



**Venue Rental Contract**

[catebarn@gmail.com](mailto:catebarn@gmail.com)

website: [catefarms.com](http://catefarms.com)

(813) 469-9650

**CLIENT INFORMATION**

**Lessee/Clients:**

Name, Phone: \_\_\_\_\_

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

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

Name, Phone: \_\_\_\_\_

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

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

**Payment Contact (For Security Deposit Refund):**

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

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

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

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

Projected Guest Count: \_\_\_\_\_

Event Day and Date(s): \_\_\_\_\_

Ceremony Time (Estimate): \_\_\_\_\_



## **VENUE RENTAL: WEEKEND PACKAGE**

**Friday/Saturday/Sunday:** (Contact us for Pricing) Starting on Friday at 11:00 a.m. the bridal party will have full access to the barn venue for pre-wedding preparations. An event manager and her team of coordinators will also be available on Saturday during your event to make sure everything goes smoothly. We provide a parking attendant for arriving guests on Saturday. We allow Sunday morning for extra clean-up and removal of personal items from the barn venue until 11:00 a.m.



## RULES AND REGULATIONS

The Final Details Form must be sent to [catebarn@gmail.com](mailto:catebarn@gmail.com) three weeks prior to your event. All vendor information should be included. You may update attendance via email.

**Fire-Pit:** Our gas fire pit is a fun addition to your wedding night. This is a cozy place to hang out and chat on a starry night or a place to stay warm on a chilly evening. We want you and your guests to stay safe. A Cate Farms representative will light the fire at sundown, monitor the use, and turn off the gas at 9:45 PM

### Decorations:

1. Clients must get all plans approved by a Cate Farms representative.
2. Confetti/Glitter: **NO GLITTER** is allowed, and only water-soluble confetti is allowed.
3. Candles are permitted if they are in protective covers not to exceed height of wick.
4. Due to the local livestock, no pyrotechnics of any kind are allowed on property. We do allow a sparkler exit with 20-inch (maximum) metal sparklers if it takes place in the designated gravel area and the renter provides a water bucket for extinguishing. (Two fire extinguishers are available in the barn should they be needed for emergencies.)
5. Decorations may not be placed on café party lights, cables, center fan, hanging heaters, sheetrock, siding walls, lighting cables or grids.
6. No artificial petals due to risk to livestock and our grounds. All petals used in grassy areas must be from living plants. Should any artificial items be used or left on the property, an additional cleaning fee will be assessed.
7. NO nails, staples, screws, etc. are allowed on beams, rails, floors, sheetrock walls, or any other structure.
8. ALL fasteners must be removed. Clients must get plans approved by a Cate Farms representative.
9. The only adhesive material allowed to be used is “painters tape”.
10. Clients must remove any brought decorations from venue property at specified checkout times as stated on the package details before (9:00 AM).

**Tables and Chairs:** Cate Farms will provide up to 200 chairs, (16) 5’ round tables, (10) 8’ rectangular tables (4) 6’ rectangular tables, (10) cocktail tables, (1) large glass top gift/desert table, (1) 32” round cake table. A whiskey barrel bar with galvanized top and a bride/groom table with chairs.

**Footprint:** Included in your rental is use of the entire property: including the barn, grounds, and parking areas. Guests are not allowed to fish, play, or enter the creek or any fenced pastures.



Catering: Cate Farms places no restrictions on what company you use for catering if they are licensed and properly insured. We do insist that they complete a proper cleanup. \*\* See Attached Vendor Agreement \*\*

Smoking: SMOKING/Vaping is not permitted at Cate Farms. If you must smoke, due so in your car. If this policy is not adhered to there will be a clean-up deduction charge from the security deposit.

Cleanup: It is Cate Farms expectation that all trash is gathered and placed in designated containers. Trash cans are to be emptied, and any spills must be cleaned up. ALL decorations MUST be removed, including fake flora, etc. Failure to do so will result in damage deposit reductions. Please also note that any bodily fluids expelled on Cate Farms property will result in the loss of the damage deposit based on the amount of damage done from said body fluids. A Cate Farms representative will be present at the end of the event to do an inspection.

