



**Cayucos Creek Barn - P.O. Box 521, 1155 Cayucos Creek Rd., Cayucos CA 93430
 (805) 995-2965
 www.CayucosCreekBarn.com**

Cayucos Creek Barn Venue Rental Contract

Name of Individual (s) or Organization aka Purchaser:

Address : _____

Phone (s) : _____ **Fax #** _____

Email Address 1: _____

Email Address 2: _____

Principal Contact person or Event Coordinator (Recommended)*List name, telephone, & email:

Type of Event: _____

Will there be an admission fee? Yes ___ No ___

Time & Dates:

- Delivery date: Friday, _____ 9:00 A.M. - 5:00 P.M.
- Event date: Sat./Sun., _____ 9:00 A.M. - 10 P.M. (Sat) or 9 A.M. - 9 P.M. (Sun.)
- Lock-up: ----->> 11:00 P.M. (Sat) or 10:00 P.M. (Sun.)
- Tear down date: Sun./Mon., _____ 9:00 A.M. - 12:00 Noon
- Delivery P/U date: Mon./Tues., _____ 9:00 A.M. - 5:00 P.M.

Estimated Attendance : Guests: _____ Staff/Personnel: _____ Total: _____

Alcoholic Beverage Present : Yes ___ No ___ If yes, select one: Beer & Wine ___ Mixed ___

Food Served? Yes ___ No ___

Catered? Yes ___ No ___

***Caterer name & number (provide when available) _____**

Will it be prepared on site ? Yes ___ No ___

Live Music, DJ, MC, or Performers? Yes ___ No ___ How many? _____

***Ent./Music Contractor name & number (provide when available) _____**

Initial & Date here: _____

Cayucos Creek Barn Venue Rental Contract - (2 of 6)

RATE:
(Effective October 5, 2016)

We offer a complete **weekend rental rate of \$5,000.00 for 1-150 guests or \$6,000.00 for 151 - 250 guests**, starting on a Friday or Saturday, which includes a delivery day for vendors, event day, clean-up day, and pickup day for vendor deliveries. Our rental rate and **facility accommodates 1-250 guests and up to 25 staff personnel**, with a **maximum total of 275 people** on the premises during any event.

** Please note below our access times included in our rental package.*

Friday weekend rental access times:

*Friday (Delivery day) - 9:00 AM - 5:00 PM (Lock-up) - Deliveries are for vendors only. - i.e. extra tables, chairs, caterer ovens, etc. **NOTE:** All delivery supplies must be unloaded on the pink concrete slab adjacent to barn off main entrance driveway to the barn. Absolutely no unloading of supplies anywhere else on the premises!

*Saturday (Event day) - 9:00 AM - 10:00 PM (Event End Time - Begin Clean-up) (11:00 PM lock up & gates close)

*Sunday (Clean-up day) - 9:00 AM - 12:00 noon (Lock up) - Vacate premises at noon.

*Monday (Pickup day for vendor deliveries) - 9:00 AM - 5:00 PM (Lock-up)

Saturday weekend rental access times:

*Saturday (Delivery day) - 9:00 AM - 5:00 PM (Lock-up) - Deliveries are for vendors only. - i.e. extra tables, chairs, caterer ovens, etc. **NOTE:** All delivery supplies must be unloaded on the pink concrete slab adjacent to barn off main entrance driveway to the barn. Absolutely no unloading of supplies anywhere else on the premises!

*Sunday (Event day) - 9:00 AM - 9:00 PM (Event End Time - Begin Clean-up) (10:00 PM lock up & gates close)

*Monday (Clean-up day) - 9:00 AM - 12:00 noon (Lock up) - Vacate premises at noon.

*Tuesday (Pickup day for vendor deliveries) - 9:00 AM - 5:00 PM (Lock-up)

NOTE: Due to our rural area status and noise ordinance laws, amplified music and outdoor activities must end no later than 9:00 PM on weekdays (Sun. - Thurs.) and 10:00 PM on weekends (Fri. - Sat.).

NOTE: The State of California is currently experiencing severe drought conditions and state imposed restrictions have required us to cut back on water usage. As a result our green grassy areas represented in our website photos may or may not be as green due to the water restrictions placed upon us. *Please help us conserve water at your event and encourage your guests and vendors to comply with state imposed water restrictions!*

NOTE: We are a "green" venue and require recycling at our events. We appreciate your compliance!

