

**OAKE HAVEN LODGE**

**2024 Rental Agreement**

**This contract for the rental of OAKE HAVEN LODGE is made on this day,**

**\_\_\_\_\_ , by and between owners,**

**Rob and Carla Elliott, hereafter referred to as the Owner, and**

**\_\_\_\_\_ , hereafter referred to as**

**the Renter.**

**Name of RENTER(S): \_\_\_\_\_**

**EVENT DATE: \_\_\_\_\_**

**RENTAL START DATE/TIME: \_\_\_\_\_**

**RENTAL END DATE/TIME: \_\_\_\_\_**

**TYPE OF EVENT: \_\_\_\_\_**

**NUMBER OF GUESTS (approximate): \_\_\_\_\_**

**NOTES/Package # \_\_\_\_\_ (if applicable):**

Whereas the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, Oake Haven Lodge, located at 3071 US Hwy 90, Marianna, FL 32446 , and whereas the owners agree to such rental, occupation, and use under the following conditions of payment and requirements, the parties agree to the following terms and conditions for specified package choice:

- 1) **BASIC WEDDING PACKAGE (2 days): \$3000.00**  
**HOURS: Friday 10 AM - 10 pm, Saturday 8 AM – 10 PM**

The rental price/hours as indicated above **INCLUDES** the following:

a) Barn and grounds for decorating for event. The basic rental fee **DOES INCLUDE** a rehearsal and/or dinner if RENTER chooses. Planning, preparation, and clean-up is the responsibility of the RENTER and should conclude by time specified above.

**\*NOTE:** There are additional charges for bridal showers, additional hours for decorating and/or clean-up, or lodging (see #3 info).

b) Oak Haven Cottage dressing areas/restroom/kitchen for bridal party (bride and bridesmaids) to prepare for ceremony.

c) The Oak Haven Cottage kitchen for staging food (no food preparation allowed).

d) All available décor.

e) Complimentary overnight accommodations for bride and groom in Oak Haven Cottage.

**\*\*\*OR\*\*\***

**2) Micro-Wedding (1 day): \$1500.00 (50 or fewer guests)**

**\*NOTE: A micro-wedding can only be scheduled no more than 6 months in advance of requested date.**

**HOURS: 10 AM-10 PM**

**The rental price/hours as indicated above INCLUDES the following:**

**a) Barn and grounds for decorating for event. Rehearsal would need to be scheduled during rental hours. Preparation and clean-up is the responsibility of the RENTER and should conclude by time specified above.**

**\*NOTE: There are additional charges for bridal showers, additional hours for decorating and/or clean-up, or lodging (see #3 info).**

**b) Oak Haven Cottage dressing areas/restroom/kitchen for bridal party (bride and bridesmaids) to prepare for ceremony. The groom and groomsmen will need to come to ceremony ready. Several local AIRBNBs and hotels are available in the area.**

**c) The Oak Haven Cottage kitchen for staging food (no food preparation allowed).**

**d) All available décor.**

**3) ADDITIONAL services/events:**

\_\_\_\_\_ Additional EVENT (s)- \$300.00 Per event

(Clean-up after additional event is responsibility of RENTER.

The event should end and be cleaned up according to contract hours.

\_\_\_\_\_ Accommodations for wedding party (1-2 people) PER

NIGHT - \$150.00 \*No pets allowed.

\*\*\*ALL Renters, family, and friends should vacate Oake Haven Lodge premises by specified times in contract (see #1 in contract for hours) or room charges will be applied and deducted from deposit.

\_\_\_\_\_ Additional hours for decorating: \$100/hr, depending on availability

\_\_\_\_\_ Additional charges of \$100/hour will apply and be deducted from damage/cleanup deposit if venue is not cleaned properly.

**4) The rental fee for the use of the venue as described above in #1 and #2 shall be \$\_\_\_\_\_.00. The Renter shall pay the Owner a \$\_\_\_\_\_ non-refundable, non-transferable booking down payment (minimum 1/3 of total) to reserve the time and date of services specified in this Agreement. A SECOND non-refundable, non-transferable payment is due 90 days prior to event. FINAL PAYMENT plus damage deposit is DUE 30 days prior to event.**

**\*\*\*FAILURE to make payments according to FEE SCHEDULE will result in cancellation of event on calendar. In case of cancellation or termination of event, nonrefundable payments and any payments made by FEE SCHEDULE deadlines shall serve as liquidated damages and compensation to Oake Haven Lodge, not as a penalty.**

5) The Renter shall pay the owner a refundable damage deposit and/or clean-up fee of \$500.00 at least 30 days prior to event, along with final event payment. The damage deposit/clean up fee shall be returned to Renter within 10 days following the event, so long as no damage has been sustained to the Venue or its grounds and all cleanup is completed in the specified timeframe.

