



Wedding and Social Events Rental Policies and Agreement

Reservations and Deposits:

Reservations for Windmill Gardens are accepted on a first-come, first-served basis only. A signed rental agreement and deposit are required to reserve a date. Your date is not confirmed until you have received a copy of the rental contract and your receipt of deposit from Windmill Gardens. **Renter Initials** ____

A signed rental agreement and a 50% deposit are required to reserve a date. We accept cash, checks, MasterCard, Visa, Discover and American Express. Deposits paid for a reservation of a date are transferable to another date (if available) within ten days of the date the reservation was made. After ten days, all deposits are subject to the cancellation policy (**See Cancellation Policy on page 4**).

The balance of the rental and the damage deposit is due three (3) months in advance of the rental date. If you are booking a date within six months, you will have thirty (30) days from the booking date to pay the rental balance.

The damage deposit will be returned within twenty-one (21) days after your event less any charges for damage, extra time charges not arranged in advance, or other costs incurred by Windmill Gardens due to failure on your part to abide by the policies stated herein including alcohol, food, and flower use policies. If any damage or theft occurs to our property, you will be responsible for the entire amount even if it exceeds \$400.

Rental Times and Pricing:

Rental prices are listed as **Attachment A** and are a part of this Agreement.

All rental time periods include vendor set-up and clean up time. When you rent Windmill Gardens or Windmill Bistro for five to six hours, you need to plan on one hour of set-up time and one hour of clean up time. If you would like more time, additional hours can be added, if arranged in advance. Time may be added to the beginning of afternoon events on Saturdays and Sundays for \$100.00 per hour. In order to prepare for your event, we need all of our preparation time. Please do not interfere with our staff by showing up early. Your cooperation is critical and much appreciated. **Renter Initials** _____

The rental prices include all of the following:

The Windmill Bistro:

1. Use of The Windmill Bistro, changing rooms, and restroom.
2. Free parking in the lots next to The Windmill Bistro and across the street at National Auto Parts designated area, unless otherwise directed by Mama Stortini's event coordinator.
3. The use and set-up of all furniture in The Windmill Bistro.
4. Six or seven hours of time, depending upon the season, from either 11:00 a.m. to 5:00 p.m., or 6:00 p.m. to 12:00 a.m. Or, in Peak season (July 1 – September 22) 10:00 a.m. to 5:00 p.m., or 6:00 p.m. to 12:00 a.m.
5. Tear down of furnishings and general clean up after the event (additional clean-up fees may apply due to unusual circumstances).
6. Consultation and planning services to get you started right.
7. Windmill Bistro capacity 90.
8. The Bistro building will not be available for Saturday and Sunday afternoon weddings. Saturday night events in the June to September range need to rent the Bistro and the Gardens. If you book your event 60 days prior to the event you may rent them separately

The Gardens:

1. Use of the Windmill Building, its kitchenette and restroom.
2. Use of 125 natural wood padded chairs, 10 banquet style (60" rectangular) tables, and 10 (60" round) tables.
3. Full use of the gardens, gazebo, and patio area.
4. Parking inside the Windmill Gardens gate and the designated area at National Auto Parts.
5. Set-up and tear down of furnishings and general clean up after the event (additional clean-up fees may apply due to unusual circumstances).
6. Six or seven hours of time, depending upon the season, from either 11:00 a.m. to 5:00 p.m., or 6:00 p.m. to 12:00 a.m. Or, in Peak season (July 1 – September 22) 10:00 a.m. to 5:00 p.m., or 6:00 p.m. to 12:00 a.m.
7. April 1st through June 1st No rental of the gardens during our business hours. The 6 p.m. - 12 a.m. period is available.
8. One hour of rehearsal time during the week, (Monday – Thursday) during regular business hours, prior to your event (space availability/first-come first-served basis). Reservation required.
9. Garden capacity 220
10. Evening events in the Garden may require alternative lighting. For an additional fee, you may rent extra lighting for your special day. Inquire with your Event Consultant.

Full rental of both facilities includes all of the above.

Tenting:

Tents are available for a \$899.00 charge. We must have 48 hours notice to erect our tent and may need more notice to reserve other tents if more area is needed.

Exclusive Floral Services:

All live plants, fresh flowers, silks, dried plants and flowers used in the ceremonies and reception or events must be purchased through Blooms at the Windmill at an additional expense. All candles and centerpieces must also be purchased through Blooms at the Windmill. All flowers must be paid in full two-weeks prior to the event to insure your floral order. Our wedding coordinator is available to consult with you at no additional charge. Please call for an appointment.

Fresh green plants are available for rental at 30% of their retail price. If the renters or guests damage plants, the full price will be charged to the renter.

Exclusive Private Dining Services:

All food and beverages must be arranged through **Stortini's Catering** (brochure attached). Wine and champagne may be brought to the facility but must be served by the Windmill Bistro service with an additional cork charge of \$10.00 per bottle. Linens and Service Ware are available through Windmill Bistro for an additional charge.

