



## At The River Venue – Wedding and Event Venue Rental Agreement

**Address:** 895 Blackberry Lane, Afton, Tennessee 37616

**Business Entity:** At The River Venue LLC

**Phone:** (423) 444-7082 **Email:** Attherivervenu@gmail.com

---

### 1. Event & Client Information

**Client Name(s):** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Type:**  Wedding  Reception  Other: \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Time:** From \_\_\_\_\_ to \_\_\_\_\_

**Estimated Guest Count:** \_\_\_\_\_

**Payment Contact:**

**Name:** \_\_\_\_\_



**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Type of Payment:** \_\_\_\_\_



## 2. Pricing & Payment Schedule

**Venue Rental Fee:** \$ \_\_\_\_\_

**Additional Services:** \$ \_\_\_\_\_

**Total Amount Due:** \$ \_\_\_\_\_

### Payment Schedule:

**- A Custom Payment schedule will be sent as apart of your initial invoice. Due dates are mandatory, and failure to pay by dates listed can result in cancelation of the event with no refunds of monies paid.**

**- Reservation Deposit:** \$1,000 due upon signing (Non-refundable).

**- Remaining Balance:** Due 90 days prior to the event. (Non-refundable)

**- WedSafe Liability Insurance:** Proof of coverage is due 60 days prior to event

Payments / contracts not received by the due date may result in cancellation of reservation without refund.





### 3. Cancellation Policy

- **Client Cancellation:** All payments paid are non-refundable. To formally cancel your event, please email [Attherivervenu@gmail.com](mailto:Attherivervenu@gmail.com) for our "Cancellation Form", which must be filled out and signed in its entirety to cancel your event. Changing the event date to a later date is considered a cancellation.
  - **Venue Cancellation:** Venue may cancel due to natural disaster, unsafe conditions, or legal restrictions. In such cases, all payments can be fully refunded, and the venue shall have no further liability.
- 

### 4. Rules & Regulations

#### **General Conduct:**

- Client and guests must comply with all local, state, and federal laws.
- No illegal drugs, firearms, disorderly conduct, or harassment will be tolerated.
- Children must be supervised at all times.
- The venue should be left in the condition it was found in.
- Venues maximum indoor and outdoor event capacity is 175 seated guests.

#### **Access & Time:**

- Access begins at \_\_\_\_\_ and ends at \_\_\_\_\_.
- Ceremony Time (Estimate): \_\_\_\_\_
- Early or late use will incur \$100/hour fee.

#### **Usage:**

- Client shall be entitled to use the property and improvements to include the venue and designated grounds surrounding the building.
- Designated grounds: Client is only allowed use of immediate grounds surrounding the building, including the ceremony site. For the safety of all guests, guests are not permitted past the posted "NO GUEST ACCESS" signs unless approved by Owners.



**Decorations:**

- No nails, screws, or adhesives that damage property.
- No glitter, confetti, or open flames indoors.
- All décor must be removed by end of event.

**Food:**

- Outside catering permitted; caterers must be licensed and insured.
- Food must be prepared offsite. Serving Area provided by the Venue is not for food preparation. If licensed and insured caterers are not used, and Reception Services are not selected, client is responsible for all food and drink distribution, heating and cooling, utensils, and clean up of tables/food serving areas. Client must agree to \$250 Cleaning Deposit, which is fully refundable upon meeting requirements listed above.
- Venue is not responsible for any outside food. Outside Food and Non Alcoholic Drinks provided by client must be approved by venue.

**USAGE OF ALCOHOL:**

**CLIENT IS RESPONSIBLE FOR APPROPRIATE USE AND CONSUMPTION OF ALCOHOL BY ALL PERSONS IN ATTENDANCE AT THE EVENT AND LIABILITY FOR ANY CONSEQUENCES ARISING FROM THE CONSUMPTION OF ALCOHOL SHALL BE ASSUMED BY CLIENT AND THE PARTY OBTAINING THE USE OF THE VENUE. ONLY THE CLIENT MAY SUPPLY ALCOHOL FOR THE EVENT. NO GUEST OR INVITEE MAY SUPPLY ALCOHOL. BYOB (BRING YOUR OWN BEER) IS FORBIDDEN. A LICENSED AND INSURED SERVER(S) NOT AFFILIATED WITH THE EVENT MUST BE PRESENT TO SERVE ANY AND ALL ALCOHOLIC BEVERAGES. NO DRINKING GAMES ARE ALLOWED TO BE PLAYED WITH ANY ALCOHOL ON THE PREMISES. SPECIAL ALCOHOLIC EVENT INSURANCE IS MANDATORY IF ALCOHOL IS SERVED.**

