

The Big White Barn Event Center

Rules and Regulations

AGREEMENT

1. A contract agreement, which acknowledges receipt of The Big White Barn Rules and Regulations, must be signed by the renter prior to the event. These Rules and Regulations are a legally binding portion of your contract. Signing them indicates legal agreement to the terms contained herein. The person signing the contract and this agreement must be at least 21 years of age and provide a valid state issued driver's license or identification card, which will be copied, and this person will be responsible for any damages. No access will be granted to the facility until this is done. The signer(s) of these documents is ultimately responsible for the event, any damages, and all parties in attendance.
2. All vendors and guests are subject to these Rules and Regulations; it is the RENTER'S responsibility to share these regulations with all vendors.

DAMAGE DEPOSIT

3. A separate, refundable damage deposit of \$500 must be paid at least two weeks prior to the event or a cash deposit will be required. The deposit will be refunded no later than 30 days after the event, after the property has been inspected for any potential damage and any resulting fees applied.

DECORATIONS & SET UP

4. Placements of tables, tents, live music, catering equipment, etc. must be approved by venue management in writing 30 days in advance of the event. A generator may be required. We have only 110-volt power available.
5. The Big White Barn maximum capacity is 300 people total. If you exceed this total, there will be a charge of \$25 per guest required in cash to continue the event. Your insurance policy must also match the guest count, or the event will be stopped until the overage of guests exits the premises.

6. Decorations that require additional cleanup are not permitted, and if used, the additional cleanup fee will be applied. These decorations consist of but are not limited to glitter, confetti, artificial snow, bubble machines, etc. (Glitter may be thrown outside the building.)
7. Due to risk to livestock and our grounds, all petals used on property must be from living plants. No artificial petals. Should these items be used, an additional cleaning fee will be assessed.
8. Existing signs placed in the building may not be removed or relocated.
9. All rental and personal items must enter and exit the facility within your rental period. No deliveries or pick-ups are to be scheduled prior to or after the rental period. All items must be out of the venue at the clients' exit. The venue is not responsible for any items left after the rental period expires.

ALCOHOL

10. ALL ALCOHOLIC BEVERAGES CONSUMED MUST BE SERVED BY A VENUE APPROVED TABC CERTIFIED BARTENDER. Any drink with any alcoholic content whatsoever, regardless of container type, must be served by a TABC certified bartender. Alcohol may only be served while security is on the property. (This includes pre-ceremony beverages.)
11. If having alcohol, in addition to a TABC Certified bartender, you must also have venue approved security officers present and you are required to purchase an additional alcohol liability insurance policy (for the total guest count) in the amount of one million dollars, naming the venue as an additional insured. All of the above must be present with any open container on property. Please confirm your bartender and security officer the day of your event. No alcohol will be opened until both are present. For all events over 150 guests, the venue requires one security officer per 100 additional guests.
12. Alcohol may not be served to minors.
13. At any time, if the venue staff or security deems alcohol consumption to be excessive, the staff or security has the authority to close down all alcohol service and/or evict inebriated or belligerent guests from the premises and/or end the event and no refund will be given. The venue will not be responsible for fees incurred by catering or bartending staff during unused time due to excessive alcohol consumption.

