



Chateau Mille Fleurs

Event Venue Rental and Services Agreement

Terms of Agreement

This agreement establishes the rental of Chateau Mille Fleurs event venue, located at 14362 County Road 15, Merrickville, Ontario, as well as any additional services described below, as agreed to by the Client(s) named below, located at the address provided below in the Client information table.

Client Information

<i>Full Name(s) of Client(s)</i>	
<i>Address</i>	
<i>Telephone number(s)</i>	
<i>Email address</i>	
<i>Type of event</i>	<input type="checkbox"/> Wedding <input type="checkbox"/> Micro-wedding <input type="checkbox"/> Birthday <input type="checkbox"/> Retirement <input type="checkbox"/> Anniversary <input type="checkbox"/> Graduation <input type="checkbox"/> Other private event _____
<i>Date of event (DD/MM/YYYY)</i>	
<i>Number of guests*</i>	

*There is a mandatory minimum of 50 guests for a wedding, 25 guests for a micro-wedding and 15 guests for all other events. Final number of guests are required one month prior to the event date for planning purposes.

Inclusions

Chateau Mille Fleurs provides all the following items complimentary to all Clients:

- ✓ Wedding ceremony space in forest with benches and arbour
- ✓ 45ft Aurora sailcloth tent for meal and/or dancing reception tent with tables and chairs
- ✓ Gypsy caravan bar*
- ✓ Fire pit with seating
- ✓ Photo opportunities and petting of resident alpacas
- ✓ Lawn games, including corn hole and washer toss
- ✓ Ample parking in our adjacent field with free overnight parking**
- ✓ 30 blankets for chilly nights
- ✓ 30 umbrellas for rainy days
- ✓ porta potties that will be refreshed as needed
- ✓ full use of decor and vintage furniture***
- ✓ freedom to stock the bar as desired
- ✓ freedom to have an open bar or cash bar
- ✓ free overnight secure storage of beverages
- ✓ freedom to choose any caterer desired
- ✓ complimentary day before liaison service****

**the Gypsy caravan does not come stocked with alcohol/drinks/water etc*

***all guest and client vehicles must be picked up no later than 12pm on the day after the event*

****refer to decor and furniture catalogue*

*****includes most decor brought to the tent (larger sized items will require your assistance) help with the layout, linen placement, electrical services we can provide (limited) answer questions and general guidance, as well as help with vendors who come this day.*

Limitations

1. Hours

1. Pre-event Setup

All our clients will have access to the event space the day prior to the event from 9:00am to 7:00pm for self set-up of décor (including table arrangements, flower displays, signage, etc) and stocking of bar with beverages.

1.2. Event Day

- Event guests will have continuous access to the property on the day of the event from the time that the clients have set as the official event start time between the hours of 8:00am (on the event day) to 1:00am (on the day after the event).
- All vendors such as florists, caterers and DJ will have access to the event space from 8:00am (on the event day) to 1:00am (on the day after the event).
- All guests, vendors and Clients must leave the property by 1:00am (on the day after the event), irrespective of the starting time of the event. Late charges of \$100 will be applied

to the Client's final bill for every 15 minutes after 1:00am that guests or Clients remain on the property.

1.3 Post-event

- Clients are also given additional access from 9:00am to 2:00pm the day after the event for self clean-up and removal of all personal property and returning venue to its original state . This includes removing venue linens and decor from tables and surrounding areas that hav emoted for your event.
- Overnight parking is permitted. Clients and guests must collect any vehicles left on the property overnight by 2:00pm the latest, so as to accommodate the next Client.
- **It is the sole responsibility of the client to ensure that the event space is left in the same condition in which it was provided on the day prior to the event.**

2. Conduct and Boundaries

- Chateau Mille Fleurs is an event venue with a private residence. Clients, all guests and vendors are required to adhere to posted 'Venue Boundary' and 'Private Area' signage to respect the private space of the residents.
- Children must be supervised at all times.
- A maximum of two well-behaved pets are permitted on the property, provided they stay within the venue boundaries and do not encumber the service of Chateau Mille Fleurs staff or vendor staff.
- **Smoking is permitted within the designated outside areas only. There is a zero tolerance policy for smoking under or around the sail tent for fire hazard reasons. Vendors, guests or clients who do not respect this will be asked to leave the property immediately.**
- Drinking and loitering is only permitted within the venue boundaries. There is a zero tolerance policy for drinking or loitering in the surrounding fields, parking lot or the resident's private area. Vendors, guests or clients who do not respect this will be asked to leave the property immediately.
- After the event is complete, all garbage bins must have their lids on them to avoid attracting scavengers, such as bears and racoons.
- **Cigarette butts must be cleaned from the venue space , a butt container is on site , if we find discarded butts on the grounds anywhere your guests have been that are not cleaned up the fee for cleanup is automatically \$300.00 from your security deposit .**
- **Chateau Mille Fleurs requires a mandatory \$1000 cash security deposit two weeks prior to the event date. This deposit will cover any damage to the event space; Chateau Mille Fleurs property; lack of removal of personal property prior to 1:00pm on the day after the event; and lack of removal of vendor property prior to 1:00pm on the day after the event. This deposit will be forfeited by Clients who have opted to personally handle set-up and clean-up, and have not returned the event space by 1:00pm on the day after the event in the condition it was provided on the day prior to the event.**

