

Pace Family Lavender & Hobby Farm

2027 VENUE RENTAL

client intake form

CLIENT'S INFORMATION

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

EVENT DETAILS

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

SERVICE FEES



2027 Contract

MAY, JUNE Full Day, All Access Wedding Venue Rental **\$2000**
JULY Full Day, All Access Wedding Venue Rental **\$2200**
AUGUST, SEPTEMBER Full Day, All Access Wedding Venue Rental **\$1800**
4 Hour, Micro Wedding **\$600** <50 guests

4 Hour Pavilion Rental*, \$300 (11-3pm OR 4-8pm)

*Small Party/Baby Shower/Bridal Shower/Birthday <50 guests

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." Please initial each section, as agreed to:

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 event, 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. NO REFUNDS 60 DAYS TO THE EVENT
- 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)

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. Parking areas are designated.
- 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. Please remove when cleaning up your decorations.
- c. Use of the Venue's linens, buckets, vases, tables, lavender, tiered plates, wine barrels, etc is available for additional fee. See attached add-on list.

8. LIABILITY AND INSURANCE

- a. The Client agrees to indemnify 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 50 guests AND if offering alcoholic beverages (beer, wine, hard liqueur) .** See attachment.

9. CANCELLATION AND REFUND POLICY

- a. The Client may cancel the event by providing written notice via email 60 days before event.
Date_____
- b. Refund amounts are subject to the following Cancellation and Refund Policy:
 - Cancellation of more than 61 days prior to the event 50% of the rental fee is returned.
 - No refund for cancellations within 60 days of any event.

10. CLIENT'S RESPONSIBILITIES

- a. The Client is responsible for obtaining any necessary permits, licenses, or permissions for the event.
Please provide a copy of the banquet permit to the Venue 30 days prior to 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 hard alcohol (mixed drinks) are served.**
- d. The Client is responsible for the supervision and behavior of all children on the property.
- e. **The Client is responsible for ADA/Handicapped restroom facilities, if needed.**

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.
- c. The Venue farm/property is closed for full-day private venue events. No other activities will be held.
- d. The Venue will be open to the public for events or other field activities when the rental agreement is for small parties or hourly rental of the pavilion only.

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, reasonable, and must be arranged.**
Teardown/cleanup time: 9pm. Curfew is 9 PM, music off and quiet time is expected.
- 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. The Client is responsible for any additional security personnel not provided by the venue.
- b. The Venue will clearly mark the boundaries accessible areas for the guests to access. Do not merge onto the Venue's private residence.
- c. The Client will maintain responsibility for all guests' children on the property. Please watch your kids.

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.

Electronic copies of this contract will serve as documentation. Request a hard copy if desired.

Client _____ Date _____

Client _____ Date _____

PACE FAMILY LAVENDER & HOBBY FARM, LLC

360-880-7757 | pacefamilylavender@gmail.com | www.pacefamilylavender.com

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

.....
Client's Signature

.....
Date

PACE FAMILY LAVENDER & HOBBY FARM, LLC

360-880-7757 | pacefamilylavender@gmail.com | www.pacefamilylavender.com

Pace Family Lavender & Hobby Farm

FULL DAY VENUE RENTAL

Add-On Items Not Included

ITEM	ADDITIONAL FEE
THE CABIN IN THE WOODS One Overnight Stay (Max Occupancy 2 Adults)	\$120
TRAVEL TRAILER RV CAMPING 1 space per truck/trailer	\$30 PER Overnight Guest (May be paid by the Guest at time of Stay)
Use of table Linens, Runners, Other Decor	\$200
Lavender Latrine Service Fee *FOR FULL DAY VENUE RENTAL ONLY	\$200
Garbage Removal (Bagged Garbage to Dump)	\$150
Refundable Security Deposit *FULL DAY VENUE RENTAL ONLY	\$250
Additional Time	\$100 per hour
TOTAL ADD-ON EXTRAS	

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Pace Family Lavender & Hobby Farm

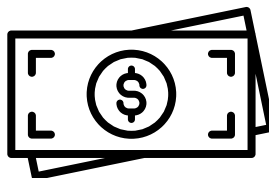
VENUE RENTAL

payment

VENMO



Pace Family Lavender &
Hobby Farm



Cash



Card



Thank you!

PACE FAMILY LAVENDER & HOBBY FARM

360-880-7757 | pacefamilylavender@gmail.com | www.pacefamilylavender.com

Pace Family Lavender & Hobby Farm

VENUE RENTAL

invoice

Event Name:

Event Date:

.....

Service Description

Pace Pavilion 4 hour Rental (Includes Lavender Latrine) Birthday, Baby Shower, Bridal Shower, Other <50 Guests SELECT ONE: 11-3PM OR 4-8 PM	\$300
May, June One Full Day Venue Rental	\$2000
July One Full Day Venue Rental	\$2200
August, September One Full Day Venue Rental	\$1800
Micro Wedding 4 hour Rental <50 guests	\$600
The Chapel 2 Hours	\$100
Add-Ons, Page 6	\$
Total Due	



Pace Family Lavender & Hobby Farm

Quick and Basic Details

Please Initial Each Section For Agreement

- “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 full-day venue rental an additional \$200 fee will be charged for Lavender Latrine waste services, see add-ons.**
- 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. 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 50 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. **Please watch your kids.**
- Our farm, Venue, and property is a working family farm and space. Be Cool and please Ask before you do! Do not pick the flowers.
- Alcohol is allowed on site with responsible use. **For more than 50 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.
- The Cabin and the Chapel are off limit areas for small parties/Pavilion rental.
- Please put the furniture back the way you found it
- **Please watch your kids.** Children should not be in and out of the Cabin, parking area, Chapel, and running unsupervised in the lavender field.

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	Tatiana's Mobile Taphouse	360-763-9826
Additional Restroom	Goebel Septic Portable Potty Rental (Handicapped Accessible)	360-809-6991
Photography	Katia Hudson	360-807-4563
Photography	SammyRe Photography	360-508-9167
Catering	Los Costenos Taco Truck	360-880-1368
Registered Bartender	Ms. Daniel Imboden	360-523-4001
Event Insurance	The Event Helper	theeventhelper.com
Seasonal Fresh and Dried Flowers	The Wooster Farm	360-529-0371
Catering	Prairie Kitchen	360-660-5431
Banquet Certificate	Lewis County Banquet Certificate	Online Application

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

NOTES: