

**WELLERS' INC. & TENANTS CONTRACT CORONA VIRUS TRANSFER OF DATE**

To transfer your deposit to the new date complete information with two signatures. Scan and email to: [wellers2@aol.com](mailto:wellers2@aol.com).  
If sending by mail: Wellers Inc. 555 W Michigan Ave. Saline, MI 48176

A 2/3 payment is payable at the close of your 90-Day meeting . If you have already paid your 2/3 payment it will apply toward your new date.

NAME OF ROOM RENTED:is the same and is \_\_\_\_\_

We are moving our Current Event Day \_\_\_\_\_ & Date \_\_\_\_\_ 2020 to New Event Day \_\_\_\_\_ & Date \_\_\_\_\_ , 20\_\_\_\_\_

#1 Tenant: Bride's Name \_\_\_\_\_ #2 Tenant: Groom's Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_ \_\_\_\_\_ Zip \_\_\_\_\_

Cell #: \_\_\_\_\_ email \_\_\_\_\_ Cell # \_\_\_\_\_ email \_\_\_\_\_

Person responsible for payment if different from Bride and Groom: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_ email: \_\_\_\_\_

Our \$ \_\_\_\_\_ Security Deposit will be transferred to the new date with no penalty. We are reserving the banquet room for **six hours** on the above date and guarantees we will purchase \_\_\_\_\_ meals @ the minimum menu price of \_\_\_\_\_ The maximum guest count is **212**. The Room Rental fee is \_\_\_\_\_ and the Ceremony Fee is \_\_\_\_\_ Hospitality House is \$150 for four hours if rented (additional hours may be added at \$37.50 per hour). Wellers reserves the right to raise prices no more than 7% to allow for inflationary changes to labor and food prices.

We understand the security deposit does not go toward the payment of our event but is refunded the week after our event less any added or unpaid charges for services, extra guests or damages. Two thirds payment of our invoice if paid will go toward the new date. No credit cards are accepted for the security deposit or any payments. The balance of our invoice must be paid in full at the final meeting one week prior to our event and is based on our final seating diagram which is required at the final meeting. Any seating or table changes made after the room has been set up will incur a "change fee" deducted from our deposit.

**CANCELLATIONS:** We, the undersigned, understand cancellations must be in writing, sent by certified mail or hand delivered to Wellers' office. Cancellations and cancellation fees are effective upon issuance of Wellers' signature on certified mail or receipt for hand delivered written cancellations. Cancellation fees are as follows: (1) 12 MOs OR MORE prior to our event we forfeit 50% of our Security Deposit. (2) 8 MOs - 6 MOs prior to our event, we forfeit 100% of our Security Deposit. (3) 6 MOs - 4 months prior to our event we forfeit 100% of the Security Deposit and are required to pay 50% of the base price for our event. (4) 4 months - 0 days prior to our event, we forfeit 100% of our Security Deposit and will be charged 100% of the base price for our event. We acknowledge that the exact losses caused by cancellations are difficult to determine and that the cancellation fees are a reasonable attempt to value the losses caused by late cancellations and that the cancellations fees as described above are liquidated damages and not intended to be a penalty. We understand that this deposit and contract IS NOT transferred a second time to any other date/room once we have signed it.

**WAIVER OF LIABILITY**

**Force Majeure Conditions**

The Contracting Party agrees that Wellers Inc. and its officers shall not be liable for losses, damages (including attorney's fees, court costs, and consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to acts of God, acts or omissions, fires, weather conditions, power failures, strikes, riots, embargoes, terrorist attacks, pandemic, delays in transportation, inability to obtain supplies or requirements, or regulations of the State or Federal Government or any other civil or military authority.

Delays or nonperformance excused by this provision shall not excuse payment of any amount owed by the Contracting Party at the time of this occurrence. If an event is cancelled in whole or in part because of a force majeure condition, a complete or partial refund will be made accordingly to the Contracting Party no later than fourteen days after the date of the event.

