**DDWC Policies and Contract Day and date of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Binder insurance policy coverage to be provided for the day of event to remove DDWC of any liability. This is usually available through your home owner’s insurance or a private policy.
2. Full down payment of ballroom charge and patio fee required at time of booking to secure the date, along with the $200.00 damage deposit.
3. 50% of estimated food and beverage revenue must be paid 30 days prior to the date of the event. Balance due within 72 hours after scheduled event. A credit card will be placed on file and charged, with additional 5% service fee, if check is not received in the 72 hour grace period.
4. Flower delivery no more than four hours prior to scheduled event. Flowers may be delivered one day prior to event and placed in the Barrel Room with a $50.00 charge.
5. No **loose** glitter, metallic sparkles, confetti and or flower petals of ANY kind. Our septic tanks are allergic!
6. All décor must be approved by DDWC. No pins, staples or nails. Masking tape only.
7. Smoking will be permitted in a designated area with a cigarette drop. Any smoking violation will incur a $150.00 fine.
8. DDWC is not responsible for any lost items. Any lost items found the day of the event will be returned to the designated party booking the event.
9. Final guarantee for food head count locked in seven days prior to the scheduled event for adults and children 3-10 years of age.
10. All food and beverages totals will have an added tax and 18% tip charge added to bill.
11. Cancellation policy. Reimbursement will occur if cancelled six months prior to the scheduled date or may be rescheduled. This applies to Friday, Saturday, Sunday, and December dates.
12. No outside food or beverage brought in of any kind.
13. Event items and décor: Delivery of event items and décor no more than 48 hours prior to scheduled event. Label with name, day, date, and phone number.

For example: Smith/Jones, Saturday, 09-15-18, 218-888-8888.

1. No food or drink to be taken out of DDWC after scheduled event.
2. DDWC shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government regulation of, or restrictions upon travel, or transportation, non-availability of food, beverage, or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond control of DDWC, preventing or interfering with DDWC’s performance. Any transfer of ownership of sale of DDWC, parties will be notified 60 days prior to the event and will have the option of a full refund.
3. When liquor is scheduled for a planned event, a $100.00 bar charge will be added to the final bill.
4. All guests must be 21 years or older to be served any alcoholic beverage. We reserve the right to stop serving a guest at any time.
5. When setting up the room for your event, the DDWC Team will move any and all furniture I.e.: scratching floors and damaging our property.
6. Photo booth only (no props) i.e. feathers, pearls, mustaches, glow lights.
7. Food tasting must be finalized before wedding with one entrée choice.

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_