



STARRY NIGHT  
— BARN & STUDIOS —

## Starry Night Barn & Studios Event Policies and Commitment Contract

Client Names:

Primary Contact(s) for Event:

Address for Mailed Communications:

E-mail(s):

Phone:

Event Date and Times:

Cottage Reservation Dates:

Description of Event(s):

Anticipated Guest Maximum:

**Please read the following policies carefully and contact us with any questions.**

**Event reservation requirements:** In order for a Client to secure a reservation, Starry Night Barn & Studios (hereafter, SNB&S) must receive a signed Events Policies and Commitment Contract with initials and signatures, and the deposit amount indicated herein within 10 days of a verbal/written commitment to reserve a date. Payment can be made via check or credit card (MC, VISA or Discover – add 2% service fee). Checks should be made out to Starry Night Barn & Studios. Please submit signed documents to Starry Night Barn & Studios, 2421 N. Jacobson Road, Suttons Bay, MI 49682 or to [starrynightbarn@gmail.com](mailto:starrynightbarn@gmail.com).

### Alcohol Policies

During the event time, alcohol must be opened and served by licensed bartenders via the contracted caterers or TIPS trained bartenders. If the caterer does not provide bartending services, please provide us with the name and contact information of the contracted TIPS certified bartender. All bartenders will abide by State Laws including: all alcohol must be served by the bartender, no open bottles or containers will be given to guests for their consumption, no guests will serve themselves, and alcohol will only be served to adults 21 and over who present a valid ID, no exceptions. \_\_\_\_\_

**Warning:** We will notify a designated party if we observe the following problems: underage guests consuming alcohol, any guest who has become unruly or too intoxicated, or any guest not following set rules and laws. If a flagged problem is not corrected SNB&S reserves the right to have the offending guest removed from the premises. \_\_\_\_\_

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**Caterers:** SNB&S clients must contract independently with a self-sufficient caterer. Caterers must have a valid Michigan catering license and carry liability insurance. Caterer is responsible for all aspects of food service; they must be completely mobile as SNB&S does not provide, nor do we possess, commercial kitchen facilities for events utilizing the Barn and/or Land. Caterers, if applicable, are responsible for providing TIPS certified bartenders for the pouring of alcohol and wait staff for serving food & clean up. Caterers must provide linens, place settings, water glasses, wineglasses, water pitchers, etc. Once the client has selected a caterer and SNB&S has approved the contract, the client must provide SNB&S a copy of the catering contract and the caterer must sign our catering agreement prior to their providing catering services on the premises at SNB&S. \_\_\_\_\_.

### **Liability**

Any and all damages to property, buildings, objects, and persons caused by you, the client, parties acting on your behalf, and/or guests of your event, are your responsibility. Starry Night Barn & Studios requires that clients purchase a liability insurance rider naming Starry Night Barn & Studios as an additional insured and proof of said rider must be submitted to SNB&S at least 60 days prior to the event. Many homeowner's policies can provide this rider for a minimal fee. \_\_\_\_\_

Starry Night Barn & Studios is not responsible for any property belonging to clients, contracted service providers, guests, or any other persons on the property during events or during the setup and breakdown periods before and after an event. \_\_\_\_\_

### **Event Staging and Set-up**

Clients have access to the property for staging and set-up beginning at 3 pm on the day prior to the event and all staging, decorations, tables, chairs, and other items used during the events and not owned by SNB&S must be removed from the premises by 11 am on the day after the event. For an additional fee, clients may be granted the right to access the property for the purposes of setup and staging prior to 11 am on the day before the event. All decorations and set-ups must be approved by SNB&S. All items brought onto the property are the responsibility of the client. Candles must be enclosed in a glass container to avoid the possibility of any fire. No fireworks, sparklers, or Chinese lanterns are allowed on the grounds. Clients have access to, and use of, the designated fire pit. No bonfires are permitted elsewhere on the property. There is a designated tent spot to the east of the barn, between the studio and the barn that can accommodate a large tent. Ceremonies can take place in the barn or outside in spaces designated for such use by SNB&S.

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### **Vendors**

We recommend that chosen vendors such as caterers, florists, photographers, DJ's, and/or bands/musicians visit the property prior to the date of the event so they can plan accordingly. SNB&S will make reasonable accommodations for such site visitations.

