

# Ewing Cultural Center

## Wedding Venue Agreement

This agreement is made effective as of \_\_\_\_\_ by and between Ewing Cultural Center, a unit of Illinois State University Foundation, and \_\_\_\_\_, referred to throughout as Clients.

The clients represent that they desire to hold a wedding on \_\_\_\_\_ at Ewing Cultural Center.

Therefore, the parties agree to the following:

### 1) Venue rental fees:

- a) The clients agree to pay an initial retainer fee of \$500.00. This payment serves to hold the venue for the specified wedding date and is payable at the time the contract is signed. The retainer fee will be refunded after the event, less any cost to cover any damages to the property.
  - a. This retainer is not refundable if the wedding date is canceled.
- b) The Clients agree to a venue rental fee of \$4,000 for use of the property, to be paid on the following schedule:
  - a. First installment of \$2,000 due \_\_\_\_\_, nine months prior to the event date.
  - b. Second installment of \$1,000 due \_\_\_\_\_, six months prior to the event date.
  - c. Final installment of \$1,000 due \_\_\_\_\_, three months prior to the event date.

Note: Failure to meet the payment schedule may result in cancelation and forfeiture of any payments made.

- c) Payments may be made via cash, credit card, or check made out to ISU Foundation.
- d) Clients will have access of the venue from noon – 11:30 p.m. the day of the wedding, \_\_\_\_\_.
  - a. Clients and guests must leave the premises by 10:30.
- e) Caterers, photographers, DJs or other vendors will not be allowed to access the property until noon the day of the wedding.
  - a. All vendors must leave the premises by 11:30.

### 2) Date changes/cancellations:

- a) In the event the clients are forced to change the date of the wedding, efforts will be made by Ewing Cultural Center staff to transfer reservations

to a new date when the Center is available. If a new date is unable to be secured, clients can choose to keep their initial date or cancel the reservation.

- b) If the wedding is canceled nine months or less prior to the wedding date, ISU Foundation will retain the initial \$2,000 payment along with the retainer of \$500 paid at time of booking. All changes in date and cancelations must be made in writing by the client.
- c) If the date is able to be rebooked as a wedding by another client, the \$2,000 initial payment will be refunded.

3) **Amendment:**

This agreement may be modified or amended only if the amendment is made in writing and is signed by both parties.

4) **Guidelines:**

A list of wedding planning guidelines to be upheld by the clients—including all event planners, wedding coordinators and vendors involved in the planning and execution of the event—are agreed upon by the signing of this agreement. The guidelines will be discussed and shared prior to the completion of this agreement.

5) **Signatures:**

Party receiving services:

Wedding couple or agent of the couple. Signature affirms financial responsibility for all of the above.

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Ewing Cultural Center: Representative \_\_\_\_\_ Date: \_\_\_\_\_