Renter Initials _____

Alcohol:

- 1) Wine and champagne may be brought to the facility but must be served by the Windmill Bistro service with an additional cork charge.
- 2) Beer is available **only** through Windmill Bistro.
- 3) Alcohol may be served only in areas designated by Windmill Bistro.
- 4) No alcohol may be served to minors.
- 5) Alcohol service must end 30 minutes prior to the end of your event.
- 6) Windmill Gardens and Windmill Bistro reserve the right to end alcohol service and/or the event at any time, for any reason, if our staff feels that behavior and/or alcohol consumption is getting out of control or dangerous.

Renter Initials _____

House Rules:

1. Renter is not responsible for taking out or putting away tables and chairs, cleaning the floors with the exception of food spills, for which you and your caterer are responsible, or cleaning the bathrooms.
2. Report all spills or breakage to the manager immediately so that proper clean-up measures can be taken.
3. **All music should be kept to appropriate levels, particularly in the garden where it must be at background level after 10 P.M. and turned off completely by 11 P.M.**
4. Dance bands or DJs must stop one hour before the end of your rental period to allow for the clean-up hour.
5. Unfortunately throwing rice or other substances at the bride and groom, though traditional, presents an environmental hazard. Please use bubbles only.
6. **NO CONFETTI, ROSE PETALS, OR MYLAR CUT OUT/SPRINKLE TYPE DECORATIONS MAY BE USED.**
7. Children are welcome at Windmill Gardens, however, it is your responsibility to see that they are supervised.
8. Smoking is allowed outside only and the sand dish ashtrays must be used. Please keep in mind that nicotine is toxic to plants and cigarettes extinguished in flowerbeds and pots can kill the plants.

Photography/Videography:

Your photographer, videographer, and DJ may arrive (1) hour before the start of your rental time. They may prepare an area for photographs, but must not interfere with the Windmill Garden and Windmill Bistro staff as we ready the facilities for your event. The bridal party will not be allowed into the areas until your official rental time commences. **Renter Initials** _____

Consultation and Planning Services:

Although our staff members do not operate as wedding coordinators on the day of the wedding, a representative will be on hand during your event to assist you with any facility issues. We do offer complete floral consultation and can help you with many details.

Tours/Rehearsals:

Tours are available **by appointment only**. A one-hour rehearsal will be available to you at no cost during the week before your ceremony on a space available basis and during our normal business hours. If necessary, a one-hour rehearsal may be scheduled after hours (on a space available basis No rehearsals on Friday night. **Renter Initials**_____

Parking:

Ample free parking is available on the premises and across the street to the left of National Auto Parts. You can not park on the side wall of National Auto Parts and must park behind the metal bar behind the espresso stand.

Cancellation Policy: RENTER MUST READ & INITIAL_____

Should you cancel your reservation **prior to six (6) months before your date**, you will be refunded your full deposit minus a \$50 cancellation fee. **Renter initial**_____

Should you cancel your reservation **within six (6) months of your date**, your deposit will be held until another event is booked at full price for your date and time. After the new reservation is paid in full, your rental payment and deposit will be returned less a \$200 cancellation fee. If no other bookings occur for your date and time, Windmill Gardens will retain the full rental and deposit amount. **Renter initial**_____

Liability: RENTER MUST READ & INITIAL_____

The undersigned agrees to indemnify and hold harmless Windmill Gardens, its owners, employees and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates. Windmill Gardens and its staff will also not be held responsible for lost, stolen or forgotten articles.

The undersigned has read and agrees to abide by the above rental policies and hereby agrees to rent the

The Garden/Windmill Building___ or **The Garden Bistro** ___ or both **The Garden/Windmill Building and The Windmill Bistro**___ on _____

Between the hours of _____Am/PM and _____AM/PM for the sum of \$ _____.

Name of Renter (print): _____

Signature of Renter:_____ Date:_____

Windmill Representative:_____ Date:_____



WINDMILL Gardens

Fee Schedule

	<u>Sat.</u>	<u>Fri. & Sun.</u>	<u>Mon.-Thurs.</u>
January-March			
Garden	\$500.00	\$400.00	\$300.00
The Windmill Bistro	\$750.00	\$750.00	\$750.00
April-May			
Garden	\$2,000.00	\$1,700.00	\$750.00
The Windmill Bistro	\$750.00	\$750.00	\$750.00
June-September 28			
Garden	\$3,200.00	\$2,700.00	\$1,500.00
The Windmill Bistro	\$750.00	\$750.00	\$750.00
September 29-November 30			
Garden	\$1,200.00	\$900.00	\$400.00
The Windmill Bistro	\$750.00	\$750.00	\$750.00
December 1-December 30			
Garden	\$500.00	\$500.00	\$300.00
The Windmill Bistro	\$750.00	\$750.00	\$750.00

Available: Fridays 6pm to 12 am
 Saturdays 10am to 5pm 6pm to 12 am
 Sundays 10am to 5pm 6pm to 12 am
 Monday to Thursdays 6pm to 12am

The use of the Windmill Building is included in the Garden Rental.

March 1st through May 31st No rental of the gardens during our business hours. However the 6 p.m. - 12 a.m. period is available.

The Windmill Bistro price includes 4 hours of labor, and china. Linens are available for an additional fee. Maximum of 75 people.