DURING EVENT RENTAL

14. Set-up, wedding rehearsals and clean up time must happen within the 15-hour rental time.
15. Children under 18 are not permitted to wander the grounds unsupervised by an adult.
16. The Big White Barn is a rustic venue located in the center or various wildlife, plants, and animals. The venue is not responsible for guests who have negative interactions with or injuries from wildlife or nature.
17. Due to the local livestock, no pyrotechnics of any kind are allowed on property. We do allow a sparkler exit with 20-inch (maximum) metal sparklers as long as it takes place in the designated gravel area and the renter provides a water bucket for extinguishing. (A fire extinguisher is available in the kitchen should it be needed for emergencies.)
18. No vehicles allowed inside the building or on the grass for any reason. This includes all motorized vehicles. Any damage to the sprinkler system will result in damage fees.
19. No propane tanks are allowed inside venue for any reason.
20. Music is permitted inside the building only, unless prior permission is granted in writing by venue staff. (Light ceremony music may be played outdoor during daylight hours.) Noise levels are monitored at the discretion of venue staff and must not exceed 80 decibels at the north fence line.
21. No exterior kitchens are to be set up unless prior permission is granted in writing by venue staff.
22. Smoke only in designated areas and pick up any smoking trash. Smoking receptacles are located on the south end of the barn along the fence line and in the adult recreation area.
23. No smoking is allowed inside the Big White Barn or within 15 feet of any entrance. This includes the balcony of Bridal Suite as well as the back porch and pavilion.
24. Animals are not allowed inside the venue except for service animals.
25. Balcony of bridal suite is not intended to hold more than 1800 pounds maximum. The venue is not responsible for damage or injury if these limits are exceeded.
26. Unauthorized intoxicants, drugs, controlled substances and firearms are strictly prohibited.
27. Any person found in possession of or damaging articles belonging to the Big White Barn will be subject to proper legal actions. Ultimately the contract signer is responsible for the entire event and all parties in attendance.

28. All kitchen items, tables, chairs, decor and audio equipment, etc. are property of The Big White Barn and shall not be removed from the building at any time.
29. The Big White Barn is not responsible for lost, damaged or stolen personal items during your rental period or any items left after this period expires. Please make sure someone is on the premises at all times. Do not leave the venue open and unattended.
30. All cars must park in designated areas. Parking on roadsides or outside of designated areas is not permitted. Any vehicles violating this will be towed at the owner's expense. Any damage caused to the vehicle will be the RENTER's responsibility. We do offer parking attendant(s) for a fee. You may feel free to designate a person from your event to direct guest parking. If the RENTER wishes to procure licensed, triple insured valet service, the venue may be able to provide additional parking space.

CLEAN UP

31. All events must be picked up (picking up outdoor trash, making sure all trash is in the trash cans, the kitchen is cleaned, and all food is removed or in the trash, taking personal décor items, etc) and premises vacated by 12:00am (midnight). This includes all rental/personal items. Pick up begins no later than 11 pm. Failure to complete venue pick-up and vacate more than 15 minutes beyond 12:00am (midnight), will result in an additional hourly fee being automatically added to venue cost. The additional hourly rate for delay or clean up time is \$500 per hour.
32. All decorations must be removed without leaving damages. Be kind and leave the property as you found it. If lit candles are used, you must provide a glass surround for each candle that reaches 2 inches above the flame.
33. Any furniture used outdoors will need to be wiped free of mud and grass.
34. Groom's Room and Bridal Suite are to be cleaned of any trash or debris.
35. Kitchen must be cleaned by caterers or person providing food, which includes but is not limited to warming oven, sinks, table tops, refrigerator, ice maker, floors, trash removal etc. No food or floral is permitted in the venue sink.
36. Trash bags are available for use in the kitchen, as well as brooms and mops. Additional paper products can be found in this location as well (paper towels and toilet paper).

37. Any equipment, decorations, food or other items brought in by the renter or attendees must be removed prior to the end of your rental period. Any items left behind are subject to immediate disposal and may result in additional cleaning fees. The gates are locked at midnight and all persons and vehicles should be vacated by this time or \$500 per hour fee will be charged in addition to any other cleaning or damages.
38. The Big White Barn and the grounds around the building must be left in a neat and orderly condition. Trash must be placed in trash bags and those must be placed in the storage area/designated area and any excess debris outdoor must be picked up. (see clean up list for more details)
39. Security cameras will be viewed as well as a visual walk through prior to security deposit being refunded. Any damages or failure to return the building to the condition mentioned above will result in a deduction or loss of your deposit. Any damages found after this brief visual inspection will still be the RENTER's responsibility.

RENTER: I have read and agree to all the above conditions. I authorize The Big White Barn to deduct fees from my damage deposit and invoice me for the remaining fees as needed. I agree to pay this invoice within 1 week. I understand if the conditions above are met, no charges will be made.

Bride _____

Groom _____

Wedding Date: _____

Rental time from _____ to _____

Signature of Renter: _____ Date: _____