



# Life's Finer Moments Wedding & Large Event Contract

*Thank you for selecting Life's Finer Moments.*

*We are prepared to do all we can to make your event a success.*

***Our goal is to make this a 5 STAR experience.***

To clearly communicate, we ask that the contact person for your event read this contract and abide by it. It is your responsibility to communicate the information to others in your group. If at any time you have questions, please contact us immediately.

## **RESERVATION PROCEDURES**

In order for your event to be guaranteed, Life's Finer Moments must receive:

1. **Application** --you may submit online from our website: [lifesfinermoments.com](http://lifesfinermoments.com)
2. **Contract** initialed, signed and returned.
3. **Nonrefundable Deposit of \$600 paid.** Any remaining balance of the selected wedding or large event package is due in regular monthly installments paid in full no later than fourteen (14) days prior to the event date. We accept:
  - Cash
  - Valid checks payable to "Life's Finer Moments"
  - Visa, Discover, & Mastercard credit cards (3% fee per transaction)

4. **Security/Damage/Excessive Cleanup Deposit** A valid credit card\* with valid signature must be on file for a damage/excessive cleaning deposit. Upon a post event facility review by LIFE'S FINER MOMENTS (hereafter LFM) staff, any damages or abuse beyond normal wear will be charged to this card. (3% credit card fee per transaction)

\*If no credit card is shared, the amount of \$300 is added to the invoice and is to be included in the regular monthly paid installments to be completed in full no later than fourteen (14) days prior to the event date. The cash deposit for damage/excessive cleanup is refundable if all is fine upon post event facility review. see pg. 6-7

\_\_\_\_\_ Customer Initials

## **CANCELLATION POLICY**

In the event this agreement is canceled by you the customer, you agree that LFM will have lost the opportunity to offer our services to others and will incur additional costs in attempting to book our services for the date reserved for your event. You agree that the exact amount of our damage will be difficult to determine. You agree that this liquidated damage clause in this agreement is a reasonable effort by you and us to agree in advance on the damages that we will suffer due to a cancellation. Therefore, you agree that should you cancel your event for any reason, liquidated damages to us immediately upon written and dated notice of cancellation the following fee schedule will apply:

In all cases, the \$600 deposit is non-refundable.

- over 10 months prior to event: The \$600 Deposit is non-refundable. Any remaining balance paid toward selected package is 75% refunded.
- 8 months to 10 months prior to event: The \$600 Deposit is non-refundable. Any remaining balance paid toward selected package is 50% refunded.
- 6 to 8 months prior to event: The \$600 Deposit is non-refundable. Any remaining balance paid toward selected package is 25% refunded.
- Less than 6 months prior to event: The \$600 deposit is non-refundable. Any remaining balance paid toward selected package is 0% refunded. ***Additionally, if LFM is unable to rebook a wedding or similar large event of equal or greater value, then the cancelling customer is responsible for 100% of monies due from the original contract package selection whether paid in full to date or not.***
- No refunds will be made when the event is canceled by LFM due to the customer's noncompliance with terms and conditions.

\*\* In the event of LFM taking another wedding or large event booking of equal or more value than your cancelled or postponed date, a full refund of your monies paid minus the non-refundable \$600 deposit shall be made. The customer is certainly welcome to solicit other bookings from your friends and relatives for your cancelled date.

In providing notice of cancellation you must provide a written and dated notice. The refund you are entitled to based upon the aforementioned cancellation policy will be returned to you within thirty (30) business days.

Under extremely rare conditions, LFM staff may be forced to cancel an agreement prior to the event. Possible reasons for cancellation include but are not limited to a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the customer agrees that LFM shall not have responsibility for anything the customer may suffer or incur due to such a cancellation. A staff member will attempt to notify the customer as soon as possible if such cancellation occurs. All fees paid to LIFE'S FINER MOMENTS by the customer shall be refunded to the customer if the reservation is cancelled by LFM for any of the above reasons.

\_\_\_\_\_Customer Initials

### **FINAL EVENT PREPARATIONS**

One contact person should be designated to oversee all arrangements with LFM venue. This will help ensure a quality event for the customer.

