

**THE MANSFIELD BARN LLC**

P.O. Box 214 Underhill, VT 05489

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**CONTRACT**

<b>Name:</b>	
<b>Address:</b>	
<b>City, ST Zip:</b>	
<b>eMail:</b>	
<b>Phone:</b>	

HEREIN AFTER REFERRED TO AS **“THE CLIENT”**

**Fees:**

<b>\$6000.00</b> Saturdays	<b>\$5000.00</b> Fridays/Sundays	<b>\$4000.00</b> Midweek

- \$500 pre-payment discount off the above fees if paid in full within 3 weeks of booking.
- Ceremony and all chairs and tables included.
- If payment is not made in full within 3 weeks, then a 50% deposit is required, and the other 50% is due within 4 months of the first payment. No pre-payment discount would apply.

**Rental of the Mansfield Barn at 3 Irish Farm Road, Jericho, Vermont**

<b>Event Date:</b>	
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<b>Time Frame: 10:00am-11:00pm</b>	
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<b>Wedding Rehearsal Day:</b> (Thursday, Friday or Saturday subject to availability)		
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**The Mansfield Barn will provide services listed on this contract and the Client agrees to pay for services.**

**CONTRACT FOR SERVICES**

<b>Rental Price Total:</b>	
<b>Amount Mailed In (Total or 50%):</b>	
<b>Balance Due:</b>	
<b>Invoice#: Mansfield Barn Rental:</b> (Wedding date is the Invoice #)	

- 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.
- All payments and deposits are non-refundable should the event be cancelled. In the event of a postponement or cancellation all monies will be credited to a future date with no penalties or extra fees for a period of up to two years. If there is any remaining balance due on the contract at the time of the cancellation or postponement payment must be made by the invoice due date. All cancellations must be in writing.
- 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.
- 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.
- 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. BYOB is not allowed.
- Jericho Café and Tavern and the Waterfront Catering Group are the preferred caterers. 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 and pick-ups, set-up 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. Your caterer must have a valid Vermont State Catering License.
- Green Mountain Photo Booth (<http://greenmtphotobooth.com>) is the exclusive photo booth company for the Mansfield Barn.
- Supersounds Entertainment (<http://supersounds.com>) is the exclusive DJ for the Mansfield Barn.
- The Mansfield Barn is the *exclusive* ice cream & creemee vendor.
- All music must stop by 10:30 P.M.
- No candles, bubbles, rice, glitter or balloons are permitted in the barn.
- No open fires and no camping are permitted on the grounds.
- There is no smoking allowed in the barn. There will be a designated smoking area outside the building.
- **The Client is responsible for removing all decorations from the facility on the night of the event.** Cleaners will be in at 6:00 am the following day to clean. Rehearsals will usually take place the day

before your wedding and be worked out with the staff at the Mansfield Barn.

- 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.
- 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.
- 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 8:30am. We will work with you every step of the way to ensure your event will go smoothly.
- How Many Guests are you inviting?

<b>On-Site Wedding:</b>	<b>YES</b>	<b>NO</b>	<b>Not sure yet</b>

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