



Pace Family Lavender & Hobby Farm

VENUE RENTAL

client intake form

CLIENT'S INFORMATION

First Name: Last:

Address:

City: Zipcode

Phone Number: Email Address:

EVENT DETAILS

Event Date: Event Name:

Address: **586 Chilvers Road, Chehalis, WA 98532**

Time Start: Time End:

Estimated Number of Guests: Theme:

SERVICES

Venue Rental

Photography & Videography

Event Starting

Catering Services

Event Planning & Coordination

Decorating & Designs

Damage Fee:

Cleaning Fee:

Garbage Fee:

Deposit:

Balance:

Total:

PACE FAMILY LAVENDER & HOBBY FARM, LLC

360-880-7757 | pacefamilylavender@gmail.com | www.pacefamilylavender.com

Pace Family Lavender & Hobby Farm

PACE PAVILION RENTAL

contract

This Rental Service Agreement is made and entered into as of _____ by and between Pace Family Lavender & Hobby Farm, hereinafter referred to as the "Venue," and _____ hereinafter referred to as the "Client". The Venue and the Client shall collectively be referred to as the "Parties."

1. RENTAL FEE AND PAYMENT TERMS

- a) Rental Fee: The Client agrees to pay the Venue a total rental fee of _____ for the use of the Venue during the specified rental period.
- b) Deposit: A non-refundable deposit of Deposit Amount is required to secure the booking _____. The deposit shall be applied toward the total rental fee. The deposit is non-refundable.
- c) Balance: The remaining balance of the rental fee is due and payable to the Venue on or before _____, which is 60 days before the event date.
- d) Payment Method: Payments* shall be made by cash or check payable to Pace Family Lavender & Hobby Farm. *Cash or Check is preferred. Venmo, credit accepted with a processing fee.

2. PERMITTED USE

The Client is granted use of the venue for the event, including but not limited to the following activities:

Any use beyond the scope of this agreement requires written consent from the Venue.

3. CATERING SERVICES

- a. The Client may choose from the Venue's preferred catering partners (see attachment) or provide their own licensed and insured caterer.
- b. The Client agrees to coordinate catering details, including menu, setup, and service times, with the chosen catering provider.

4. EVENT PLANNING AND COORDINATION

- a. The Venue offers event planning and coordination services upon request (see attached providers).
- b. Details and fees for event planning services will be provided in a separate agreement.

5. AUDIO AND VIDEO EQUIPMENT

- a. The venue provides the following audiovisual equipment: microphone and small portable speaker.
- b. The Client is responsible for proper use and any damages caused to the equipment during the event.

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6. EVENT STAFFING

- a. The venue provides event staff, including parking/security personnel.
- b. Staffing details, including roles and responsibilities include: assist with directing guests to park and monitoring guest unruly/aggressive behavior. Anyone acting in an irresponsible and disrespectful manner will be asked to leave.

7. DECORATION AND DESIGN

- a. The venue offers a few decorations and the use of tables and chairs.
- b. The Client may choose external decorators, subject to venue approval and guidelines. Do not use nails to hang decorations or alter the premises.

8. LIABILITY AND INSURANCE

- a. The Client agrees to indemnify and hold the Venue harmless from any liability or claims arising from the event.
- b. The venue maintains liability insurance coverage, and the Client is encouraged to obtain event insurance. Event insurance is required for a party more than 39 guests. See attachment.

9. CANCELLATION AND REFUND POLICY

- a. The Client may cancel the event by providing written notice via email 60 days before event.
- b. Refund amounts are subject to the following Cancellation and Refund Policy:
 - Cancellation 60 days prior to the event: \$200 of the rental fee is non-refundable.
 - Cancellation between 59 days prior to the event 50% of the rental fee is returned.
 - No refund for cancellations within 30 days of the event.

10. CLIENT'S RESPONSIBILITIES

- a. The Client is responsible for obtaining any necessary permits, licenses, or permissions for the event.
- b. The Client agrees to comply with all local laws, regulations, and Venue policies.
- c. The Client will provide a Licensed Bar Tender if alcohol is served to more than 40 guests.

II. VENUE'S RESPONSIBILITIES

- a. The Venue will provide the agreed upon facilities, equipment, and services outlined in this agreement.
- b. The Venue reserves the right to make reasonable changes to facilities and services, if required.