3. Ambiance and Decor

- The use of the fire pit is permitted (**provided burn bans not in place**) however it must be communicated to Chateau Mille Fleurs staff that these items are desired by the Client at least one week prior to the event day. During the event, fire pits will be set-up and wood supply controlled by Chateau Mille Fleurs staff members only.
- BBQs, torches and sparklers are permitted (client supplied) however it must be communicated to Chateau Mille Fleurs staff that these items are desired by the Client at least one week prior to the event day. During the event, BBQ, torches or sparklers to be

provided by client and set-up location to be determined by Chateau Mille Fleurs staff members only. Zero sparklers under tent,

- **Burn bans may affect the use of some of these items.**
- ***Due to local by-laws, fireworks and any other kind of pyrotechnics are strictly forbidden***
- Bubble machines for photographic purposes are permitted. Other uses as agreed upon.
- ***Rice, confetti and artificial flowers are not permitted*** to be thrown due to the time consuming clean-up and detrimental environmental impacts. Only real flowers or flower petals are permitted.
- Battery-powered candles are preferred, but open-flame candles are permitted provided that there are fully contained in a hurricane candleholder. Open-flame candles are only permitted on dining tables, not on the floor.
- Stapling, tacking or affixing any material on to any walls, posts, doors or trees is not permitted. Please refer Décor and Furniture catalogue for alternative means to display signage and photographs.

4. Music

- Clients are welcome to use any DJ or music service desired. The vendor will require outside power via an inverter at this time.
- All music levels must be controlled by the vendor during the Client's event
- Loud music is permitted at the event space until 11:00pm on the event day, with strict noise reduction at this hour as required by law after this time.
- No music is permitted to play in the event space after 12:30am. Clients, vendors and all guests must leave the property no later than 1:00am

5. Beverages

5.1 Supply and Storage

- Clients couples are permitted and fully responsible to supply all of their alcoholic and non-alcoholic beverages that they wish to have served to their guests at their event.
- Beverages can be dropped off the day prior to the event and stored securely in the gypsy caravan, if applicable to the Client's booking.
- Clients are permitted to bring in any alcoholic beverages purchased through a local licensed brewery, winery, LCBO or beer store.
- Clients are permitted to have kegs provided that the appropriate tap or cartridges are included.

5.2. Serving Rules for Alcoholic beverages

- Self-service of alcoholic beverages by guests or Clients are strictly forbidden. This does not include the single bottle of wine that Clients are permitted to put on each dining table for guests to serve freely at their table.
- Clients are welcome to have an open bar or a cash bar, as desired. If the Client decides to have a cash bar, a full visible bar menu must be on display at the bar, along with all associated prices as set by the Client for guests.
- Clients are permitted to collect donations in the bar area provided that there is clear signage to indicate to guests for what purpose the funds are being collected (e.g. honeymoon fund, house fund, gift, etc). This is of particular importance if the Client opts to have a cash bar, as guests might assume that their money is to pay for their beverage or to tip the bartender.
- Last call for alcoholic beverages is at 11:30pm, unless otherwise enforced by public health or local by-law. The bar must be closed at midnight.

•

5.3. Legal Requirements

- For liability reasons, Chateau Mille Fleurs is not able to allow the Clients or guests to leave the event venue with alcoholic beverages at the end of the event day. All remaining beverages will be securely stored in the gypsy caravan overnight. The Client must collect their remaining beverages and any other personal property from the event space the day after the event between 9:00am and 2:00pm.
- All couples are required to obtain a mandatory **Special Occasion Permit (SOP)** through **AGCO** and mandatory **One Day Special Event insurance with Host Liquor Liability** through PAL or Duo Insurance (other companies also offer this insurance). Both can be obtained one month prior to the event day and typically costs approximately \$150-300.
- If the Client opts to have a cash bar, it is mandatory to get a **Sale** or **No Sale** permit from AGCO, as applicable
- Bartenders must have valid Smart Serve certification in order to serve any alcoholic beverage to guests. Bartenders are legally permitted to stop serving alcoholic beverages to anyone if the person is overly intoxicated.
- Overnight parking is permitted. Clients and guests must collect any vehicles left on the property overnight by 2:00pm the latest, so as to accommodate the next Client.

