



Renter Information

_____, 20____
Date of Event Start _____ Event Start Time _____ Time Access Needed _____

Event End Time _____ Actual End Time _____

Renter's Name _____ Company or Organizations Name (If Applicable) _____

Address _____ Telephone _____

City, State, Zip Code _____ Email Address _____

Event Name: _____

Additional Comments: _____

4 Hour Property Rental.....\$250.00

- Access to pavilion, south yard, parking lots, playground, one bathroom and limited kitchen. Note: indoor space is not included.
- 4-hour rental includes set up, event and tear down. If extra time is needed, you must purchase additional hours.
- One Leaman's Green Applebarn representative
- 4 banquet tables, 10 picnic tables

Not allowed in rental: Day before drop off or set up. Day after pick up or set up.

Additional Options

- Additional Hours ----- Qty needed: _____ x \$50.00/hour = _____
- Bonfire pit (2 available)-----Qty needed: _____ x 10.00/event = _____
- Leaman's Green Applebarn provided clean up-----\$300.00 = _____

Minus Non- Refundable Deposit = -\$50

Total of Rental = \$ _____

Renter Signature

Date



Rental Property Rules and Understandings:

- Alcohol is NOT permitted on the premises under any circumstances unless renter has purchases proper insurance through Farm Bureau Insurance. Renter must indicate to Leaman's Green Applebarn they are interested and communications will be set up.
- Renters will coordinate with vendors on property access, drop off and pick up times, set up, tear down and any other access needed.
- Renters will confirm rental start time and end time the date the contract is given to Leaman's Green Applebarn. Start time and end time cannot be changed once contract has been received.
- Renters are responsible for ALL set up
 - Renters will be given 4 banquet tables and up to 10 picnic tables.
 - Renters must set up all chairs and tables.
 - Renters are responsible for providing all decorations.
 - Renters are responsible for providing all table clothes.
 - Renters are responsible for all loading and unloading of items.
- Renter requests owner cleanup (\$300) _____
Signature
- Renters are responsible for ALL clean up
 - Renter will take down all chairs and table and stack them.
 - Renter will take down and dispose, if needed, of all décor.
 - Renter will take trash out of cans and put into dumpster or pile next to if full.
 - Renter is responsible for all loading and unloading of items.
- Renter shall pay a nonrefundable deposit to hold date upon execution of this contract. The remaining balance is due a minimum of 14 days before the date of the event.
- Renter understands Leaman's Green Applebarn is a public facility where other business functions may take place in other areas of the venue during rental period.
- Renter understand Leaman's is a working farm with continuous improvement projects happening year-round which may lead blocking off areas of construction.

Use of Premises, Alterations and Furnishings:

- Push pins, command strips, nails or screws are not permitted without owner's permission.
- Smoking is NOT permitted on the property
- Light fixtures must remain as-is or uncovered
- One vacuum and broom will be available for cleanup.
- Bonfires are permitted at designated areas ONLY.
- Digging holes or sticking items are not permitted without owners' permission.
- Garden displays are NOT to be moved or replaced.
- Items in store are not to be used as decoration or moved in anyway unless purchased.
- No permanent alterations (painting, cutting, nailing/screwing, etc.) will be made or applied to any Leaman's property.
- Renter's property left with owner's permission must be picked up the next day before 12:00PM.
- All guests under the age of 16 must be accompanied by an adult.

Outside Vendors and Food

- Outside food and drink is permitted.
- All vendors must follow the rental contact rules and policies. Renter is responsible if vendors do not follow rules within the contract.



- Renter is responsible for meeting with, signing of or setting up of any outside vendors and their services.

Inadequate Cleaning and Damages:

- Renter will be charged \$200 if property is not cleaned sufficiently to the agreed upon standards.
- Renter is liable for any damages to Leaman's property.

Weather:

- It is understood that the property being rented is an outdoor venue and Leaman's Green Applebarn does not have control of the weather or its outcomes.
- Refund policy applies no matter what the weather is. No refunds due to weather or ground conditions within cancellations policy dates.

Cancellation Policy

- Cancellation 14 days or more before event – Full Refund (minus deposit)
- Cancellation within 13-7 days of event – 50% Refund (minus deposit)
- Cancellation within 6 days of event – No Refund

This document serves as an agreement between, _____ and
 Leaman's Green Applebarn for an event on _____, 2020 between the hours of _____
 and _____. The renter understands and agrees to the above policy written throughout the entire
 contract.

Print Renter's Name

Print Leaman's Representative Name

Renter's Signature

Leaman's Representative Signature

Date

Date

Office Use Only:		
Date Hold/Nonrefundable Deposit Received: _____	Date: _____	Received by: _____
Check #: _____	Cash Total: _____	Transaction #: _____
Pre-rental invoice sent: _____ date: _____.		
Post rental invoice sent: _____ date: _____.		