~ PET POLICY: No pets allowed, unless they are part of your ceremony. ~

A Principal Contact person or Event Coordinator is recommended for all events. This alleviates any communication errors or confusion and allows us to assist you better before and after your event.

Initial & Date here: _____

Cayucos Creek Barn Venue Rental Contract - (3 of 6)

- **A non-refundable rental deposit of 50% of the total rental fee is required to secure an event date**, along with signed copies of the “Cayucos Creek Barn Venue Rental Application” and this agreement titled, “Cayucos Creek Barn Venue Rental Contract.”
- **We also require a refundable security deposit of \$500.00.** The security deposit will be refunded within fifteen (15) business days of the last day of event, if premises are left in the same condition as rented. *Please leave all parts of the premises as found. Cleaning shall adhere to the Venue Owner's standards.*
- ***See our clean-up checklist in the "Cayucos Creek Barn Venue Rental Contract"** for required condition upon vacating premises. *Failure to comply with some of the terms of the Contract will result in complete forfeiture of Security Deposit as noted or a partial withholding of Security Deposit.*
- **The remaining 50% balance of fees and Security Deposit** are due no later than ninety (90) days prior to your scheduled event date.
- **Liability Insurance is required.** We only accept WedSafe Insurance. A copy of WedSafe Liability Insurance **must be received no later than ninety (90) days** prior to your event date, along with your remaining 50% balance of fees and Security Deposit. We require that Ottenberg Family Trust, P.O. Box 521, Cayucos, CA 93430, be named as an additional insured.

We require a minimum of (\$2,000,000) two million dollars of coverage. If liquor/alcohol is being served "Host Liquor Included" option must be included in your coverage.

- **Payment is to be made payable to: David K. Ottenberg Enterprises, Inc.** We also accept major credit cards through **PAYPAL on our website at: www.cayucoscreekbarn.com**. There is a **3% surcharge for online U.S. payments and 4% for Int'l payments.** Click on our “**Barn Store**” Link to make a secure Paypal payment.

Initial & Date here: _____

Cayucos Creek Barn Venue Rental Contract - (4 of 6)

Barn rental includes:

- Inside of the barn.
- Outside east front of barn area.
- Outside south and southwest side lawn area.
- North side entrance area of barn. (50' x 20')
- Main entrance driveway (north side of the barn) up to the rear of the barn, for unloading, loading, and vendor use only.
- Parking lot assistance with our own staff of parking attendants for your guests' arrival on the event day only. Cars will be parked in the adjacent field just north of the entrance driveway on the north side of the barn via the 2nd entrance driveway north of the barn.
- Handicapped parking directly outside the barn (off entrance driveway against fence, just northwest rear of barn).
- Guest bathrooms with private stalls for men and women, with double sink, countertop, and vanity mirror just across from the northwest end (rear) of the barn, fully stocked with hand soap, trash bins, toilet paper and paper towels.
- Outside wash basin with cold water.
- Upon request, access and use of our RV trailer and bride room in our southwest side lawn area (for clothing changes only).
- 150 white resin chairs, twenty (20) white resin tables, and eight (8) 6' round tables (you will need table coverings).
- Refrigerator & freezer in bar area (north wing of barn).
- Three (3) propane umbrella heaters for main event day. More available if needed - Please give us a minimum one week notice before your event if more are needed.
- Propane Fire Pit.
- Outdoor Horseshoe Pit with lighting and four (4) horseshoes provided.
- Five (5) Stage Risers - Dimensions: 6' x 8' x 8"
- Four (4) Wine Barrels
-

Initial & Date here: _____

Cayucos Creek Barn Venue Rental Application/Contract - (5 of 6)

Barn Clean-up Checklist and Restrictions Addendum

***See checklist below for required clean-up to restore the barn rental venue to original condition, restrictions on venue property, as well as requirements that will be determined in refunding your security deposit.**

Clean-up:

- ___ 1. Pick up cigarette butts, cups, plates, silverware, etc.
- ___ 2. Place glass bottles and aluminum cans in blue recycling bins.
- ___ 3. Pick up trash in parking lot.
- ___ 4. Place trash in dumpsters. - *We have a coyote, raccoon, and possum wildlife population that will scatter garbage if not placed in dumpsters!*
- ___ 5. Clean up Bride Room (if used).
- ___ 6. Unplug all lights.
- ___ 7. **Turn off propane heaters** at the tank and **remove tanks**.
 - ___ 7a. Leave propane tanks outside barn.
 - ___ 7b. Propane heaters need to be wheeled **indoors at the end of event night**, to prevent weather erosion.
- ___ 8. Clean out refrigerator & freezer and unplug.
- ___ 9. Wipe down & clean up bar area - sweep rug & floor surrounding bar area.
- ___ 10. Neatly stack chairs & tables into their stored areas inside **at the end of event night**. *Failure to do so will cause weather erosion by the salty sea air.*
- ___ 11. Sweep out inside of barn & exterior patio entrances.
- ___ 12. Bathroom - Clean toilets, sinks, counters, mirror, & mop floors.
- ___ 13. Report any broken chairs or tables, or other damage.
- ___ 14. Stack rental tables and chairs, etc. on pink slab for pick up.
- ___ 15. Dump dish water, & ice chest water, and left over drinks, behind the dumpster and out of way of foot traffic. *This will avoid tracking mud into the barn.*
- ___ 16. Remove all wedding signs on roadways and barn entrance after event.

Restrictions and policies before, during, and after event:

- ___ 1. No nails or staples to be used on any part of our historic barn.
- ___ 2. No leaning chairs or tables nor stacking of any kind against the barn and fences. *By doing so will cause damage to the historic structures and will result in a **forfeit of the Security Deposit**.*
- ___ 3. No barn-owned equipment to leave the premises. *i.e. - tables, chairs, heaters, etc.*
- ___ 4. All delivery supplies must be unloaded on the pink concrete slab adjacent to barn off main entrance driveway to the barn. *Absolutely no unloading of supplies anywhere else on the premises!*
- ___ 5. No smoking in barn! Smoking only permitted in designated smoking area.
- ___ 6. No tent stakes or tie-down anchors in the lawn area or around barn. *There is underground irrigation and electrical danger!*
- ___ 7. Existing lighting on the premises and in barn cannot be removed or changed.
- ___ 8. Adhere to contract access hours and use, noise ordinance, & vacate timely.
NOTE: Failure to comply with access hours will result in **forfeit of the Security Deposit.**
- ___ 9. No hay bails, confetti, rice, glass beads, nor glitter. *These items are harmful to the soil and deadly to our wildlife.*
- ___ 10. No fireworks or sparklers.
- ___ 11. No violent or aggressive behavior. Any such behavior will cause immediate cancellation of event and an eviction of all event guests and personnel and will result in a **forfeit of the Security Deposit**.
- ___ 12. Last call for alcohol can be no later than 30 minutes prior to event end time.
- ___ 13. Designated drivers and taxi shuttles advised.
- ___ 14. Overnight parking is permitted for guests using shuttle or taxi. Cars must be removed by noon the day following the event. Any cars remaining past noon will be subject to towing and abandoned car owners are liable and responsible for all fees should a tow occur.

Initial & Date here: _____

Cayucos Creek Barn Venue Rental Application/Contract - (6 of 6)

The Purchaser, for him/her/self or the above organization plus all members thereof, if applicable, **have read and fully understand and, further agree, to abide by the policies and procedures as stated in the rental policy.**

General instructions to Users, misrepresenting facts will jeopardize this Contract.

The Purchaser is fully aware that all fees on deposit may be forfeited if there are any violations of terms of this agreement.

The Purchaser understands and agrees that they **shall accept all risks for loss, damages, injury, liability, cost or expense that may occur** during or as a result of the use or occupancy of the facilities.

The Purchaser further agrees that they will save, defend and hold harmless, **The Cayucos Creek Barn and Ottenberg Family Trust** and/or it's members or agents from any of the aforementioned risks.

THIS CONTRACT constitutes the sole, complete, and binding agreement between Cayucos Creek Barn and the Purchaser.

The law of the **State of California** shall govern this agreement with venue residing in the town of **Cayucos**. If any party breaches this agreement, the non-breaching party shall be entitled to reasonable Attorney's Fees, court costs, and costs of collection of any valid judgment.

I/We also swear that the above information provided is true and correct to the best of my/our knowledge:

_____ Date: _____
Signature of Purchaser and Title

Print Purchaser's name

_____ Date: _____
Signature of Venue Owner/Manager (Cayucos Creek Barn)

Print Owner/Manager name (Cayucos Creek Barn)

Please fax, email, or mail entire signed Application/Contract and Copy of Liability Insurance to:

Fax # : (805) 995 -2821
Email: info@CayucosCreekBarn.com
Mail: P.O. Box 521, Cayucos, CA 93430

"Rental Deposit" to be mailed with Application and Contract or paid online via Paypal.