

# "The Event Barn"

## Policy Statement

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**Reservations and Deposits:** Reservations are taken on a first-come, first-served basis. A signed rental agreement is required to reserve your date. The balance of the rental fee and the damage deposited will be due no later than 10 days prior to your event. We accept cash and checks. **However, should there be a cancellation less than 10 days of the event a 25% fee will be charged prior to a refund.**

**Alcohol:** Alcoholic beverages must be served by a licensed bartender. The renter must obtain a Banquet Permit from any Washington State Liquor Store. A copy of the permit must be received by The Event Barn prior to your event. *Only beer & wine are permitted on premises.*

**Catering:** Your caterer should be self-contained **as there are very limited kitchen facilities available on site.** We must receive a copy of your caterer's business license and a certificate of insurance prior to your event

**Rehearsal:** A rehearsal period prior to the wedding will be scheduled at no additional cost. The Event Barn may be rented for rehearsal dinners at an additional charge.

**Decorating;** renters may come to decorate the day before the event.

**Animals; No pets allowed on grounds!**

**Children must be supervised at all times – NO exceptions!**

**Renters will provide parking attendants.**

**Renters will be responsible for any and all guest's behavior.**

**Tables, chairs, linens, canopies, PA system, dance floor, Kitchen items, gazebos, may be available at an additional charge.**

*All the above are subject to the Rental Agreement.*

**Renter(s) Signature;**

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

The "Event Barn"

**Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_