Removal of Brought Items: If your event brings on premise items or props such as: tables, chairs, linens, tents, music equipment, decorations, etc., those items MUST be removed by 9 AM the morning following your event day. Failure to do so may result in loss of damage deposit. Any deviation from this policy MUST be agreed to in writing by a Cate Farms Manager.

Request to Move Furniture: If the client wishes to move/rearrange any furniture in the Cate Farms barn or carriage house, they must receive permission first. Upon approval, it is the clients' responsibility to move said furniture and replace it back to its original location at the end of the night. Failure to do so will result in loss of 1/2 of the damage deposit.

Music/Noise: Live and recorded music is permitted; however, volume must be limited to 90 Db. (decibels). Music is permitted inside the building only unless prior permission is granted in writing by the owners. (Light music may be played outdoors in daylight hours for ceremony). We do **not** allow subwoofers... "loudspeakers designed to enhance bass" out of respect for our neighbors. A Cate Farms representative will strictly monitor noise levels and have the final say when it comes to maintaining acceptable volume levels. Final song must be played before 9:45 p.m. to allow 15-minutes for wedding party send off. Music must be lowered at 9:45 p.m. and turned off completely at 10:00 p.m.



Children: Anyone under 18 is not permitted to wander the grounds unsupervised by an adult. Children must remain in the lighted areas and always supervised by their parents. If Cate Farms is required to tidy up any landscaping, we will keep 1/2 of your damage deposit for our time spent repairing these areas. Example: placing rocks back, mulch, tidying up flowerbeds, pruning broken tree branches, flower, or shrubs from being pulled on or playing in them, replacing, or straightening up-lighting from children playing in the beds. No climbing on fences or gates, No playing in flowerbeds, No playing in creek. The rock bed is slippery and can be hazardous. Children should not be in the upper level of barn without adult supervision. Destructive Horseplay will not be tolerated. Parents will be asked to leave property if behavior is not corrected.

Conduct: Cate Farms takes pride in treating our clients and guests with the upmost respect and kindness. In return we, the owner, and our staff, expect to be treated the same. We reserve the right to have uncooperative or verbally abusive clients, family or guests removed from the premise.

Mother Nature: Cate Farms is a working cattle farm located in the center of various wildlife, plants, and animals. The venue is not responsible for guests who have negative interactions with or injuries from wildlife or nature. Please be aware, we do all we can to control the pests, insects and animals normally found outside in nature.

Photo Release: Clients hereby consent and agree that Cate Farms has the right to take photographs, videotape, or digitally record events and use this media for the purpose of advertising. Clients consent those names and identity may be revealed therein by descriptive text or commentary. Clients understand that there will be no financial or other remuneration for recording or photographs.



## ALCOHOL CONSUMPTION POLICY

For any event or venue rental at Cate Farms the renter is solely responsible for the safety and wellbeing of its patrons. This includes the proper serving and age verification procedures of any alcoholic beverages. Alcoholic beverages are limited to beer, wine, and champagne. Two signature liquor drinks prepared in bulk are allowed (Moscow Mule, Screwdriver, Margarita etc. or one made of your choice).

If your event is serving alcohol, or if your guests are consuming alcohol, prior to the event, you **MUST** submit coverage of "Host Liability" from your homeowners' or renters' insurance policy and list Cate Farms as additionally insured. Documentation must be provided no later than 30 days prior to event. If you do not have either of these coverages, you can purchase an "event policy" from a local insurer. You **MUST** use a licensed server. Please contact us if you need more information.

Failure to provide this documentation within the specified time frame will result in not being allowed to serve alcohol.

Last call no later than 9:30 PM

Check and sign one of the below:

I, \_\_\_\_\_ (event/venue renter), have read and understand the above policy on alcohol consumption at Cate Farms. We **ARE NOT** serving alcoholic beverages.