- The contact person is responsible for making an on-site "walk through" appointment with the LFM representative to finalize arrangements. The scheduling request for this on-site

appointment should be made by the customer a minimum of two (2) weeks prior to the event. A mutually conducive date will be agreed upon between customer and LFM.

- Customer's lack of planning does not constitute an emergency on LFM's part.
- LFM and its employees are not responsible for any problems that occur with any event that has not had an on-site "walk through" meeting with LFM staff.

\_\_\_\_\_ Customer Initials

### **HOURS OF OPERATION**

- Events need to end at the time agreed upon at the walkthrough and on application. Customer's rental fee is based on this. The customer will be charged \$30.00 per hour if the event and/or cleanup time exceeds the agreed upon end time. (Security cameras are used.)
- Customer is responsible for making sure guests leave the building at an appropriate time in order for customer to finish clean up before the time deadline.
- Arrangements must be made by the customer to have all rental equipment picked up and removed from the facility the same day as the event before the event's time deadline unless there is prior approval.

\_\_\_\_\_ Customer Initials

### **SET-UP/DECORATIONS**

- The LFM staff will coordinate decorating hours with you prior to the event at the "walk-through" according to the package you've purchased.
- Any deliveries should be made during the decorating or event hours unless other arrangements have been made.
- Affixing anything to the walls, floor or ceilings is not permitted unless prior approval is received from LFM staff.
- Decorations may not be fastened with thumb tacks, nails, staples, or pushpins. Duct tape is prohibited.
- "Command" hooks are recommended or painter's tape, or sticky tack are permitted. All must be removed at the conclusion of the event.
- Candles must be completely enclosed in a glass or non-flammable holder.
- The use of **glitter, metallic confetti**, straw, rice, birdseed, and other like items is prohibited in the facility and/or on the grounds. Neither shall these type of items be thrown in or around the facility.
- Immediately following the completion of the event, all decorations, trash, or other debris must be put in trash bags, and removed from the facility property or carried to the dumpster. Anything left behind will be thrown away.
- When in doubt about decorations deemed acceptable, customer must consult with LFM staff.

*Failure in any of the above may result in fees due to damage/excessive cleanup.*

*The cost to clean and repair will be deducted from the security deposit or credit card. See pg. 1 under Damage/Excessive Cleanup*

\_\_\_\_\_ Customer Initials

### **FIREPLACE OR TECHNOLOGY USE**

Customer must indicate on application if a fireplace, projector and screen, or other technology will be used. At the time of the walk through, the contact person will be shown the "Host Book" with directions and become educated in operating these amenities. ***Under no circumstances should the customer or any other member of his party attempt to use either the fireplace(s) or the projector without the approval of LFM staff. If technology must be troubleshotted due to customer "adjustments" a reasonable fee will ensue.***

\_\_\_\_\_Customer Initials

### **LIABILITY**

- The customer assumes full responsibility for its group's conduct and for any loss, breakage, or damage to the rooms, equipment or other LFM property.
- LIFE'S FINER MOMENTS is not liable for any loss, damage, injury, or illness by the users of the facility. Neither LFM nor its employees can be held responsible for any items that are left at the facility by the customer. The customer using the facilities, equipment, and land owned by LFM further assumes all liability for any personal injuries, including death, caused by participants at the scheduled event.

\_\_\_\_\_Customer Initials

### **SMOKING/ ALCOHOL / CONDUCT**

- Smoking is prohibited in all interior areas of building. *Adequate smoking containers for use outdoors are provided.*
- **LFM is a non-alcohol facility. Under no circumstances will the customer or anyone in their party be allowed to bring any alcoholic beverages into LIFE'S FINER MOMENTS facility or the property.**
- Persons attending events should confine themselves to the facility space rented for their use.
- Sound levels for bands and audio equipment will be controlled and maintained at a level set by building management. All music will cease by 11:30 pm to facilitate exit and clean up by midnight.
- All persons attending any event shall vacate premises at conclusion of the event according to hours on application from customer.
- All persons attending any event on LFM property shall abide by the policies of LIFE'S FINER MOMENTS. At their discretion, LFM staff, his/her authorized representative or a peace officer may:
  - Order the removal of any offender
  - Revoke the permit immediately and order all persons from the premises
- All vendors must conform to Kansas Department of Public Health regulations.

