

SPRINGWATER Lakes Estate

WEDDINGS & EVENTS

Venue Reminders

The following tips and reminders are to ensure that every event at Springwater Lakes Estate runs smoothly and safely. Our team is committed to helping you create an unforgettable wedding day.

Venue Use

Client may have access to Springwater Lakes Estate for 11 hours on the designated Event day beginning as early as 12:00P.M. The rental period must conclude at 11:00P.M. All music, food and beverage service must stop by 10:00P.M on Saturdays and Fridays, and 9:00PM Sunday thru Thursday, allowing at least 1 hour for clean up. **Bar service must stop 30 minutes prior to Client's exit or the Event ending time, whichever comes first.**

Initials

I have read, understand, and agree.

Services

Items listed in Springwater Lakes Estate Venue Rental Agreement are the extent of the services provided by Springwater Lakes Estate. All other services are to be provided by Client or Client's third-party vendors. This includes, but is not limited to, catering, bar, DJ/band/entertainment, floral/decor, audio/visual, event coordination etc. Third party vendors must hold any required permits, licenses, certifications and satisfactory insurance.

Initials

I have read, understand, and agree.

Venue Manager/Client Concierge

Springwater Lakes Estate does not include professional wedding or event coordinating services with a standard wedding package. Springwater Lakes Estate will provide a Venue Manager/Client Concierge for the Client on the day of the event to assist with the venue's functionality. Springwater Lakes Estate requires the Client to hire a **professional wedding coordinator** or Springwater Lakes Staff for a minimum of day-of services. The coordinator must provide proof of insurance.

Initials

I have read, understand, and agree.

Event Plan

Client or Client's coordinator must submit an Event Plan to Springwater Lakes Estate 2 weeks prior to Client's event date. If Client chooses to use Springwater Lakes Estate in-house coordination, the Event Plan will be created by SLE upon final walkthrough before the event. The Event Plan must include the timeline for the day-of, venue's floor plan, rain plan in the event of inclement weather, vendor contact form provided by Springwater Lakes Estate, arrival and departure times. Client must modify the Event Plan if requested to do so by Springwater Lakes Estate. Client must provide a final guest count to Springwater Lakes Estate 2 weeks prior to Client's event date.

Initials

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Vendors

Client's vendors must adhere to all rules and regulations set forth by Springwater Lakes Estate. Client is responsible for all vendor activities. Client is encouraged to share Springwater Lakes Estate's Policies and Procedures document with all vendors.

Initials

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Catering

A Client's chosen Caterer must be approved by Springwater Lakes Estate and meet the following requirements.

- Caterer is recommended to provide one staff member per every 50 guests.
- Caterer is responsible for bussing and refilling drinks and/or drink stations.
- Caterer is responsible for bussing tables and managing trash cans, replacing trash bags as necessary.
- At least one staff member must stay until the end of the night to fulfill above duties.
- Caterer (or Client) is responsible for **hauling (removing from property) all trash and recycling.**
- Caterer has the capability to assist with a room flip should the Client choose an indoor ceremony.
- The use of any barbeques, grills, heaters or fryers are subject to the approval of Springwater Lakes Estate and local regulations (i.e. county wide burn bans may be in effect). Should Client's Caterer wish to use any of said equipment Caterer must have prior authorization from Springwater Lakes Estate.
- For guest safety, hand-held glass bottles (such as beer bottles or glass soda bottles) are NOT allowed on venue premises at any time. Wine, champagne & liquor bottles are permitted. Real glassware (water goblets, champagne/wine glasses) are also permitted.
- Power (15 amp electrical outlet) is available on a *limited* basis. **Caterer must ask in advance about power availability if needed for an event.**

****It is required that the Client get Caterer approved by Springwater Lakes Estate prior to signing Caterer's contract.****

Initials

I have read, understand, and agree.

Open Flames

Due to the potential fire hazard, open flames are not allowed onsite. Springwater Lakes Estate will make an exception for couples that would like to light a unity candle during their (outdoor) ceremony.

Initials

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Decor/House Rules

Due to the potential for breezy winds within our barn (fun fact: we have 13 barn doors that can be opened or closed during your event!), Clients are not permitted to include rose petals, paper escort cards – anything that isn't weighted as part of their table decor.

Client agrees to NOT use glitter, glitter ribbon, glitter mason jars, glitter wine bottles, sparkles, confetti, or the like, as decor at any time.

Client's and their guests are not permitted to use tape (or adhesive of any kind) on chairs & tables.

Client agrees to NOT use bird seed, rice, smoke bombs, or the like for their "send off" at the end of the night. Approved "send offs" are listed in Springwater Lakes Estate Bride Guide.

Client agrees to NOT provide, markers, crayons, color pencils, dry erase markers, chalk, or the like for children to play with during events.

Client understands that house rules are subject to change. Client must follow most updated house rules at the time of their event.

Initials _____ I have read, understand, and agree.

Conduct

Client agrees to obey all federal and local laws and ordinances including conduct, noise and alcohol. **Any alcohol on premises must be served by the OLCC licensed bartender.**

For guest safety, Client agrees to remind guests to not wear stiletto heeled shoes on the premises. Client is responsible for the conduct and actions of guests, including children, vendors, and contractors.

Extensive cleanup caused by the conduct of a guest or Client, including but not limited to vomiting (hazardous waste), food fights, cake smashing, etc. will incur a full or partial (given the severity of the incident) **loss of security/cleaning deposit.**

Children are prohibited from being in the parking lot and/or near the ponds unsupervised. **All children must be supervised by an adult at all times.** Springwater Lakes Estate is not liable for any unfortunate events surrounding children on the property. **Should Springwater Lakes Estate determine, in its sole discretion, that any person is endangering themselves or others, Springwater Lakes Estate reserves the right to remove that person from the Event or cancel the Event in its entirety.**

Initials _____ I have read, understand, and agree.

Firearms

No firearms are permitted on Springwater Lakes Estate property at any time.

Initials _____ I have read, understand, and agree.

Cleaning

All tables should be cleared. The buffet and bar areas should be free of food and beverages and cleared. Tables and chairs should be stacked in their designated area. **All trash must be removed, bagged, and hauled by caterer (or Client).** All personal items and decor must be removed. SLE will sweep and mop floors and remove restroom trash. All cleaning must be complete by the end of Client's Event. Client is responsible for ensuring all vendors adhere to the cleaning policy.

Springwater Lakes Estate is not responsible for setting up or breaking down tables and chairs. For *indoor* ceremony and reception, Client has the option (based on availability only) to pay a minimal fee for the setup of ceremony and reception as tables and chairs provided on the floor plan which is due with the Event Plan 2 weeks prior to the Event date – SLE will work with client to create floor plan upon final walkthrough. **If Event requires extensive clean-up a fee will be removed from the security/cleaning deposit at the discretion of Springwater Lakes Estate.**

Initials

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Smoking

Springwater Lakes Estate is a smoke-free property. **No smoking allowed onsite, no vaping allowed onsite, no marijuana allowed onsite.** In accordance with "no butt left behind" Springwater Lakes Estate reserves the right to charge a **\$250 fee** to the client if any cigarette butts, or the like are found on site after an event.

Initials

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Illegal Substances

Illegal substances are not permitted. The use or possession of illegal substances by Client or Client's guests will result in immediate termination of Event without a refund.

Initials

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