

Harvest Barn Event Building

Rental Agreement

2721 US Hwy 34 Osceola, IA 50213

641.342.4039

harvestbarnmarketplaceinfo@gmail.com

Contact Name: _____ Phone Number: _____

Billing Address: _____

Email: _____ Date of Event: _____

Type of Event: _____ Number of Guests: _____

Hours of Rental: _____ Date of Booking: _____

Our newly built and recently finished Event Building is the perfect place to host your next event! Our interior is the perfect combination of rustic and classy. Our barn feel provides the perfect backdrop for your special event! We offer ample parking to accommodate your guests. Our Event Building is comfortably heated and cooled year-round but also offers an open air feel should you open the windows and large roll up door.

The Harvest Barn Event Building is available to rent in it's entirety from January through August as well as November and December. Rental includes event space, 15 rectangle tables (6' length), 90 black chairs, multiple large trash cans, restrooms with changing table, kitchen space with counter space, deep freezer, refrigerator, and sinks. Linen tablecloths are available to rent for an extra fee. Renter provides all decorations and sets up the space as desired. Renter is responsible for returning the event building to its original state. All trash must be removed to the dumpster on site and floors must be swept.

Booking your event in November and December makes for a stunning setting for holiday parties for local companies and families alike! The Event Building is decorated like a winter wonderland and provides the perfect backdrop for beautiful photos and festivities!

The Harvest Barn Marketplace is excited to offer on-site catering services for our Event Building! We have a delicious selection of menu items that are sure to compliment any event! Using our in-house catering service is not a requirement when renting our Event Building. Renters can bring in food or caterers of their choice. Please see attached menu options.



Harvest Barn Event Building Rental Agreement

Rates for Event Building rental:

January through August and November through December

Monday-Thursday rental (6 hours): \$175

Friday-Sunday rental (6 hours): \$250

The Fine Print

50% of rental fee is due at the time of booking to hold your event date on our calendar. Remainder of the total rental fees are due prior to the start of event on event date. Events booked within 30 days of event date will require 100% of total rental fees plus tax paid at the time of booking. Initials: _____

50% of rental fee is non-refundable! Initials: _____

Children must be supervised. The renter is responsible for supervision of all children at all times. Initials: _____

Rental is for the Event Building ONLY! Guests are not allowed to roam the grounds or enter other buildings that are otherwise closed. If Harvest Barn store is open, please feel free to come in and take a look around. Initials: _____

A security deposit is not required, however, a valid credit card and signature is required to be on file. We reserve the right to charge a \$75 cleaning fee if Event Building is not properly cleaned and returned to original state. We also reserve the right to charge the credit card for any damages. Any damages will be charged to this card unless other arrangements are made. We will notify you of any damages before any charges are processed on your credit card. Initials: _____

Trash must be removed and placed in dumpster, floors swept, and kitchen cleaned. Initials: _____

Rental fees are non-refundable. Initials: _____

If using on-site catering, a 50% non-refundable deposit is required at time of booking catering (minimum of \$125).

Initials: _____

The Harvest Barn and Harvest Barn Event Building are NON-SMOKING facilities. Initials: _____

Harvest Barn shall not be held liable for any injuries or personal damage/loss to others during the function, included but not limited to: death, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises during the terms of this agreement. Initials: _____

NO alcohol is allowed on premises! Initials: _____

Renters must have building cleaned up and be off the premises by 11 p.m. Initials: _____

I agree to any and all terms of this contract.

Rental Contact: _____

Signature: _____ Date: _____

Harvest Barn Staff Member: _____

Harvest Barn Event Building

On-Site Catering Menu and Invoice

<u>Entrée Options</u>		<u># of Guests</u>	<u>Total \$</u>
Grilled Boyer Beef Hamburger	\$5.00	_____	_____
Iowa Maid-Rite Sandwich	\$6.00	_____	_____
Pulled Pork Sandwich	\$6.00	_____	_____
Roasted Boyer Pork Loin with Blueberry Bourbon sauce (Includes dinner roll)	\$8.00	_____	_____
Deli Style Sandwich (ham, turkey, or chicken salad)	\$5.00	_____	_____
Smoked Brisket (Includes dinner roll)	\$9.00	_____	_____
Soup (Cheddar Chowder, Chicken Tortilla, or Chili)	\$5.00	_____	_____
<i>**Tea and Water are included with entrees**</i>			
<u>Side Options</u>			
Side Salad with 3 dressing choices	\$2.50	_____	_____
Creamy Coleslaw	\$2.00	_____	_____
Homemade Potato Salad	\$2.50	_____	_____
Cowboy Beans	\$2.50	_____	_____
Southern Style Green Beans	\$2.25	_____	_____
Cheesy Potatoes	\$2.50	_____	_____
Fruit Salad	\$2.50	_____	_____
Chips	\$1.50	_____	_____
<u>Dessert Options</u>			
Homemade Apple Crisp Alamo	\$4.00	_____	_____
Assorted Bars	\$1.50	_____	_____
Assorted Homemade Cookies	\$1.50	_____	_____
Harvest Snack Mix (sweet and salty)	\$2.50	_____	_____

An estimated number of guests must be provided when signing catering contract. Confirmed number of guests must be provided no later than 10 days before event. However, no guests may be removed from the confirmed number. A non-refundable deposit of 50% of the total catering charge (minimum of \$125) is due when booking on-site catering. Final payment is due the day of the event, prior to service.

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Rental Invoice

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January-August and November-December Event Building Rental

Monday-Thursday rental (6 hours): \$175 _____

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Tablecloths

Linen Tablecloths (black or buffalo plaid): \$5 per table _____

Plastic Tablecloths (black, white): \$2 per table _____

On-Site Catering

Catering Total Balance _____

Sub Total Due: _____

Taxes (6%) _____

Total Due: _____

50% Rental Deposit _____

50% On-Site Catering Deposit _____

Remaining Balance Due (Date: _____) _____

Payment Method: *Cash* *Check* *Debit/Credit Card*

Name on Credit Card: _____

Credit Card Number: _____ Exp. Date: _____

CVC Number: _____ Billing Zip Code: _____

I authorize Harvest Barn Marketplace to charge the above credit card according to the terms set in the contract. This payment is for the event outlined in this contract. I certify that I am the authorized user of said credit card and will not dispute charges with credit card company as long as the charges correspond to the terms of the contract.

Signature: _____

