



Hoffman Hills Venue Details

✧ Payment and Deposit

- A \$750 Security Deposit for Small and Medium events and \$1200 for Larger events will tentatively hold your date. If another client is interested in the same date you have chosen, you will be notified and given the opportunity to pay the 50% due to secure your reservation. You will have 24 hours from the time you are contacted either by phone or email to make this payment. If payment is not received, you could potentially lose your reservation/date.
- For all events occurring within 180 days or sooner a 50% down payment plus a refundable Security Deposit (for damages/ cleaning etc.) is due upon receipt of the contract (Venue Rental Agreement) and will secure your date.
- The remaining balance is due 90 days prior to the original booking date.

✧ Cancellation

- Cancellations made 90 days or more prior to the event will receive a 50% refund of your Venue fee and full return of the Security Deposit.
- Cancellations made less than 90 days prior to the event will not receive the Venue Fee.
- Cancellations made with only the Security Deposit will receive a 50% refund.

✧ Insurance

- Special Events Liability insurance is required for all events at Hoffman Hills. We require that you obtain a Special Event Insurance Policy (we recommend www.theeventhelper.com) and require the following coverages:
 1. \$1,000,000 per occurrence / \$2,000,000 aggregate liability
 2. \$5,000 Medical
 3. Host Liquor Liability
 4. Coverage for 3 days; the days before, the day of and the day after your event.
 5. \$125,000 Property Damage
 6. Deductible is your choice, most prefer \$1,000
 7. List Hoffman Hills Lavender Farm and its owners as Additional Insured.
- The Certificate of Insurance is required 30 days prior to the event.

✧ No Smoking Please!

- Hoffman Hills does not allow smoking anywhere on the premises without prior written arrangements and consent. PLEASE NOTIFY YOUR GUESTS OF OUR POLICY. Thank you for your respect and consideration of our farm and of the other guests in attendance.

✧ Music

- Reasonably amplified live music from CDs and/or DJs are permitted at a reasonable sound level. If the volume becomes excessive, we reserve the right to interrupt the power if the volume is not turned down. Last Dance shall be 10 minutes before the end of your event and all music must cease. This can be no later than 11p.m. unless specifically granted by Hoffman Hills.

Initials: _____/_____

Hoffman Hills Venue Details, cont.

Alcohol

- Hoffman Hills does not hold a liquor license. All alcohol served on the premises must be served at one location by a person who is fully licensed to do so. No alcohol shall be consumed anywhere on the property without the proper permits for our location. Proper permits and licenses must be displayed before the beginning of your event. Proof of legal drinking age is required. If your guests become noticeably intoxicated, Hoffman Hills reserves the right to close the bar at any time. 'Last Call' for alcohol shall be one hour before the end of your event, and then the bar must be closed. NO EXCEPTIONS.

Children

- Well-supervised children are welcome. We do not accept responsibility for the safety of unsupervised children. Please keep all children out of the Lavender.

Pets

- Hoffman Hills does not allow pets on the property. We love our pets as do you but for the safety of your and our pets and of the guest in attendance we ask that all pets remain at home. Our farm property has also been identified with the possible presents of the parvo virus. PLEASE NOTIFY YOUR GUESTS TO LEAVE THEIR PETS AT HOME. Service dogs are allowed.

Catering

- Hoffman Hills allows outside catering of your event. We can highly recommend local catering who are experienced in catering weddings/events at our farm and can offer you an unforgettable Lavender-Cuisine menu!

Clean Up

- YOU are responsible for clean-up after your event! Full refund of the Security Deposit is dependent, in Part, upon completing the following required tasks:
 1. We provide trash barrels and liners but require all trash be delivered to our dumpster for disposal.
 2. Pick up all trash into trash bags then to the dumpster.
 3. Through cleaning of the grounds especially the grass areas.
 4. All glass bottles, including wine, champagne, beer, must be disposed of separately BY THE LESSEE!. Please do not leave any glass on the property.
 5. Help in the takedown and storage of tents and tables.
 6. Check with lessor for inspection before leaving.
- If neither the bride or the groom will be present to supervise the clean-up, please designate the responsible person to Hoffman Hills prior to the event.

Initials: _____/_____