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

I, \_\_\_\_\_ (event/venue renter), have read and understand the above policy on alcohol consumption. We **ARE** serving alcoholic beverages. We will provide proper documentation within the specified timeframe.

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



## GENERAL INFORMATION

ENTRANCE: 468 Holston Drive – Look for the Cate Farms Sign. The One-way gravel road leads to the barn where guests can be dropped off before parking in designated areas.

EXIT: Follow gravel road and signs/cones behind the farmhouse to Maple Avenue, across from the old Holston School building.

GUEST PARKING: Must be in the grassy meadow behind the farmhouse.

- Limited handicap parking is available with convenient drop off area close to barn.
- Any damage caused to the vehicle will be the RENTER's responsibility.
- We provide at least one parking attendant. You may also want to designate a person from your event to welcome and/or direct arriving guests to parking. You may also want to consider the use of valet parking attendants. (Groomsmen do a good job with this.)

### EVENT CONCLUSION TIMES:

Event must end at 10:00 PM.

All patrons must be out by 11:00 PM.

### PAYMENT:

We accept Cash or Venmo: Sent to Venmo account: @keithcate

We also accept checks made out to: Cate Farms and mailed to the following address:  
1504 S. Obrapia St., Tampa, FL. 33629

### WHAT'S INCLUDED:

Free Wi-Fi.

Full use of Catering kitchen.

One Parking attendant.

Fire-Pit

Availability of a Cate Farm representative for planning session.

Table and chair setup.

Landscape lighting



## PAYMENT INFORMATION

Down Payments: A \$1,000 down payment, along with acceptance of contract, is required to reserve Cate Farms for your specified dates. The down payment goes toward the total rental fee. The balance is to be paid in full by 60-days before event.

Damage Deposit: Clients of Cate Farms are liable for all damages to the facility, furnishings, equipment, and grounds. The renter is also responsible for any damages incurred by contract labor, rental company, vendors, support staff, and guests. A \$500 deposit will be held as a damage deposit. The damage deposit is to be paid in full no less than 60-days prior to the event. Payment is to be made through Venmo (preferred method to @keithcate), by check, or cash. The payment will be returned upon completion of event within 7-10 days, assuming venue is left in satisfactory condition.

Date Changes: Cate Farms will make every effort to accommodate date changes if needed. The client(s) acknowledges that in the event of a date change, they forfeit their Down Payment of \$1,000. Date changes must be agreed to in writing.

Cancellations: If renter needs to cancel for whatever reason, they must provide a written request 180 days (6-months) or more prior to their scheduled event to receive a full refund of their save-the-date deposit. Otherwise, cancellation will result in the forfeiture of the \$1,000 save-the-date deposit.

Amendments: It is critical for both parties that any changes to this contract be solely expressed and confirmed in writing. Oral representations are not valid.

Waiver of Contractual Right: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law: This Agreement shall be governed by the laws of the state of Tennessee and Sullivan County.

Venue Representative: Cate Farms, at its discretion, will provide a representative to be at your event. He or she is there to address any needs you may have as it results to the venue and protect the venue's interests.

Act of God: In the event of severe weather including but not limited to flooding, neither Cate Farms nor the client will be held accountable for cancellation of event. If not legally permitted to have the event, i.e., pandemic, or other, we will reschedule your event within a "6" month period with no penalty.



## SIGNED VENUE RENTAL AGREEMENT

This contract acknowledges receipt of the Cate Farms Rules and Regulations. The contract must be signed by the renter prior to the event. These policies are a legally binding portion of the contract. Signing this contract indicates legal agreement to the terms contained herein, including the understanding of all rules and regulations. The person signing this contract must be at least 21-years of age and provide a valid state issued driver's license or identification card. This person will be responsible for any damages. The signer of this contract is ultimately responsible for the event, any damages, and all parties in attendance. All vendors and guests are subject to these policies and procedures; It is the RENTER'S responsibility to share these rules and regulations with all vendors. The final detail form must be returned three weeks prior to your event.