**Last call for alcohol serving is no later than 90 minutes before the rental period ends, and serving must stop one hour before the rental period ends. The maximum serving window for alcohol is 6 hours.**

**Client understands that if they select they are NOT serving alcohol and any anyone is seen consuming alcohol on the premises or any alcohol is found on the premises during the event or during clean up by the Venue, the entirety of the Alcohol Cleanup Fee (\$500) is due to breach of contract. Anyone consuming alcohol NOT served by the bartending service will be asked to leave. The Venue has the right to ask any person to leave at any time and has the right to close the bar at any time.**



**Inclement Weather:**

- If rain, snow, or wind is anticipated on the date of the event, then any portion of said event to be held outside shall be moved inside the building. Under no circumstances shall inclement weather on the date of the event be considered an acceptable reason to cancel or change the date.

**Music & Noise:**

- Client is responsible for governing musical entertainment at the event, such that it be always kept at a reasonable volume. After cocktail hour, outside volume should be maintained at less than 55dB. All music must be terminated no later than half an hour before the end of the rental period.

**Smoking & Fire:**

- Smoking only in designated areas. No fireworks or bonfires without written permission.

**Pets:**

- Pets allowed only with prior written approval.

**Parking:**

- Vehicles must remain in designated areas. Venue is not responsible for loss or damage to vehicles or personal property.

**Photography & Videography:**

- At The River LLC is entitled to all pictures and videos taken while at the venue by photographer/videographer of the event.

**Photo release:**

- Client hereby consents and agrees that At The River Venue LLC has the right to take photographs, videotape, or digital recordings of the event and use these media for the purpose of advertising. Client consents that names and identity may be revealed therein by descriptive text or commentary. Client understands that there will be no financial or other remuneration for recording or photographs.

**Personal Items:**

- At The River Venue LLC is not responsible for any unlocked or unattended items left at or around the Venue during the duration of the event.



---

## 5. Liability & Indemnification

The Client agrees to assume full responsibility for the conduct of all guests, vendors, and participants.

Client agrees to **indemnify, defend, and hold harmless At The River Venue LLC**, its owners, employees, and agents, from and against any and all claims, damages, liabilities, costs, or expenses arising from:

- Personal injury, death, or property damage occurring on or about the premises during the rental period;
- Any negligence, act, or omission by the Client or their vendors;
- Failure to comply with this agreement, applicable laws, or ordinances.

At The River Venue LLC shall not be liable for any indirect, incidental, special, or consequential damages, including lost profits or emotional distress.

Client's sole remedy for any claim shall be limited to the amount paid under this agreement.

---

## 6. Insurance

Client must provide **proof of event liability insurance** with a minimum coverage of **\$1,000,000 per occurrence** naming **At The River Venue LLC** as an additional insured. Proof must be submitted no later than 60 days prior to the event. Property address is 895 Blackberry Lane, Afton, TN, 37616.

---

## 7. Cleaning Responsibilities

Client must remove all personal items, décor, and place trash in designated areas by the end of the rental period. Trash must be bagged and placed in designated bins. Failure to comply will result in cleaning fee of \$500.

---



---

---

## 8. Governing Law & Dispute Resolution

This agreement shall be governed by and construed under the laws of the **State of Tennessee** and **Greene County**. Any disputes or damages must be litigated in Greene County Circuit Court, non-jury, and parties consent to venue and jurisdiction.

---

---

## 9. Severability

If any part of this agreement is deemed invalid or unenforceable, the remaining provisions shall remain in full force and effect.

---

---

## 10. Entire Agreement

This document represents the **entire understanding** between the Client and **At The River Venue LLC**. No verbal or written modifications are binding unless signed by both parties.

---

---

## 11. Signatures

By signing below, both parties acknowledge they have read and agree to all terms and conditions.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Client Signature (if applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Venue Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** Owner/Manager – At The River Venue LLC