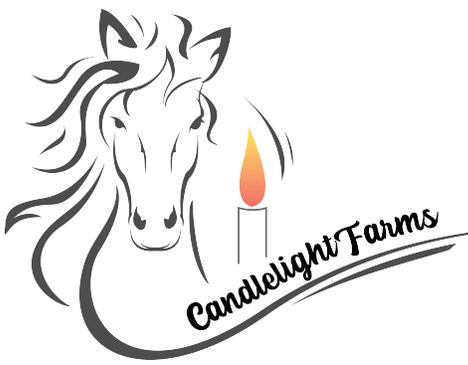


214 Candlewood Mountain Road,
New Milford, CT 06776
(860) 210-0594
candlelightfarmsinn.com



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SPECIAL EVENTS AGREEMENT/CONTRACT

2023 SEASON

This agreement, made on this day ____ of _____, 20__ by and between
Candlelight Farms Inn, herein referred to as "OWNER" and _____
_____, herein referred to as "GUEST."

Guest's Full Name: _____

Full Address: _____

Phone: _____ Additional Phone: _____

Email: _____

For weddings only, please fill out below

BRIDES INFORMATION

Full Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

GROOMS INFORMATION

Full Name: _____

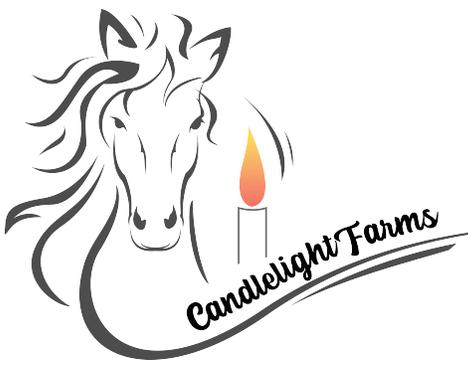
Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

1. Owner agrees to rent to Guest specified areas of Candlelight Farms Inn located at 214 Candlewood Mountain Road, New Milford, CT 06776, herein after referred to as "Inn," such areas are to be designated by Owner on the attached Quote form, subject to the terms of this agreement
2. Guest agrees to rent the following designated area(s) _____ from _____ Owner on _____, 20__ between the hours of _____ (AM/PM) to _____ (AM/PM) for the following event _____.
3. It is understood & agreed Guest will be responsible for the rental of _____ residential rooms for the weekend/night of the event. *If renting the hangar, please designate the amount of rooms you would like if available.*
4. Guest understands that for a one day function, all personal belongings must be removed from the property the night of the event unless other arrangements have been made and are detailed below. (For the weekend rental this does not apply)
_____.



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Suggestions:

10:00PM - DJ/Band bass lowered

10:30PM - Alcohol no longer serves

11:00PM - DJ/Band complete

30 minutes earlier for all Hangar events

____ Initial (Guest)

5. Guest agrees to pay a sum of \$_____ for the _____ package with payments to be made as follows:

- A. Initial Retainer (**non refundable**): \$_____ (1/3 of venue cost) due on _____, 20__
- B. Balance of \$_____ due on _____, 20__ (60 days prior to event date)
- C. Security Deposit (**fully refundable***) \$400.00 due on _____, 20__ (2 weeks prior to event date) *Guest understands the Security Deposit may be used for excessive clean up, parking fees for any vehicles on grass, damage to Farm property caused by guests, etc.
- D. Service Charge of 15% (10% for exclusive package) of venue total made to **Farms & Barns LLC** in the amount of \$_____ due on _____, 20__
____ Initial (Guest)
- E. The per person charge for each guest over _____. (See package for details) ____ Initial (Guest)
- F. Payments may be made in the form of cash or check.

6. Guest agrees to be fully responsible for all persons invited to the Event and require guests to use only the designated areas outlined in this agreement. Guest also assumes responsibility of for the behavior of all persons invited & agrees to expel any invited persons at the discretion of the Owner who will determine if any guest is creating a disturbance or participating in criminal activity. Guest also assumes the responsibility for any damage to the Inn caused by the Guest directly or any invited persons. Guest also assumes responsibility for damages caused by Guest or invited parties to third party vendors and/or their property.

7. Guest acknowledges there is a \$100.00 fee for each unregistered guest who stays on the property.

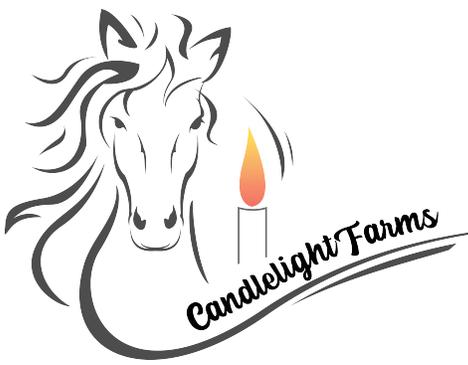
S_ Initial (Guest) __ Initial (Owner)