Waiver of Liability: You voluntarily agree to assume all the foregoing risks and accept sole responsibility for any injury to you or your guests (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that you or your guests may experience or incur in connection with attendance at your event. On your behalf, and on the behalf of your guests, you hereby release, covenant not to sue, discharge, and hold harmless Cate Farms and our staff members, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of the venue, employees, vendors, agents, and representatives.

Special Events Insurance: Renter must obtain Special Events Liability Insurance of \$1 million dollars or greater through the renter's personal insurance provider, or an event insurance provider like [www.wedsafe.com](http://www.wedsafe.com). Cate Farms, Keith & Paula Cate, and Immediate Family must be named as an "additional insured" on the insurance certificate that is to be provided to us. This is to protect you and Cate Farms. Proof of insurance is due with final payment.

Renter Contract/Agreement: I/WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL CONTRACT AND ALL POLICIES & PROCEDURE PERTAINING TO CATE FARMS. I/WE FULLY UNDERSTAND THE LEGAL MEANING OF THIS CONTRACT AND ADHERE TO ITS TERMS.

Wedding/Event Package Selected & Price: \_\_\_\_\_

Client/Renter: \_\_\_\_\_ Date \_\_\_\_\_

Cate Farms Manager: \_\_\_\_\_ Date \_\_\_\_\_



## VENDOR AGREEMENT

All outside vendors, (caterer, bartender, event planner, photographer, florist, disc jockey, etc.), are required to agree to our rules prior to coming on-site. As Cate Farms is contracted as the venue for such event, we therefore reserve the right to confirm all event timetables, schedules, and processes.

Please do not attempt to change event timing to allow for your services with the client without first consulting a Cate Farms manager. If you have questions or concerns, about any of our policies or timetables, please feel free to discuss them with us. We reserve the right to refuse your admittance if procedures are not followed.

To confirm agreement, first carefully read the following information. Then sign, scan and return this form by email subject line "Vendor Agreement" to [catebarn@gmail.com](mailto:catebarn@gmail.com) at least 30-days prior to the event.

I/we understand that my/our ability to provide third party services at Cate Farms is governed and limited by the following terms and conditions:

1. SET UP/TAKE DOWN - All items brought in by outside vendors must be set up and removed within the client's rental time. Cate Farms typically operates between 11 a.m. and 10 p.m. with an additional one hour allowed for clean up after your event. Our agreement with the client is based on events ending in time for everyone to be completely out before 11 p.m.
2. EQUIPMENT AND TABLES - For safety, security, and liability; tripods, bags, boxes, extension cords, tables and all other equipment may not be placed in pathways, access-ways, doorways, etc. Cords and equipment cannot create trip hazards. Our manager has final say on ALL aspects of the event including equipment positioning etc.
3. LANDSCAPE USE - During outdoor events, all persons must remain on the pathways or lawns. This is a working cattle farm and all fenced pastures are off limits.
4. ALCOHOL USE - Bar tending services should typically begin and end within 1/2 hour of the food service. All bar tending service companies must provide Cate Farms a certificate showing proof of licensing and proof of liability insurance of 1 million dollars or greater. Additionally, Cate Farms must be named as an "additional insured" on the insurance certificate provided us. We do not provide ice, cups/glasses etc. We will provide a table upon request. Furthermore, if alcohol use becomes problematic, we reserve the right, at our sole discretion, to terminate the serving of alcohol and/or the event. Cate Farms must be held harmless from any and all claims arising from the use of alcohol. Bartenders must take all trash associated with drink service with them when they leave Cate Farms.
5. MUSIC/NOISE - Live and recorded music is permitted, however volume must be limited to 90 Db. (decibels). Music is permitted inside the building only, unless prior permission is granted in writing by venue staff. (Light music may be played outdoors during daylight hours). We "do not" allow subwoofers... "Loudspeakers designed to enhance bass" ... out of respect for neighbors. A Cate Farms representative will strictly monitor noise levels and will have the final say when it comes to

maintaining acceptable volume levels. Final song must be played at or before 9:45 p.m. to allow 15-minutes for wedding party send off. All music must end at 10:00 p.m. at the conclusion of event.

