed or cancellation of vendors by BarDew Valley Inn may be necessary. Providing inaccurate information regarding the BarDew Valley Inn and its rules and deadlines, may prevent future use of the facility by Lessee. The BarDew Valley Inn maintains no written or verbal agreements with any vendors. Vendor deliveries and pickups will need to be scheduled at an agreed upon time. Any special requirements from your vendors need to need to be discussed prior to your event.

**Damages** The Lessee agrees to exercise care in the use of the BarDew Valley Inn facilities and equipment. Should the facility and/or equipment be damaged or destroyed due to the Lessee's use, Lessee agrees to repair or replace the damaged item at Lessee's expense. BarDew Valley Inn, LLC shall not be liable for any damage to property of the Lessee from whatever source, nor shall BarDew Valley Inn, LLC be liable for any loss of property from or on premises, however occurring. The Lessee agrees to hold BarDew Valley Inn, LLC harmless against any claims for

damage to persons or property arising out of the use of the facility by the Lessee. The Lessee agrees to hold BarDew Valley Inn, LLC harmless against damages to property arising out of accidental damage to LESSEE equipment.

**Decorations** Nails, screws, "Command" or "Easy" hooks, duct or scotch tape, may not be used to attach decorations or displays to the walls, ceiling or carpet. Duct tape is not allowed to be used in any area of the building. Any decorations or displays in or on the building or grounds are subject to the supervision and approval of BarDew Valley Inn staff. No candles or open flames are permitted in the rooms, but may be used in the wedding area.

No confetti, glitter, or silly string allowed. Unfortunately throwing rice, seed or other substances at the bride and groom, though traditional, presents an environmental hazard and is not allowed. Bubbles may be used outside.

**Deposits** A non-refundable deposit is required at the time which a date is held, and the contract is signed.

**Emergency Exits** Emergency Exits and surrounding areas and aisles leading to them must not be blocked at any time.

**Equipment Removal** The Lessee is expected to remove all equipment, sets, supplies, scenery, food, beverages, flowers, and trash from rental areas. All BarDew Valley Inn equipment and supplies are to be restored to their storage areas. If removal and restoration is not completed, Lessee will be charged \$25 per man hour (minimum of a 2-hour charge) to have it cleaned and/or an additional daily fee for storage.

**Holidays** Use of the facility on a holiday and accompanying weekend will be double the regular room and labor rate. Holiday Rates apply to the following days and accompanying weekends: December 31; January 1; Good Friday; Easter; Memorial Day Weekend; Independence Day; Labor Day Weekend; Thanksgiving, the Friday following and the weekend after; Christmas Eve; and Christmas Day.

**Insurance** For Lessee protection, Special Event Liability insurance is recommended for all renters. All Lessees having public events at the BarDew Valley Inn must submit a liability insurance certificate verifying an active policy. The insurance should, at Lessee's sole expense provide and maintain public liability and personal property damage insurance, insuring BarDew Valley Inn, LLC officers, building owners, employees, contractors and contracted vendors against all bodily injury property damage personal injury and other loss arising out of Lessee use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks.

The insurance shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than 52 million. BarDew Valley Inn, LLC shall be named as an additional

insured of said policy. If alcohol is to be served, Special Event Liability insurance is required, and shall include Host Liquor Liability coverage to protect you against alcohol related accidents, as you are ultimately liable for the safety of your guests. Established catering Services may use their license and insurance to cover this. Verification of coverage is due no later than ten (10) days prior to your event. Event date/s may be canceled by BarDew Valley Inn, LLC if an insurance certificate is not received within 30 days prior, and no refunds will be made.

Any caterers and/or outside vendors, companies, and/or Institutions must provide a copy of their certificate of Insurance and catering License to BarDew Valley Inn, naming BarDew Valley Inn, LLC as stated, and will be delivered at least one month prior to the event.

**Liability** Lessee agrees to accept responsibility and liability for any injury to, or damage caused by themselves or any person attending the event. Lessee agrees to indemnify and hold harmless BarDew Valley Inn, LLC, its owners, employees and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the renter. BarDew Valley Inn, LLC and its staff will also not be held responsible for lost, stolen or forgotten articles.

In the event BarDew Valley Inn, LLC building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay the BarDew Valley Inn, its officers, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by BarDew Valley Inn, LLC including all collection expenses and interest due.

**Parking** Parking at the BarDew Valley Inn is limited. Parking is allowed in designated spots only. BarDew Valley Inn does not provide a parking attendant, so you may consider someone to direct parking especially for those who need handicap access.

**Pyrotechnics** The use of any type of pyrotechnics (live flame, sparklers, gerbs, flash pots, etc...) is not allowed at the BarDew Valley Inn.