6. Vendors

- Clients are free to choose any vendors the desire for food, music, flowers, etc.
- **All deliveries from vendors must be arranged and coordinated through Chateau Mille Fleurs at least 3 weeks ahead of time, to ensure their needs and ours are met and that no property is lost, damaged or stolen.**
- All vendors are required to clean up their items and service ware after the event - either at the end of the event day or by 2:00pm on the day after the event. Any vendor items left for Chateau Mille Fleurs staff to clean-up after 2:00pm will incur additional late fees.
- Chateau Mille Fleurs can accommodate vendors by storing vendor items in the venue storage room until items can be collected. Storage is for a maximum of two nights. If such an accommodation is required, vendors must make arrangements with Chateau Mille Fleurs staff one month in advance.
- **Outside vendors are required to provide proof of insurance before accessing venue.**
- Dry weddings will still be required to have host liquor liability on their day of event insurance to protect all parties in the advent guests bring alcohol, or consume prior to arrival without our knowledge.

7. Self-Policing

We ask that all guest respect the grounds, the decor and the animals. No table dancing, no smashing of glasses, no dancing on cars. The animals are not to be disturbed post sunset . By this I mean no entry into the paddock , no climbing the fence. No climbing trees, tent poles, the caravan , no lifting of cars or equipment located outside of any building . We know parties can get crazy we just ask you to keep your guests from doing anything damaging or reckless to themselves or our space .

The three buildings on site (home and two outbuildings) are private and off limits to guests - with the exception of pre arranged plans like photos on our front stairs. And use of the indoor washroom and holding room for the wedding party.
If at anytime you need assistance with your guests please come and get us ASAP.

****Please initial below that you understand the above limitations & the self-policing rules****

Additional Services Available

To help make the event truly memorable, Chateau Mille Fleurs are happy to provide any of the following services to Clients for an additional fee. See each service and associated fee below.

1. Event Coordinator

Chateau Mille Fleurs would be happy to take the stress and worry out of our Client's event by fully coordinating the day before, the day of and the day after the event. This would include, but is not limited to making sure vendors have provided their services on time, ensuring the event space is set-up how the Client envisioned, ensuring the event program runs smoothly, and assisting with disassembly. This additional service has a 12 hour minimum requirement with an hourly rate applicable after the 12 hours of service.

Associated fee for this service starting at 950.00 additional hours 50.00 per hour per person.

2. Custom Cakes Available in house

- In-house custom cakes are available to order with a wide selection of icing flavours, cake flavours and designs. Cakes can be from one to four tiers, and can have up to four flavours. Please refer to our catalogue to review what other happy Clients have ordered.
- All orders must be received at least one month in advance of the event and will require a 10% deposit upon order.

Associated fee for this service starting starting at 150.00 and increasing based on size and design. Minimum one month before wedding date required for design and size to be finalized.

3. Beverage Service

- Chateau Mille Fleurs has two in-house Smart Serve bartenders available to serve alcoholic and non-alcoholic beverages to guests. Rates include time to stock and set-up the bar, service during event and time to clean-up and securely store remaining beverages in the gypsy caravan.

Associated fee for this service starting at: 250.00 per server for up to 7 hours. If additional hours required it is 40.00 per hour per server .

- Additionally, Chateau Mille Fleurs can offer beverage service items for the gypsy caravan bar (e.g. disposable bar glasses and cocktail napkins), and or a self service hot beverage station for tea, coffee and or hot chocolate.(50 cup carafe x 2 , tea cups/ saucers, sugar, cream etc)

Associated fee for this service starting at: Varies by party size starting at 250.00+ for up to 50 guests, \$375/75, \$500/100

4. Mini Coordination Services

- A day of liaison service is available for all clients to assist with keeping the flow of the event day moving forward. This includes basic assistance with simple display setups, assistance with vendors, lighting of candles, refreshing the washrooms, etc. and coordinating with your coordinator if you have one.

Associated fee for this service is \$400.00 for the first 8 hrs. Additional hours if needed are at \$50.00 per hour.

- Please note that our mini service does not include setup or clean-up of décor items, the client’s personal items or items brought in by other vendors for your event (e.g. signage, gifts, catering supplies, etc). It is the sole responsibility to ensure that the event space is left in the same condition in which it was provided on the day prior to the event. For more elaborate support, Clients are encouraged to consider the set up and tear down add on.