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### **Event Time**

Event start times must be approved by SNB&S. All Event activities must be concluded by 11 pm and live music must stop at 10 pm, as set by the Suttons Bay township local ordinance governing special events. As cottage guests, acoustic music by the fire can continue after the event is over. \_\_\_\_\_

### **Topography of Land**

Starry Night Barn & Studios is located on hilly terrain. The Barn, Studios, cottages and parking are all in close proximity, but accessing some areas may entail walking on some uneven grassy areas or terrain. We provide accessible pathways to and from the bathrooms, parking, and the main event space, but we recommend that any guest who may have difficulty be escorted to and from various locations. Please let us know ahead of time of any individual that may have special needs, as we will do all that we can to assist in accommodating them. \_\_\_\_\_

### **Parking**

We have parking for event guests on site. We strongly encourage event guests to carpool and for clients to provide and/or coordinate shuttle services to the event in order to limit the impact and visibility of traffic and cars at the event and for safety purposes related to alcohol consumption. Our parking capacity is dependent on Client choices for catering tent location, ceremony location, etc. We will work with clients to develop a parking plan.  
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### **Property Usage**

Unless otherwise specified in this contract, Clients may begin event set-up in the events areas at 11 am on the day of cottage check-in. Access to the event facilities is restricted to set-up use only unless Clients have reserved the lounge for a specific event that is stipulated in the contract. SNBS staff will be available for set-up assistance in regards to facility needs at agreed upon times with the Clients.

During the dates for which Clients have reserved the two rental cottages, they may engage in normal use of the cottages, bonfire pit and the grounds adjacent to each cottage. Normal use is defined as use that would generally be expected with the rental of two small vacation cottages. Specifically, our cottage guests can utilize the cottages for accommodations for up to five guests in each cottage each night. Our cottage guests can have gatherings of up to 15 total persons per cottage (30 total persons for the 2 cottages together). Gatherings of more than 15 persons per cottage (30 total persons for the 2 cottages together) require prior approval, may incur additional fees, and must be specified in this contract. \_\_\_\_\_

### **Children**

Children and minors are always welcome at SNB&S, but must be under adult supervision at all times. \_\_\_\_\_

### **Deposit**

We require a 50% deposit of your total rental cost to reserve your event date. The deposit is non-refundable unless otherwise specified in this contract. \_\_\_\_\_

### **Final Payment**

The balance due on the property rental fee must be paid 45 days prior to the event. The final payment is non-refundable unless otherwise specified in this contract. \_\_\_\_\_

### **Cancellations Enacted by Client**

In the event of a cancellation requested by the Client, any payments made to Starry Night Barn & Studios are non-refundable. In the event you wish to change your date, SNB&S will attempt to accommodate your request if it is possible for us to do so. Clients may request a

change of date one time only. \_\_\_\_\_

### **Cancellations Enacted by Starry Night Barn and Studios**

If Starry Night Barn and Studios cancels the Client's event for any reason, including because the barn and/or event grounds have become uninhabitable, SNB&S will refund all payments made to it by the Client, including any and all deposits, within 10 days of notifying the client of the event cancellation. \_\_\_\_\_

### **Indemnity**

Client hereby agrees to indemnify, defend and hold harmless, SNB&S and its employees, associates, and owners (collectively the "Indemnified Parties"), from and against any and all loss, liability, damage, claim or expense (including the reasonable costs of investigation and attorneys fees) that Indemnified Parties may incur as a result of negligent acts, or the willful and reckless disregard of obligations under this Contract on the part of Client or Client's agents in the performance of this Contract, excepting such liability as may arise out of SNB&S' negligence. \_\_\_\_\_

### **Details of Client Reservation**

Clients' event reservation includes:

\_\_\_\_\_ Peak season rental (barn, cottages for two nights, reception tables (mostly 8-person rounds with a few longs) and property set-up access): \_\_\_\_\_ \$6,580. For Clients choosing to rent their own tables (Clients who want all long tables, for example): \_\_\_\_\_ \$6,280.

\_\_\_\_\_ Off-peak rental (barn, cottages for two nights, reception tables, property set-up access): \_\_\_\_\_ \$6,000. For Clients choosing to rent their own tables (Clients who want long tables, for example): \_\_\_\_\_ \$5,700.

\_\_\_\_\_ Optional on-site ceremony: \$550

\_\_\_\_\_ Day-of Décor and Wedding Coordinator: \$500

\_\_\_\_\_ Optional PA system for toasts and music: \$190

\_\_\_\_\_ Heaters for upper barn, if needed (price for two): \$220

\_\_\_\_\_ Additional cottage rental nights (indicate which nights):

\_\_\_\_\_ Up to 15 guests in tent accommodations on event night. Tents must be set in approved spots, tucked away from event/road visibility: \$250

\_\_\_\_\_ One additional attendant for events of 125 people or more \_\_\_\_\_ (\$220) and two additional attendants for events of 175 or more: \_\_\_\_\_ (\$440)

\_\_\_\_\_ Rehearsal Dinner in the Lounge: \$550

\_\_\_\_\_ Flip fee (for clients doing a ceremony in the barn and then we break it down and reset for reception. Covers additional staffing): \$275

\_\_\_\_\_ Natural Wood folding chair rental for Reception @ \$1.50/chair (for guests NOT doing an Onsite ceremony):

Total Event rental:

MI 6% Use Tax (on cottage rental only):

Event Total:

Deposit Amount Due (use tax not included):

Remainder due:

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Starry Night Barn & Studios Signature: \_\_\_\_\_ Date: \_\_\_\_\_