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8. Guest acknowledges that there may be another event on the property the same day as their event.
9. All service providers must be approved. Service providers, include but are not limited to: bartenders, waiters, car valet, performers (including DJ's), and any related services. Please note: Caterers and Rental Companies not currently on our vendor list may incur a \$400.00 charge.
10. Guest understands there will be a \$100.00 dumpster fee if any vendors use the on site dumpster. Guest may allocate this fee to their vendors.
11. Insurance Agreement: Guest agrees to take a one day special event liability insurance policy. The policy is available at www.theeventhelper.com listing Carl Dunham, Candlelight Farms and Scenic Masters as additional insurers.
12. Guest hereby acknowledges and agrees that Owner is not licensed to sell alcoholic beverages nor can Owner serve alcoholic beverages to Guest and/or Guest's attendees. Guest may serve alcoholic beverages at the Event at their sole discretion but shall be fully liable for the service to, and consumption by, Guest's attendees. If Guest intends to serve alcohol at the Event, the Owner shall be notified at the time this Agreement is made. Guest shall be fully responsible for the person or persons serving alcohol. Guest agrees to instruct anyone serving alcohol to only serve it to guests over the age of twenty-one (21) years of age and not to serve it to anyone who is not an invited guest. Owner will take no responsibility for the sobriety or intoxication of Guest or Guest's attendees or whether minors are being served. Guest agrees to indemnify Owner and hold it harmless from any claim, action, cause of action, demand or judgment arising from any injury, death, loss or damage arising from the service of alcohol by Guest to guests at the Event, including claims under the Dram Shop Act and/or based on the provision and service of alcoholic beverages and/or the consumption or possession or service to a minor. This indemnification shall include any costs and expenses, including attorney fees, incurred by Owner in defending any claim, action, cause of action, demand or judgment. No coolers will be brought on property.

Initial (Guest) Initial (Owner)



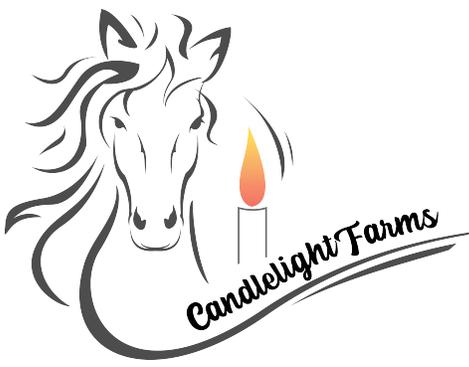
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13. Candlelight Farms is not responsible for any items left on the property.
14. Guest allows Candlelight Farms use of event photos for promotional use on the company website, advertisement brochures & additional marketing endeavors, strictly for Candlelight Farms Inn. ___ Y ___ N
15. There is a \$300.00 septic tank fee for events under 120 guests in attendance. This fee is for events at the Inn or Barn only, not the hangar. Larger events must rent restroom trailers.
16. Please note, there is NO driving on any grassed areas on the property. *This does not apply to events at the Hangar.
17. Guest agrees to indemnify Owner and hold it harmless from any claim, action, cause of action, demand or judgment arising from any injury, death, loss or damage. This indemnification shall include costs and expenses, including attorney fees, incurred by the owner in defending any claim, action, cause of action, demand or judgment.
18. This Agreement shall be binding on the parties noted above. This Agreement cannot be assigned by Guest without the written consent of Owner.
19. In case of acts of nature, illness or other unforeseen emergency, your retainer can be credited to an alternate date or stay at Candlelight farms , dates to be agreed upon by both parties.

(Nancy Saggese, Manager Candlelight Farms) Date

(Guest) Date

(Guest) Date



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Name and phone number for each vendor chosen.

Caterer: _____

Tent Company: **All Seasons Rental** _____

Florist: _____

Bakery: _____

DJ/Band: _____

Liquor: _____

Event Planner: _____

Restroom Company: **VIP To Go 877-564-6977** _____

Selected location for ceremony, cocktail hour & reception: _____

Expected number of guests: _____

Bathroom Use: ___ Y ___ N (if using property restrooms for under 120 guests)



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Event Payment Schedule

Initial Retainer: _____ 1/3 of Event Total due at Signing

Final Payment: _____ Remainder 2/3 of venue 60 days prior to event

Dumpster Fee: \$100 _____ date. If using, due 30 days prior to event.

Security Deposit: \$400.00 _____ Due 60 days prior to event

Service Fee: _____ ___% of venue fee, due day of event (15%)

Septic Fee: \$300.00 _____

Guest Overage # _____ x _____ = _____ Due to Farms & Barns Events due 30 days prior to
 of People: event

175 Exclusive
 150 Sat. Package
 140 Hanger
 125 Friday &
 Sunday

3 Check Total

- **Please put reminders in your calendar**
- Remainder of venue fee & dumpster fee & guest overage fee (60 Days Prior)
- Security Deposit (Refundable) written to Candlelight Farms
- Septic fee of \$300 if 110 guests or fewer at the Farms and Service fee written to Farms & Barns Events (60 Days Prior)

Candlelight Farms

COVID-19 Pandemic

Even after following protocols set by the Governor of Connecticut and the CDC, it is still possible to contract COVID-19 while at an event or gathering. We are following all of the guidelines to minimize the risk of transmission.

*I knowingly and willingly consent to have an event at Candlelight Farms during the COVID-19 pandemic. I understand that the COVID-19 virus has a long incubation period during which carriers of this virus may not show symptoms and still may be highly contagious. _____

*I understand that any guests invited to my event have an elevated risk of contracting the COVID-19 virus simply by attending my event. They are aware that they may be exposed. _____

*I have confirmed with all guests that they will not attend if they are presenting any of these COVID-19 symptoms which may include, but not limited to, fever, shortness of breath, dry cough, runny nose or a sore throat. _____

* I have also confirmed with guests that they have not been in contact with a person who has been diagnosed with COVID-19 within 14 days of attending my event.

* I understand that my guests know that air travel significantly increases risk of contracting and transmitting the COVID-19 virus. The CDC recommends self quarantine for a period of 14 days to anyone who has recently traveled, or they must be tested less than 72 hours prior to travel and documented on state website.

*I will work with Candlelight Farms and all vendors to keep my guests safe and understand all of the above.

Signature _____