6) Renter shall remove all personal property, trash, and other items that were not present at the venue when Renter took control of it. Trash may be deposited in 55-gallon trash cans provided by the Owner during the rental period/event; however, ALL large boxes, bottles, and cans will be removed by the RENTER on night of event. The Lodge, including great room, kitchen, bedrooms, and bathrooms, The Barn, and the grounds must be cleaned to original condition before event.

**\*\*\*NOTE: IF the venue is not cleaned and restored to original condition by specified deadline, monies from the damage/cleaning deposit will be retained by Owner. If DAMAGES are sustained, costs will be determined by Owner. If damages exceed deposit amount, RENTER shall pay for any and all reasonable repairs and/or excess time of cleanup assessed by Venue at its sole discretion.**

7) RENTER is required to carry EVENT INSURANCE and list OWNER as “Additional insured” party. Insurance can be obtained at [eventsured.com](http://eventsured.com). COPY of insurance policy will be provided to OWNER at least 10 days prior to event. ALL Vendors for wedding must also carry his/her own insurance.

\*\*\*NOTE: If RENTER plans to serve alcoholic beverages, the event insurance needs to include this coverage.

8) Services/items NOT PROVIDED by VENUE:

- a. Ordering, delivery, and clean-up of all personal décor.
- b. Tables and chairs
- c. Linens
- d. Tent rentals.
- e. Catering and food of any kind
- f. Alcohol.
- g. Glassware and utensils.
- h. Musical accompaniment.
- i Floral arrangements.
- k. Altar.
- l. Wedding planning services.
- m. Photographers, officiants, or any other vendor.
- n. Day of Event Coordinator.
- o. Parking attendants.
- p. Bartenders.

**9) RENTER will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur because of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against all legal actions which may arise from Renter's use of the venue.**

**NOTE: Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction which is under the jurisdiction of the State of Florida.**

In witness of the RENTER's understanding of and agreement to the OWNER's terms and conditions, the parties have signed below:

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RENTER's Signature DATE

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL#: \_\_\_\_\_

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RENTER's Signature DATE

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL#: \_\_\_\_\_

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OWNER's Signature DATE



**CHECKLIST FOR EVENT (2-3 weeks prior to event)**

\_\_\_\_\_ 1) Date(s) of RENTAL: \_\_\_\_\_

Number of Guests expected: \_\_\_\_\_

INSURANCE purchased? \_\_\_\_\_ Alcohol? \_\_\_\_\_

\_\_\_\_\_ 2) Hours of OCCUPANCY for decorating, event, and clean up. (Any deviation from these hours should be discussed with the Owners prior to the event dates.) The basic rental fee DOES NOT INCLUDE additional events such as bridal showers, parties, dinners, or lodging.

\_\_\_\_\_ Package #1 (2 day): Friday 10 AM - 10 pm,  
Saturday 8 AM - 10 PM

\_\_\_\_\_ Package #2 (1 day): Saturday 10 AM – 10 PM

\_\_\_\_\_ Charge for add'l hours for decorating/clean-up:  
\$100/hr, depending on availability of venue.  
\*Additional charges may be deducted from  
damage/cleanup deposit.

\_\_\_\_\_ 3) Damage deposit paid - will be used to cover damages and/or cleanup problems. Vendors should be instructed by RENTERS when to DROP OFF and PICK UP rental items that abide by the CONTRACT TIMES!

\_\_\_\_\_ 4) Garbage consisting of alcoholic beverage bottles and cans should be removed night of event. Other garbage can be removed on final day of contract. Restroom/lodge trash will be taken care of by Owner.

5) Parking is the responsibility of the RENTER. Please devise a plan to inform your family, friends, and other Guests that they should not park/drive on grass unnecessarily. ONLY cars/trucks/vans delivering/picking up large amounts of food, decorations, musical equipment, should drive past the white markers placed to denote PARKING AREA. This applies during entire rental period!

**\*\*PARKING ATTENDANTS are required for larger weddings (100+)!**

**\*\*\*EXCEPTIONS for parking will be made for "handicapped" guests! Just let us know! Your personal golf cart may be used by a responsible ADULT driver during event to assist guests who cannot walk from their car to wedding site.**

**Additional NOTES:**

**1) May we suggest a WEDDING PLANNER who is not the mother of the bride or groom?**

**2) PLEASE LET US KNOW OF ANY CHANGES/problems with venue prior to ceremony, if possible, such as location of ceremony, significant increase in number of guests, parking needs, etc.**

**2) COMMUNICATE with us! WE ARE HERE ONSITE DURING PREPARATIONS TO HELP! WE WANT YOU TO LOVE YOUR WEDDING AT OAKE HAVEN LODGE!!!!**

# 2024 CONTRACT