\_\_\_\_\_Customer Initials

## **KITCHEN USAGE/CATERER**

**Read CAREFULLY and please mark 1 of the 4 choices:**

- 1.** No food is involved in the event
- 2.** A caterer from the LFM Approved Catering list will be in charge of food for the event.
- *It is the customer's responsibility to check the approved LFM catering list before soliciting any catering services. Our goal is to help sustain our community businesses, and besides, they are EXCELLENT tasting as well as cost effective.*
  - Approved caterers pay a gratuity of 12% to cater at LFM. Some of the caterers take this from their advertising fee at no cost to you as a thank you to LFM for recommending them. Other caterers may choose to add the 12% to your bill to cover this cost. Feel free to check with the caterer of your choice to inquire about this specific charge.
  - Customer shall coordinate with caterer in advance to confirm arrival time. It is the customer's responsibility to be on site at the time of arrival.
  - **While the caterer ideally cleans their entire area of use, it is ultimately the customer who will be charged if extra cleanup is needed. This includes the kitchen floor. Fee of \$50/ hour per staff will incur.**
  - **Our chosen Approved Catering Business will be \_\_\_\_\_.**  
If unknown now, customer must notify LFM which caterer you intend to use at least 1 month prior to event.
- 3.** Customer will be in charge of bringing their own food for the event. There will be an additional \$150 charge for the Great Room kitchen and \$100 charge for Lower Level kitchen use.

**The provided "kitchen clean up list" must be completed by customer or excessive cleanup fee of \$50/hour per staff will incur.**

*Kitchen fees are charged for use of LFM's kitchen appliances, usage of equipment or utensils such as: coffee pots, filters, serving trays, cutting boards, beverage dispensers, cloths/towels and their laundering, breakage of kitchen items, kitchen cleaning supplies, use of our tableware (china, goblets, and flatware), disposables such as trash bags, paper towels, foil, etc. We desire to ensure a high-quality product to our customer(s).*

- 4.** An outside caterer is requested. Proof of insurance **MUST** be provided along with contact information of caterer before LFM approval is granted. \$200 outside catering charge applies.

**I understand and agree with the fees and rules associated with my marked box.**

\_\_\_\_\_ Customer Initials

## **CUSTOMER'S CLEAN UP RESPONSIBILITIES**

- Customer is expected to provide sufficient supervision to minimize spillage of food and beverages on the LFM's floors during the rental event. Especially beware of carpet.
- Any customer leaving excessive trash in or around the property and not in the dumpster is subject to additional charges. Customer must finish the clean-up no later than the time the customer has identified as the ending time for his/her event.
- The customer is ultimately responsible for leaving the venue in the same condition as found upon arrival. *The following list is also left in the kitchen and needs to be signed by customer when complete.*
  - All tables must be cleared of table linens if used. (place in pantry tote if they're ours) **Clean & sanitize tables, chairs if needed, & any counters utilized during the function.**
  - All MEAL trash is placed in dumpster located behind the building and fresh liners placed in receptacles. Please break down boxes or large items for dumpster. Check premises outside for stray guest litter.
  - If LFM's decorations were removed for your own decorating needs, they should be replaced as originally found. *Cell photos are great for recording location of decorations prior to removing.*
  - If any furniture was used outside, bring it inside to be safely locked overnight.