12. ACCESS AND SETUP

- a. The Client will have access to the Venue, Pace Family Lavender & Hobby Farm, Pace Pavilion for event setup and teardown. Set up and teardown time: 9am-9pm OR 10am-10pm.
- b. The Client agrees to adhere to specified setup and teardown timelines. Additional time for setup or teardown will be subject to \$100 per hour.

13. SECURITY

- a. Security arrangements are available upon request.
- b. The Client is responsible for any additional security personnel provided by the venue.

14. INTELLECTUAL PROPERTY

- a. Any intellectual property used or created during the event remains the property of its respective owner.

15. TERMINATION

- a. Either party may terminate this agreement in writing if the other party breaches a material term.
- b. Termination does not relieve the Client of payment obligations for services rendered.

16. PARKING & TRANSPORTATION

- a. Parking options and transportation details: 586 Chilvers Road, Chehalis, WA 98532. Please provide this address to event attendees.

17. FORCE MAJEURE/Unforeseen Events

- a. Neither party shall be liable for failure to perform due to circumstances beyond their control, including acts of nature or government restrictions.

18. CONFIDENTIALITY

- a. Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the event planning and execution.

19. SEVERABILITY

- a. If any provision of this agreement is found invalid or unenforceable, the remainder of the agreement shall remain in full force and effect.

20. GOVERNING LAW

- a. This agreement shall be governed by and construed in accordance with the laws of Lewis County, WA.

By signing below, the Client acknowledges and agrees to the terms and conditions outlined in this Venue Rental Agreement Contract.

.....
Client's Signature

.....
Date

.....
Rental Provider's Signature

.....
Date

Pace Family Lavender & Hobby Farm

VENUE RENTAL *photo & video release form*

I, acknowledge and consent to the use of photographs taken of my event, hosted at Pace Family Lavender & Hobby Farm, for promotional, marketing, and advertising purposes. This consent applies to both digital and printed materials, including but not limited to websites, social media platforms, brochures, advertisements, and other marketing materials.

I understand that my photographs may be used by Pace Family Lavender & Hobby Farm for the purpose of showcasing your business and promoting it's services.

I grant Pace Family Lavender & Hobby Farm the right to edit, reproduce, distribute, and publicly display the photographs without any compensation to me.

I waive any right to inspect or approve the finished photographs or any promotional material in which they may appear.

I release and discharge Pace Family Lavender & Hobby Farm, its employees, and representatives from any claims, demands, or causes of action arising out of the use of the photographs.

I acknowledge that the photographs may be accessible by the general public and may be shared on various platforms beyond the control of Pace Family Lavender & Hobby Farm.

I understand that I may revoke this consent in writing at any time, and upon receipt of such written notice, will cease using my photographs for future promotional or marketing purposes.

.....
Client's Signature

.....
Date

.....
Rental Provider's Signature

.....
Date

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Pace Family Lavender & Hobby Farm

VENUE RENTAL

included items for use

PRODUCTS @ VALUE

QUANTITY	ITEM	COST TO REPLACE PER ITEM
	OAK TABLE	\$100
	OAK CHAIR	\$25
	GALVANIZED TRASH CAN	\$50
	KARAOKE MACHINE W/MICROPHONE	\$150
	WHITE PLATE CHARGERS	\$10
	GLASS VASES	\$20
	ANTIQUE WASHTUB WITH LID	\$200

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VENUE RENTAL

Add-On Items Not Included

QUANTITY	ITEM	ADDITIONAL FEE
PER NIGHT	THE CABIN IN THE WOODS	\$120
PER NIGHT	TRAVEL TRAILER RV CAMPING	\$40 PER
Per Bundle 100 stems+ approximate	Dried or Fresh Lavender	\$10 PER

ADD ON EXTRAS	TOTAL	\$
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Thank you!

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Pace Family Lavender & Hobby Farm

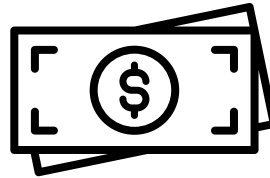
VENUE RENTAL

payment

VENMO



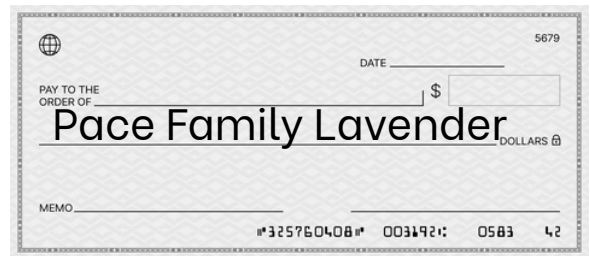
Pace Family Lavender &
Hobby Farm



Cash



Card



Thank you!

