******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:**
2. The clients agree to pay an initial deposit 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. Following the event, the $500.00 security deposit is returned, provided there is no damage to the property and/or uncalculated additional time.
3. The Clients agree upon a venue rental fee of $4,000 for use of the property from noon – 11:30 p.m. the day of the event. Caterers, photographers, DJs or other vendors will have to access to the property beginning at noon the day of the event.
4. The first payment of $1,250 is due six months prior to the event. A second payment of $1,250 is due three months prior to the event. The final payment of $1,500 is due 14 days prior to the event.
5. Payments may be made via cash, check or credit card.
6. **Date changes/cancellations:**
7. In the event the clients are forced to change the date of the event, efforts will be made by Ewing Cultural Center staff to transfer reservations to a new date when the Center is available.
8. If another date cannot be scheduled, the security deposit and all payments made to date will be refunded **only if** another event can be rebooked for the cancelled event date.
9. **Amendment:**

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

1. **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.

1. **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:\_\_\_\_\_\_\_\_

January 2015