

# Pace Family Lavender & Hobby Farm

## VENUE RENTAL client intake form

### CLIENT'S INFORMATION

First Name: ..... Last: .....  
Address: .....  
City: ..... Zipcode: .....  
Phone Number: ..... Email Address: .....

### EVENT DETAILS

Event Date: ..... Event Name: .....  
Address: Site: **586 Chilvers Road, Chehalis, WA 98532** .....  
Time Start: ..... Time End: .....  
Estimated Number of Guests: ..... Plans for Food Service: .....

### SERVICE FEES



Full Day, All Access Wedding Venue Rental \$1500 > 150 guests  
½ Day, Sunday Micro Wedding \$600 <40 guests  
Pavilion Rental, Small Party/Baby Shower/Bridal Shower/Birthday \$300  
Lavender Latrine \$200  
Assist with Clean Up and Haul Garbage \$150  
Additional Time Decorate/Setup/Cleanup \$100 per hour

# Pace Family Lavender & Hobby Farm

## PACE PAVILION RENTAL

*contract*

This Rental Service Agreement is made and entered into as of \_\_\_\_\_ by and between Pace Family Lavender & Hobby Farm, hereinafter referred to as the "Venue," and \_\_\_\_\_, hereinafter referred to as the "Client". The Venue and the Client shall collectively be referred to as the "Parties."

### 1. RENTAL FEE AND PAYMENT TERMS

- a) Rental Fee: The Client agrees to pay the Venue a total rental fee of \_\_\_\_\_ for the use of the Venue during the specified rental period.
- b) Deposit: A non-refundable deposit of Deposit Amount is required to secure the booking. \$500 for a full-day wedding, All other events paid in full to secure the date. The deposit shall be applied toward the total rental fee. The deposit is non-refundable.
- c) Full Day Wedding Balance: The remaining balance of the rental fee is due and payable to the Venue on or before \_\_\_\_\_, which is 60 days before the event date.
- d) Payment Method: Payments\* shall be made by cash or check payable to Pace Family Lavender & Hobby Farm. \*Cash or Check is preferred. Venmo, credit accepted with a processing fee.

### 2. PERMITTED USE

The Client is granted use of the venue for the event, including but not limited to the following activities: (specify here)

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Any use beyond the scope of this agreement requires written consent from the Venue.

### 3. CATERING SERVICES

- a. The Client may choose from the Venue's preferred catering partners (see attachment) or provide their own licensed and insured caterer. Potluck is ok.
- b. The Client agrees to coordinate catering details, including menu, setup, and service times, with the chosen catering provider.

### 4. EVENT PLANNING AND COORDINATION

- a. The Venue offers event planning and coordination services upon request (see attached providers).
- b. Details and fees for event planning services will be provided in a separate agreement.

### 5. AUDIO AND VIDEO EQUIPMENT

- a. The venue provides the following audiovisual equipment: microphone and small portable speaker.
- b. The Client is responsible for proper use and any damages caused to the equipment during the event.

PACE FAMILY LAVENDER & HOBBY FARM, LLC

## **6. EVENT STAFFING**

- a. The venue provides event staff, including parking/security personnel.
- b. Staffing details, including roles and responsibilities include: assist with directing guests to park and monitoring guest unruly/aggressive behavior. Anyone acting in an irresponsible and disrespectful manner will be asked to leave.

## **7. DECORATION AND DESIGN**

- a. The venue offers a few decorations and the use of tables and chairs.
- b. The Client may choose external decorators, subject to venue approval and guidelines. Do not use nails to hang decorations or alter the premises. Tape and push pins are ok.

## **8. LIABILITY AND INSURANCE**

- a. The Client agrees to indemnify and hold the Venue harmless from any liability or claims arising from the event.
- b. The venue maintains liability insurance coverage, and the Client is encouraged to obtain event insurance. Event insurance is required for a party more than 39 guests. See attachment.

## **9. CANCELLATION AND REFUND POLICY**

- a. The Client may cancel the event by providing written notice via email 60 days before event.
- b. Refund amounts are subject to the following Cancellation and Refund Policy:
  - Cancellation between 59 days prior to the event 50% of the rental fee is returned.
  - No refund for cancellations within 30 days of the event.

## **10. CLIENT'S RESPONSIBILITIES**

- a. The Client is responsible for obtaining any necessary permits, licenses, or permissions for the event.
- b. The Client agrees to comply with all local laws, regulations, and Venue policies.
- c. The Client will provide a Licensed Bar Tender if alcohol is served to more than >40 guests.

## **II. VENUE'S RESPONSIBILITIES**

- a. The Venue will provide the agreed upon facilities, equipment, and services outlined in this agreement.
- b. The Venue reserves the right to make reasonable changes to facilities and services, if required.