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VENUE RENTAL

invoice

BILL TO:

Full Name: Invoice NR:

Address: Date:

Email: Due Date:

Date	Service Description	Total
	Lavender Latrine >40 Guests	\$ 200
		\$
		\$
		\$
		\$
		\$
TOTAL		\$

subtotal: \$

_____ \$

_____ \$

AMOUNT DUE: \$

PAYMENT INFORMATION:

BANK: Security State Bank, Chehalis

ACCOUNT NAME: Pace Family Lavender,
Kristin Pace

Thank you!

Pace Family Lavender & Hobby Farm

Quick and Basic Details

- “Full-Day” rental is 12 hours (9-9pm or 10-10pm); Additional time is \$100 an hour, time starts at setup and ends when the site is cleaned. Please prepare and plan for a clean-up crew prior to your event.
- **For Celebrations greater than >40 guests, an additional \$200 fee will be charged for Lavender Latrine waste services.**
- You haul your garbage. Cans and liners will be provided. **If your garbage is left, the fee is a hefty \$250.**
- No open flames at all in the Venue. You may use battery-operated candles.
- No smoking at all in the field, in any building, or on site. Please inform your guests.
- No pets, unless otherwise arranged and approved.
- Use of our Lavender Latrine (toilets) is not part of the package, additional fees apply for a party greater than 40 guests. ***If you need a handicapped bathroom, you must order that and make arrangements to pay and order yourself. (see attachment for details)**
- Please help police your guests. Any unruly, unsafe, aggressive behavior will not be tolerated.
- Our farm, Venue, and property is a working family farm and space. Be Cool and please Ask before you do!
- Alcohol is allowed on site with responsible use. **For more than 40 guests, a registered bartender is expected to serve.** Be prepared with this information when signing the contract.
- Our water is non-potable: handwashing, wiping tables, cleaning tasks are ok. Do not drink the water from the hose.
- Use of a catering company or potluck foods are acceptable. Please specify your plans.
- Day use of The Cabin in the Woods and The Chapel is expected and welcomed!
- Please put the furniture back the way you found it

Please initial each bullet and sign and date here _____

Pace Family Lavender & Hobby Farm

LOCAL VENDORS

additional resources and services

Catering	Uncle Jim's Smokehouse	360-740-8836
Catering	Northwest Board Bites Charcuterie	360-280-7821
Portable Bar Service		
Additional Restroom	Goebel Septic Portable Potty Rental (Handicapped Accessible)	360-809-6991
Photography	Katia Hudson	360-807-4563
Photography	SammyRe Photography	
Catering	Los Costenos Taco Truck	360-880-1368
Registered Bartender	Ms. Daniel Imboden	360-523-4001
Event Insurance	Angelina Holmes Nicholson & Associates	360-736-7601 x132
Seasonal Fresh and Dried Flowers	The Wooster Farm	
Catering		
Flowers		

Pace Family Lavender & Hobby Farm

*Welcome
Friends and Family*

In Case of Emergency:

Site Address: 586 Chilvers Road, Chehalis, WA 98532

Home Owners: Wayne and Kristin Pace

Home Address: 672 Jeffries Road, Chehalis, WA 98532

Kristy 360-880-7757

Wayne 360-880-7756

Nearest Relative: Tiffany and Nick Akin

360-807-3280

Pace Family Lavender & Hobby Farm

Additional Information to Consider

In Washington State, there are no specific mandatory requirements for wedding insurance coverage outlined in state law. However, it is highly recommended for couples planning a wedding to consider purchasing wedding insurance to protect themselves from unforeseen circumstances and liabilities. All events are required to show proof of General Liability insurance coverage with a minimum of \$1,000,000 limit per occurrence.

Under contract with Pace Family Lavender & Hobby Farm, LLC, you are expected to hold harmless and required to obtain an independent liability event policy for more than 40 guests.

Force majeure refers to extraordinary events or circumstances beyond the control of the parties involved that prevent them from fulfilling their contractual obligations. Common examples include natural disasters, wars, strikes, or sudden legal changes. This term is often included as a clause in contracts to remove liability for unforeseeable catastrophes that interrupt the expected timeline of performance.