5. Set up, Tear Down and Design Services

- Day before full styling and set up the reception tent, ceremony space and bar services area. This includes placement of tables, chairs, furniture , linens, glassware , florals DIY set ups like memory tables, gift tables, guest books and officiant table.
- we return the day after to tear it all down per the venue guidelines. Your personal items will be returned to their original boxes for you to retrieve.

Associated fee for this service starting at :
for 50 guests or less 750.00
50-75 guests..... 950.00
75-120 guests.....1250.00

6. jimmy dean’s ICE CREAM. 613-795-2926

- ice cream cart with assorted toppings, custom ice cream on a stick , dipped in chocolate on site then rolled in your choice of available toppings like Oreo crumble , rice crispies, peanuts, sprinkles.

Associated fee for this service starting at:
50 guests or less.....\$600.00
50-75 guests\$800.00
75-100 guests.....\$1000.00

7. Stephanie Anne Illustration. www.stephanieanne.ca Stephanie@stephanieanna.ca

Live sketching starting during your cocktail hour. Guests can come have their photo take For reference for the sketch. They are free to watch Stephanie work, take photos of the Process, or return later in evening to retrieve their sketch. All materials supplied. Fees Include travel .

Associated fee for this service :
4hrs sketching (45-60)...\$1200+tax
6hrs sketching (65-80)...\$1700+tax
Custom quotes available as well.

8. Food Prep space.

At this time we have on site for catering use:

10x20 easy up tent with walls, 3 tables, one 6 burner gas cook top, one proofer/hot box And fridge with freezer. Hot box holds temp to 200 degrees. We do have a wash station Adjacent to the washrooms with hot water for hand washing.

Things we don't provide: Propane, inverter for hot box, potable Water. You must provide bottled water,(or boil water available on site) wash station Propane (or cover cost of tank we provide) and inverter min required 3000watts.

Some accommodations can be made to have access to our health certified kitchen space For medium to low risk foods & prep.

Booking Requirements and Rates

Chateau Mille Fleurs is an event venue that can host up to 120 guests with varying guest minimums for each type of event. The final number of guests are required one month prior to the event date for planning purposes.

Type of Event	Minimum Guest Count	Associated Base Fee	Additional guests
Wedding	50	5000.00	90.00pp
Micro-wedding	25	3000.00	N/A
All other events (birthday, retirement, anniversary, baby shower, graduation, etc)	15	350.00 min based on clients needs for decor, space use, time of week and length of use	25.00pp

In order to make a booking with Chateau Mille Fleurs for any event, Clients must meet the minimum guest number above and make a 15% booking deposit by cash or by e-transfer to Chantal Roulston (sugerbear2me@gmail.com) upon signing. The booking deposit is non-refundable, but it is transferable to another date (subject to venue availability) or to another Client. Additional fees may apply.

Chateau Mille Fleurs also requires a mandatory \$1000 security deposit via transfer or cash two weeks prior to the event date. This deposit will cover any damage to the event space; Chateau Mille Fleurs property; lack of removal of personal property prior to 1:00pm on the day after the event; and lack of removal of vendor property prior to 1:00pm on the day after the event. This deposit will be forfeited by Clients who have opted to personally handle set-up and clean-up, and have not returned the event space by 1:00pm on the day after the event in the condition it was provided on the day prior to the event.

Additional info:

Florals can be stored overnight in our home to ensure freshness for next day . We recommend sturdy centrepiece choices due to inclement weather/wind .

Additional accommodations for other things can be made with prior discussions on needs/ time and possible associated fee.

Item	Cost per item(\$)	Quantity	Total (\$)
Booking Deposit (15%) venue fee			
Security deposit			
<i>Additional items (only if applicable)</i>			
Event Coordination (for first 12 hours)			950
Event Coordination (per hour after first 12 hours)	75		
Bartender	250		
Beverage station add-ons	250/50p		
Wedding cake			
Mini coordination add-on	400		
Set up /tear down / styling fee	750/50p		
TOTAL			

Signatures

The Client(s) listed on page 1 of this agreement hereby agree to the terms and conditions described for an event held at Chateau Mille Fleurs Wedding & Events Venue, located at 14362 county road 15, Merrickville, Ontario.

Client Name (printed)

Signature

Signature

Date

Date

Client Name (printed)

Confirmation of Booking Deposit receipt

Chateau Mille Fleurs Staff member Name	
Amount received (\$)	
Date received (DD/MM/YYYY)	
Signature	

*The staff of Chateau Mille Fleurs looks forward to working with you to make your event a success!
Thank you!*