

The Salem Herbfarm  
320 Hartford Road  
Salem, Connecticut 06320  
(860) 859-3344  
([www.salemherbfarm.com](http://www.salemherbfarm.com))

## WEDDING RECEPTION AND EVENT CONTRACT

This contract defines the terms and conditions under which The Salem Herbfarm and \_\_\_\_\_ (hereafter referred to as the CLIENT) agree to the CLIENT's use of The Salem Herbfarm's facilities on \_\_\_\_\_ (reception/event date). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by The Salem Herbfarm and the CLIENT.

### **CLIENT Information.**

CLIENT Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Proposed Event: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_ (150 maximum)

Caterer Selected: \_\_\_\_\_

Musician Selected: \_\_\_\_\_

**Facilities and Services Provided by The Salem Herbfarm.** The Salem Herbfarm will provide the facilities and services described in this contract on the event date noted above for seven and one-half hours: two hours are included prior to the event for set-up, five hours for the exclusive use of the CLIENT between 5PM and 10PM, and one-half hour for breakdown after the event. All other services, facilities and arrangements for services shall be the responsibility of the CLIENT and managed through a separate agreement with one of the catering services listed in this contract as approved by The Salem Herbfarm. The Salem Herbfarm will provide the following:

Parking for 35 cars  
Field parking for an additional 40 cars when weather allows

One bathroom (located on the north side of the barn)  
One 40 foot by 80 foot tent  
Tent sidewalls with cathedral windows  
Exclusive use of The Salem Herbfarm gardens and grounds  
(excluding the barn interior)  
Space for one 20 foot by 20 foot catering tent

**Deposits and Payment Agreements.** The total cost for use of The Salem Herbfarm and its facilities described in this contract is \$2650.00 plus Connecticut sales tax. To reserve services on the date requested The Salem Herbfarm requires this contract be signed by both parties and an initial deposit of \$750.00. A second deposit of fifty percent (50%) of the balance is due six months prior to the event date. Payment of the remaining balance of the rental fee is due sixty (60) days in advance of the event. Deposits and payments will be made by certified or bank check made payable to The Salem Herbfarm on the schedule noted below. A receipt from The Salem Herbfarm will be provided for each.

<u>Scheduled Payment</u>	<u>Amount</u>	<u>Date Due</u>
Initial Deposit	\$750.00	With Signed Contract
Second Deposit	\$950.00	_____
Remaining Balance	\$950.00	_____

**Approved Catering Services.** Although the CLIENT may select any catering service for the reception or event referred to in this rental contract The Salem Herbfarm highly recommends any of the catering services listed. The CLIENT can find links to each caterer's web site on The Salem Herbfarm web site: [www.salemherbfarm.com](http://www.salemherbfarm.com) .

A Thyme to Cook  
426 Northwest Corner Road  
North Stonington, Ct. 06359  
(860) 887-5932  
[www.athymetocook.com](http://www.athymetocook.com)

Cloud Nine Catering  
256 Boston Post Road  
Old Saybrook, Ct. 06475  
(860) 388-9999  
[www.cloudnynecatering.net](http://www.cloudnynecatering.net)

Coastal Gourmet  
P.O. Box 290  
West Mystic, Ct. 06388  
(860) 572-1111  
[www.coastalgourmet.com](http://www.coastalgourmet.com)

Gourmet Galley  
P.O. Box 502  
Quaker Hill, Ct. 06375  
(860) 440-3315  
[www.gourmet-galley.com](http://www.gourmet-galley.com)

**Music and Entertainment.** The proximity of local residences to The Salem Herbfarm is such that venue sounds, specifically sound related to music, must be kept below certain levels. All music must end by 9:30PM.

**Cancellation Policy.** In the unlikely event the CLIENT should cancel all deposits are nonrefundable. In the event of a cancellation, if The Salem Herbfarm is able to rebook a comparable event on the scheduled date all or a portion of the second deposit may be refunded. The Salem Herbfarm shall have the right to terminate this contract if the CLIENT fails to meet or violates any terms of the contract, in which case the provisions of this cancellation policy also apply. The CLIENT shall not assign or sub-lease any terms, conditions or services contained in this contract or any interest therein without the written consent of The Salem Herbfarm.

**Alcoholic Beverages.** As the host of a private party, the CLIENT acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at The Salem Herbfarm during the duration of the event described in this contract. Alcoholic beverages will be purchased and served through one of the Approved Catering Services only. The catering service and its agent will exercise due care in serving alcoholic beverages, and will refuse service to any person appearing to be under the age of 21 or any person who appears to be intoxicated. Identification and proof of age will be requested from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any intoxicated person. The catering service or its agent will provide all alcoholic beverages consumed in accordance with the laws and regulations of the State of Connecticut. The alcoholic beverage service will end no later than 9:30PM. The CLIENT agrees to fully cooperate and assist The Salem Herbfarm, the catering service and its agent in enforcing the laws of the State of Connecticut and the policies of The Salem Herbfarm regarding the consumption of alcoholic beverages.

**Responsibility and Security.** The Salem Herbfarm does not accept any responsibility for damage to or loss of any articles or property left at The Salem Herbfarm prior to, during or after the event. The CLIENT agrees to be responsible for any damage done to The Salem Herbfarm by the CLIENT, his guests, invitees, employees or other agents under the CLIENT's control. Further, The Salem Herbfarm shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the CLIENT, or any of his guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the CLIENT to maintain the premises in a safe condition or arising from any other cause. The CLIENT, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against The Salem Herbfarm for any such loss, damage, or injury of the CLIENT, and hereby agrees to indemnify and hold The Salem Herbfarm free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

**Contract Signature.** This contract constitutes the entire agreement between The Salem Herbfarm and the CLIENT and becomes binding upon both parties when signed.

The CLIENT:

The Salem Herbfarm:

Name: \_\_\_\_\_

Name: Joseph F. C. Duncan

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_