## **12. ACCESS AND SETUP**

- a. The Client will have access to the Venue, Pace Family Lavender & Hobby Farm, Pace Pavilion for event setup and teardown. Set up is flexible. Teardown time: 8-9pm. Out by 9 PM.
- b. The Client agrees to adhere to specified setup and teardown timelines. Additional time for setup or teardown will be subject to \$100 per hour.

## **13. SECURITY**

- a. Security arrangements are available upon request.
- b. The Client is responsible for any additional security personnel provided by the venue.

## **14. INTELLECTUAL PROPERTY**

- a. Any intellectual property used or created during the event remains the property of its respective owner.

## 15. TERMINATION

- a. Either party may terminate this agreement in writing if the other party breaches a material term.
- b. Termination does not relieve the Client of payment obligations for services rendered.

## 16. PARKING & TRANSPORTATION

- a. Parking options and transportation details: 586 Chilvers Road, Chehalis, WA 98532. Please provide this address to event attendees.

## 17. FORCE MAJEURE/Unforeseen Events

- a. Neither party shall be liable for failure to perform due to circumstances beyond their control, including acts of nature or government restrictions.

## 18. CONFIDENTIALITY

- a. Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the event planning and execution.

## 19. SEVERABILITY

- a. If any provision of this agreement is found invalid or unenforceable, the remainder of the agreement shall remain in full force and effect.

## 20. GOVERNING LAW

- a. This agreement shall be governed by and construed in accordance with the laws of Lewis County, WA.

**By signing below, the Client acknowledges and agrees to the terms and conditions outlined in this Venue Rental Agreement Contract.**

.....  
Client's Signature

.....  
Date

.....  
Rental Provider's Signature

.....  
Date

# Pace Family Lavender & Hobby Farm

## VENUE RENTAL *photo & video release form*

I, ..... acknowledge and consent to the use of photographs taken of my event, hosted at Pace Family Lavender & Hobby Farm, for promotional, marketing, and advertising purposes. This consent applies to both digital and printed materials, including but not limited to websites, social media platforms, brochures, advertisements, and other marketing materials.

I understand that my photographs may be used by Pace Family Lavender & Hobby Farm for the purpose of showcasing your business and promoting it's services.

I grant Pace Family Lavender & Hobby Farm the right to edit, reproduce, distribute, and publicly display the photographs without any compensation to me.

I waive any right to inspect or approve the finished photographs or any promotional material in which they may appear.

I release and discharge Pace Family Lavender & Hobby Farm, its employees, and representatives from any claims, demands, or causes of action arising out of the use of the photographs.

I acknowledge that the photographs may be accessible by the general public and may be shared on various platforms beyond the control of Pace Family Lavender & Hobby Farm.

I understand that I may revoke this consent in writing at any time, and upon receipt of such written notice, will cease using my photographs for future promotional or marketing purposes.

.....  
Client's Signature

.....  
Date

.....  
Rental Provider's Signature

.....  
Date

**PACE FAMILY LAVENDER & HOBBY FARM, LLC**

360-880-7757 | [pacefamilylavender@gmail.com](mailto:pacefamilylavender@gmail.com) | [www.pacefamilylavender.com](http://www.pacefamilylavender.com)

# Pace Family Lavender & Hobby Farm

## VENUE RENTAL

### Add-On Items Not Included

ITEM	ADDITIONAL FEE	
THE CABIN IN THE WOODS One Overnight Stay 4 ppl max	\$120	
TRAVEL TRAILER RV CAMPING 1 space per truck/trailer	\$30 PER Overnight Guest (May be paid by the Guest at time of Stay)	
Lavender Latrine Service Fee *FOR FULL DAY WEDDING RENTAL ONLY	\$200	
Garbage Removal (Bagged Garbage to Dump)	\$150	
Additional Time	\$100 per hour	
<b>ADD ON EXTRAS Pre-Paid Before Event</b>	TOTAL	\$

Thank you!

PACE FAMILY LAVENDER & HOBBY FARM, LLC

360-880-7757 | [pacefamilylavender@gmail.com](mailto:pacefamilylavender@gmail.com) | [www.pacefamilylavender.com](http://www.pacefamilylavender.com)

# Pace Family Lavender & Hobby Farm

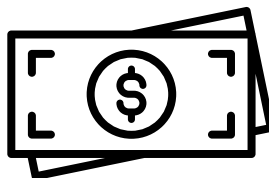
## VENUE RENTAL

*payment*

### VENMO



Pace Family Lavender &  
Hobby Farm



Cash



Card



*Thank you!*

PACE FAMILY LAVENDER & HOBBY FARM

360-880-7757 | [pacefamilylavender@gmail.com](mailto:pacefamilylavender@gmail.com) | [www.pacefamilylavender.com](http://www.pacefamilylavender.com)

# Pace Family Lavender & Hobby Farm

## VENUE RENTAL

*invoice*

### BILL TO:

Full Name: ..... Phone: .....  
Address: ..... Event Date: .....  
Email: ..... Due Date: .....

