

1. The client agrees to all conditions of this contract with regard to his / her responsibilities as clients of the Mansfield Barn and the responsibilities of the hired vendors.
2. A refund will only be issued if the Mansfield Barn can re-book the canceled date. Client will be subject to 18% annual interest fee and any legal fees incurred for unpaid balances. All requests, changes, cancellations must be in writing.
3. The contracted rental includes all chairs and tables for up to 200 people, 6 high-top cocktail tables, a sweetheart table; and 4-ft, 6-ft and 8-ft banquet tables, as well as one dedicated staff attendant who will be onsite at all times. A caterer's sink and prep area will be provided. The rental fee does not include linens, dishware, silverware or glassware. These items are the sole responsibility of the renter and can be arranged through a caterer or rental company.
4. The final decision about an outdoor versus indoor ceremony will be made by Mansfield Barn staff based on recent rain (wet field) and/or the possibility of rain (based on radar / weather updates) in order to ensure the safety of guests and the enjoyment of the entire event.
5. Waterfront Catering and The Jericho Cafe and Tavern are the exclusive bar vendors of the Mansfield Barn and all details pertaining to alcohol will be discussed with them. No drinking is allowed on the parking areas.
6. Jericho Café and Tavern and the Waterfront Catering Group are the preferred caterers and all details pertaining to food service will be discussed with them. The catering staff from your chosen vendor must be on site for the entire event. This includes rental deliveries / pick-ups, set-up and break down of tables / chairs, as well as general clean-up at the conclusion of the event. The Caterers are responsible for removing all food service waste. Should you choose the opt out choice in regards to having a caterer other than the two listed above (700.00 fee) your caterer needs to stay until the end of the event to clean up their tablecloths, waste, etc. If you do choose the opt out option, your caterer must supply the Mansfield Barn with a insurance certificate naming them as additionally insured, with at least one million dollars of coverage. If you opt out of our preferred caterer, the caterer you choose must hold a certified VT state catering license and it must be submitted to the Mansfield Barn 1 month prior to the function.
7. Green Mountain Photobooth (<http://greenmtphotobooth.com>) is the exclusive photo booth company for the Mansfield Barn.
8. Supersounds Entertainment (<http://supersounds.com>) is the exclusive DJ for the Mansfield Barn.
9. All music must stop by 10:30 P.M.
10. No candles, bubbles, rice, glitter or balloons are permitted in the barn.
11. No open fires and no camping are permitted on the grounds.

12. There is no smoking allowed in the barn. There will be a designated smoking area outside the building.

13. The Client is responsible for removing all decorations from the facility on the night/day of the event.

14. Rehearsals will be scheduled on Thursdays, Fridays and Saturdays. Times will be determined subject to availability.

15. The Client shall be responsible for any damage sustained to the facility and/or grounds. Any parties renting the Mansfield Barn facility or hired to work at the facility agree to indemnify the Mansfield Barn for any damage they directly cause.

16. All cleaning needed to accommodate the scheduled activity is the responsibility of the Mansfield Barn. This would include ensuring that the facility is clean prior to Client's use.

17. The Mansfield Barn hosts weddings/functions seven day a week. The barn may not be available for set up the day before your event. If we have Saturday and Friday weddings, the Saturday wedding will set up early on Saturday. Our cleaners will clean at 6:00 am and the barn will be ready for caterers and set-up by 7:00am. Some weekends we have weddings on Friday, Saturday and Sunday.

On-site wedding: ___YES ___NO ___Not sure yet

Estimated arrival time of first guests on the premises: _____ # of Guests: _____

Signature_____

Date_____

***Please sign, date and return contract, along with required payment, to:
The Mansfield Barn LLC, P.O. Box 214, Underhill, VT 05489***