**DO NOT put furniture away in storage room. We'll take care of that! A few customers have thought they were "helping" but injured the door frames and lost their damage deposit. Unless otherwise prearranged, LET US DO THE WORK OF FURNITURE REMOVAL .**

- The kitchen area must be thoroughly cleansed and returned to its original level of cleanliness. This includes all work areas, insides and outsides of ovens (including microwaves), refrigerators, **sinks and floors.** Even if you hired a caterer, this is ultimately YOUR responsibility and will become your fee if not fulfilled.
- Ensure that ice scooper won't be buried if ice machine was used.
- Leave donation for any coffee used. *\$.50/cup*

### **Before Exiting:**

- Set thermostats back to temperatures of 62 in winter and 80 in summer.
  - Please walk through the facility to make sure all lights are turned off, including in Rest Rooms.
- \*FYI Outside: Path lights, patio lamp posts, display window lights and lights above Great Room north and east entrances are on timers and will turn off later. Parking lot stays lit all night.

\_\_\_\_\_Customer Initials

## **Security/Damage/Excessive Cleanup Deposit Refund**

- Upon a post event facility review by LFM staff, any damages or abuse (beyond normal wear) or excessive clean-up needed will be photographed and formal repair/cleaning cost invoice will be submitted to customer.
- If a card is on file, the amount will be transacted from the credit card. (+3% credit card fee per transaction)

- If no card was filed, the amount will be retained from customer's security deposit, and any remaining balance will be refunded by LFM within 30 days following the event or within 30 days following completion of repairs and/or cleanup, whichever is later.
- If the damage and/or excessive cleanup exceeds the deposit amount, the customer will be invoiced for the repairs and extra cleanup.
- Labor repairs and excessive cleanup are \$50.00/hour per person plus any parts or materials needed for the repair.

Customer agrees to these payment terms

\_\_\_\_\_ Customer Initials

### **MISCELLANEOUS POLICIES**

By signing a LIFE'S FINER MOMENTS application or by applying funds you there by agree to all rental policies.

- Live animals, except for service animals, may not be brought onto the premises without prior approval.
- The customer may not sublet the facility, nor may the application be transferred or assigned.
- Life's Finer Moments will not be responsible for any damage or theft of any items left behind: before, during or after an event. This applies to the customer or any guest attending the customer's event.
- LFM staff may enter any of the rented premises at any time on any occasion.
- LFM reserves the right to take photographs of rental events for its own records and for future use.
- For safety purposes, customer must make sure that the number of guests does not over-exceed the stated amount.
- Flying insects belong outside. **Don't prop open doors.** Excessive insects will incur billing.
- Outstanding charges from last minute rental additions such as linens, arbor, extra time in lodge, using space not rented in contract, etc. will be deducted from credit card on file.  
If no card is on file, the \$300 damage deposit will be used to pay this balance. The customer will be billed and expected to pay immediately if amount exceeds the \$300 damage deposit.
- LFM does not provide storage before or after a rental event. All decorations, props, rented furniture, and personal belongings need to be removed at the end of the event.
- **LFM REQUESTS several digital photos** of your event to share on our website or social media and window display. Credit will be given to the respective professional photographer. Any comments you leave or send to us may also be used on our website guestbook.

**Please send event photos & comments to [jana@lifesfinermoments.com](mailto:jana@lifesfinermoments.com)**

\_\_\_\_\_ Customer Initials

**INDEMNIFICATION**

User agrees to defend, indemnify and hold harmless Life's Finer Moments and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Life's Finer Moments or its employees, arising from customer's acts or omissions under this Agreement or any act or omission of customer's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of customer, except as may arise from the negligence or willful misconduct of Life's Finer Moments or its employees.

Life's Finer Moments will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract.

Customer will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property. Failure to comply with ANY of LFM policies will forfeit security/damage/excessive cleaning deposit.

Customer agrees to abide by this Agreement and acknowledges having received a copy thereof. Customer will be held financially responsible for any damage to the LFM facility or equipment, which occurs through the customer's meeting or event at the venue.

\* \*Rates/Policies are subject to change

***By signing below, Customer acknowledges that he/she has read and agrees to all above terms and conditions.***

**All payments & mail must be to:**  
**Life's Finer Moments**  
**PO Box 434**  
**Clay Center, KS 67432**  
**Not the physical address**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization or Event

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Today's Date

Keep a copy for yourself



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