- 6. INDEMNIFICATION - The use of the facility is at your own risk. Cate Farms is not liable for lost or stolen items, personal injury, or damages to your personal property while at the facility.
- 7. DAMAGES - We reserve the right to charge for damages that you may cause that are over and above normal wear and tear to the facility.
- 8. DECORATIONS - Decorators should consult with us prior to coming on site to assure suitability of any decoration. All personal and rental property must be delivered and picked up within the confines of the rental period unless prior arrangements have been made. All hanging decorations must be pre-approved. No decorations allowed on or above large center fan or near heaters. No decorations allowed hanging or attached to lighting grid, café party lights, or cables. No nails, screws, staples, tacks, tapes, paints, crepe paper, glitter, toilet paper, hay, silly string, confetti of any kind may be used to decorate the barn without prior approval from owners. Candles are allowed in protective containers with height of the wick not to exceed the container’s height. No Fireworks. However, sparklers may be used outside away from The Barn. The spaces used by the decorator/florist must be returned to the condition in which it was found. This includes all furniture and accessories. Any items hung in The Barn must be promptly removed at the conclusion of the event.
- 9. FOOD AND CATERING – Cate Farms does not offer food or catering services. All personal and rental property must be delivered and picked up within the confines of the rental period unless prior arrangements have been made. Catering trucks and other delivery vehicles must move to parking area after unloading. Cate Farms does not supply trash bags, paper towels and other supplies. You must bring what you need. **There is NO garbage disposal!** Please don’t place food in the sinks. Caterers must empty refrigerator, wipe it clean, clean sink and counter tops, and sweep kitchen floor. All areas used by caterers must be returned to the condition in which it was found. Caterers must take all trash associated with their food preparation with them when they leave Cate Farms. This rule applies inside the barn as well as other outside areas All areas used by caterers must be returned to the condition in which it was found.
- 10. EVENT MANAGEMENT – Cate Farms maintains the right to position tables, chairs, and seating arrangements, as we deem necessary to conform to local fire codes.

**AGREED AND ACCEPTED BY VENDOR**

Sign and return this form by email with subject line “Vendor Agreement” to [catebarn@gmail.com](mailto:catebarn@gmail.com) at least 30-days prior to the event.

Client/First/Last Name: (TYPE OR PRINT CLEARLY)

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Vendor’s Company Name & Service Provided \_\_\_\_\_

Vendor’s Contact Information: \_\_\_\_\_

Vendor’s Signature: \_\_\_\_\_, Date of Signature: \_\_\_\_\_



**FINAL DETAILS FORM**

Please email **COMPLETED FORM** to [catebarn@gmail.com](mailto:catebarn@gmail.com) two weeks before the wedding and confirm that all insurance/vendor forms have been signed and copies emailed to us.

Wedding Date: Ceremony Start Time:  
 Bride's Name: Phone: Email:  
 Groom's Name: Phone: Email:  
 Contact/Parent Name: Phone: Email:  
 Rehearsal Start Time: Reception Start Time: Bride/Groom Exit Time:

Final Guest Count	Adults:	Children:
Number of Tables (6-8 per table)	Round:	Rectangular: Cocktail:
Guest Arrival Time/Gate Closing	Arrival time:	Gate Closing Time:
Day of Coordinator (not our event manager)	Name:	Phone:
Wedding/Event Insurance Company	Company:	Contact:

**List contact information for your vendors: if you are not using a vendor fill space with N/A**

Vendor	Arrival Time	Phone Number	Vendor's Email
Band/DJ			
Coordinator			
Caterer			
Cake			
Floral			
Photographer			
Video			
Bartender			
Any Rentals			