Service Description	Total
Lavender Latrine	\$ 200
Pace Pavilion Full Day Included: The Chapel, Lavender Field All Building Day Use Access --9 PM  Micro Wedding (Sunday) Pavilion Use	\$ 1500  \$600
Pace Pavilion 4 hour Rental Includes Lavender Latrine Fee Birthday, Baby Shower, Bridal Shower, Other <40 Guests	\$ 300
The Chapel Per Hour, Minimum 2 hours *8 people Max	\$ 100
Additional Time, Hourly Rate	\$ 100

### PAYMENT

Cash, Check, Venmo

### INFORMATION:

**AMOUNT DUE:** \$

**Pace Family Lavender**

*Thank you!*



# Pace Family Lavender & Hobby Farm

## Quick and Basic Details

- “Full-Day” rental is 10 hours; Additional time is \$100 an hour, time starts at setup and ends when the site is cleaned. Please prepare and plan for a clean-up crew prior to your event or pre-pay for cleaning services.
- **For Celebrations greater than >40 guests, an additional \$200 fee will be charged for Lavender Latrine waste services.**
- You haul your garbage. Cans and liners will be provided. **If your garbage is left, the fee is a hefty \$250, unless otherwise prearranged/paid.**
- No open flames at all in the Venue. You may use battery-operated candles.
- No smoking at all in the field, in any building, or on site. Please inform your guests.
- No pets, unless otherwise arranged and approved.
- Use of our Lavender Latrine (toilets) is not part of the package, additional fees apply for a party greater than 40 guests. **\*If you need a handicapped bathroom, you must order that and make arrangements to pay and order yourself. (see attachment for details)**
- Please help police your guests. Any unruly, unsafe, aggressive behavior will not be tolerated.
- Our farm, Venue, and property is a working family farm and space. Be Cool and please Ask before you do!
- Alcohol is allowed on site with responsible use. **For more than 40 guests, a registered bartender is expected to serve.** Be prepared with this information when signing the contract.
- Our water is non-potable: handwashing, wiping tables, cleaning tasks are ok. Do not drink the water from the hose.
- Use of a catering company or potluck foods are acceptable. Please specify your plans.
- Day use of The Cabin in the Woods and The Chapel is expected and welcomed for a full-day paid celebration.
- Please put the furniture back the way you found it

**Please initial each bullet and sign and date here \_\_\_\_\_**

# Pace Family Lavender & Hobby Farm

## LOCAL VENDORS

*additional resources and services*

Catering	Uncle Jim's Smokehouse	360-740-8836
Catering	Northwest Board Bites Charcuterie	360-280-7821
Portable Bar Service		
Additional Restroom	Goebel Septic Portable Potty Rental (Handicapped Accessible)	360-809-6991
Photography	Katia Hudson	360-807-4563
Photography	SammyRe Photography	
Catering	Los Costenos Taco Truck	360-880-1368
Registered Bartender	Ms. Daniel Imboden	360-523-4001
Event Insurance	Angelina Holmes Nicholson & Associates	360-736-7601 x132
Seasonal Fresh and Dried Flowers	The Wooster Farm	
Catering		
Flowers		

# Pace Family Lavender & Hobby Farm

Welcome  
Friends and Family

## In Case of Emergency:

**Site Address: 586 Chilvers Road, Chehalis, WA 98532**

**Home Owners: Wayne and Kristin Pace**

**Home Address: 672 Jeffries Road, Chehalis, WA 98532**

**Kristy 360-880-7757**

**Wayne 360-880-7756**

**Nearest Relative: Tiffany and Nick Akin**

**360-807-3280**

# Pace Family Lavender & Hobby Farm

## Additional Information to Consider

In Washington State, there are no specific mandatory requirements for wedding insurance coverage outlined in state law. However, it is highly recommended for couples planning a wedding to consider purchasing wedding insurance to protect themselves from unforeseen circumstances and liabilities. All events are required to show proof of General Liability insurance coverage with a minimum of \$1,000,000 limit per occurrence.

***Under contract with Pace Family Lavender & Hobby Farm, LLC, you are expected to hold harmless and required to obtain an independent liability event policy for more than 40 guests.***

Force majeure refers to extraordinary events or circumstances beyond the control of the parties involved that prevent them from fulfilling their contractual obligations. Common examples include natural disasters, wars, strikes, or sudden legal changes. This term is often included as a clause in contracts to remove liability for unforeseeable catastrophes that interrupt the expected timeline of performance.