**Rental Time** The Rental Time is the actual time Lessee (and vendors, guests, etc.) will be allowed into the rented area(s), and the time Lessee expects to be completely out of the area. Lessee should plan their rental time carefully. Should Lessee require more than contracted time on the day of their event, Lessee may add the time if the space is available, however, it will be billed at a rate of double time. The Event Time listed on Lessee's contract, is the actual time the event is planned to begin and end for Lessee's guests.

**Security For Events** BarDew Valley Inn, LLC requires security if Lessee will be serving alcohol during event, or event is predominantly presented by or attended by children, teens or young adults (proms, teen parties, dance recitals, etc.) or otherwise requires Security. Charge for security will be noted on Lessee contract and invoiced at \$30 per officer, per hour and will be

arranged for by BarDew Valley Inn, LLC. Events extending past Midnight, will be charged \$50 per officer, per hour. The following criteria must be met to provide own security: written permission from BarDew Valley Inn, LLC; copy of each officers CLEET certification when alcohol is served; list of Security personnel if used when no alcohol is served.

**Septic** The BarDew Valley Inn facilities are on a septic system. please do not put anything down the toilets or drains that can be thrown in the trash. The Lessee is responsible for informing its participants of this policy and enforcing it.

**Service Animals** The BarDew Valley Inn, in compliance with Americans with Disabilities Act (ADA), will allow people with disabilities to bring properly identified service animals into the facility. No other pets are allowed.

**Smoking Policy** The BarDew Valley Inn is a smoke free facility. Smoking, including E-cigarettes, is not permitted anywhere in the building, or barn, Smoking areas are allowed outside on the patios only. The Lessee is responsible for informing its participants of this policy and enforcing it. Cigarette butts must be disposed of properly.

**Addition Information** This facility surrounded by nature. This means the possibility of animals and insects. Every effort will be made by the BarDew Valley Inn to control these pests. If any guests venture off the maintained area they do so at their own risk.

Well behaved children are always welcome at the BarDew Valley Inn. We just ask that for their safety that an adult supervise them at all times. Children may not be left unattended on the grounds and especially near the pond.

BarDew Valley Inn, LLC shall not be held responsible for inclement weather, any power failures, or any equipment failure, which may occur prior or during any event.

We reserve the right to make changes to any policy or procedure at any time.

We reserve the right to refuse service to anyone.

**The rental prices include all of the following:**

1. Use of the BarDew Valley Inn including the great room, media room, kitchen, dining room, 4 suites, laundry room, patios and grounds and excluding the owners private bedroom and bathroom.
2. Use of grounds for engagement pictures. Subject to scheduling; reservation required.
3. Free parking in designed areas on the grounds.

4. Twelve (12) hour rental time (for full day). Check in and setup may start at 9:00 AM the day of the event. Event to end no later than 11:00 PM, and facilities vacated by 12:00 midnight. Any additional time after 12:00 will be charged at \$10/hr. Six (6) hour rental time (for half day). Check in and setup may start at 9:00 AM the day of the event. Event to end no later than 3:00 PM, and facilities vacated by 4:00 PM Any additional time after 4:00 will be charged at \$10/hr.

5. An onsite representative for the duration of your event.

6. One hour of rehearsal time during the week prior to your event. Rehearsal times are based on availability. If an event is booked for the evening before your event the booked event will take precedence and your rehearsal time will be rescheduled for the morning of your event, or an alternate day of the week, per your preference. Your rehearsal day and time will be confirmed 30 days prior to your event.

**Agreement:**

I have read and agree to adhere to the BarDew Valley Inn policy above.

Client Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Email & Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_

Venue Rental Time Frame: \_\_\_\_\_

Will alcohol be served?      Yes      No

Security Fee: \_\_\_\_\_

Special Event Liability Insurance Certificate: \_\_\_\_\_

Host Liquor Liability Inclusion: \_\_\_\_\_

Estimated number in your party? \_\_\_\_\_

Name of Bride and Groom: \_\_\_\_\_

Requested Rehearsal Date (if wedding): \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_

Address (for deposit return): \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Occasionally we need to contact someone from your party the days immediately following your event. We make every effort to not disturb the bride and groom . Please provide the name and contact info of whom you wish us to contact in that event.

Total amount of event: \_\_\_\_\_

\$ Pds \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Date Balance Due: \_\_\_\_\_

Damage Deposit Due Date \_\_\_\_\_ in the amount of \$500

Thank You for allowing BarDew Valley Inn to serve you.

Reservation accepted by \_\_\_\_\_

Date: \_\_\_\_\_