**SAFETY:** 1. Wellers does not provide wheelchairs. 2. Entry access is grand-fathered in.. 3. Children must be accompanied by an adult(s) at all times. Parents who do not oversee children creating safety problem may be asked to leave. 4. No dogs are allowed on the property with the exception of service dogs. 5. Chinese sky/fire lanterns are not allowed. 6. In compliance with Washtenaw County health codes no food prepared by Wellers may be taken home.

**ALCOHOLIC BEVERAGES & CONTRACTED BARTENDERS SERVICES & LIQUOR LIABILITY:**

**Alcohol:**

- Tenants purchase of alcohol:** a. All alcohol including champagne must be purchased and delivered through A&L Wine Castle. b. No other outside liquor suppliers are allowed. c. We, the tenants agree that no straight shots, long island ice teas, frozen blender drinks or pitchers of beer will be served to our guests. d. Partial and un-opened alcohol must be taken by you at the end of the night. e. Wellers' will not be held responsible for any alcohol that is left after bar closes f. All alcohol must be served by the outside contract bartender. g. **Raisin River Room** may only serve bottled or canned beer. Carriage House may only provide beer in kegs.
- We understand that we must abide by Michigan State Law, and understand the legal drinking age is 21 years of age and ID is required.
- Wellers does not have a liquor license, therefore does not carry liquor liability insurance. It is recommended you purchase a one-day insurance policy through <http://eventhelper.com> or other event insurers listed on our Recommended Vendors link on our website:
- Contract Bartenders:** a. Bartenders require a separate payment check or cash at your final meeting.. b. Bartender payment includes 1 hr set up & 1 hr of clean up. c. We understand our bar service and event may not exceed six hours. d. We, understand that we may not supply our own bartenders e. The number of contract bartenders is dependent on the number of guests and services you are providing. f. Guests may not go behind the bar and serve themselves. g. All alcohol must be served by bartenders. h. Contract bartenders must terminate event if State laws are violated i. Wellers does not provide outdoor propane heaters and you must provide propane heater if you are providing an outdoor bar and temperature drops below 50 degrees
- Client must provide transportation for guests who have exceeded the legal limit of blood alcohol and should not drive.

**REGARDING HIRED VENDORS, SOUND RESTRICTIONS:** 1. Property belonging to our vendors (DJs, bands, photographers, florists, and bakeries) cannot be stored overnight 2. Wellers' will not move or set up equipment / 1 products from vendors. 3. If service people require a meal they must included in

the final guest count **4.** Vendors may not drive on the lawn or use Weller's dumpster. **5.** You will be charged \$100 for vendors who require space & electric power i.e photo booths, coffee stations, ice cream carts etc. Djs are excluded. However, if DJ is supplying photo booth, \$100 vendor fee applies. **6.** The room will be open 3 hours prior to ceremony for deliveries. **7.** Wellers' will not be liable for any equipment or items left on property by guests or hired vendors **8.** Music volume must be adjusted so as not to disturb neighboring properties **9.** Outdoor music must stop at midnight as per City sound ordinance. **10.** The outdoor Carriage House gazebo has two 20 AMP circuits **11.** Wellers does not supply ladders, propane heaters, dance floors, extension cords, tape, scissors etc. **12.** Dance floors must be removed between 7 am to 11am the morning after your event.

**EVENT COORDINATORS:** **1.** If we, the tenants, hire an event coordinator he/she must attend the final planning meeting with Wellers **2.** We the tenant will provide a copy of our signed contract to our hired event coordinator prior to this meeting so they understand Wellers guidelines. **3.** Coordinator may not change the timeline after the final meeting date. Any other changes must be in writing/email via Wellers office prior to the event.

**LINENS FROM OUTSIDE LINEN COMPANY:** Wellers' includes high quality table covers, napkins (no charge for colors) and white or ivory overlays. If, however, you opt to bring in linens from an outside linen supplier: **1.** Linens must be delivered and placed on guest tables no later than two hours prior to the ceremony start time to give Wellers' staff enough time to set up the guest tables. **2.** Linens from outside linen company must be removed at the bar closing time. **3.** Wellers does not supply bags for linen removal. **4.** Wellers' will not be held responsible for any losses and/or damages to linens supplied from outside linen companies **5.** Wellers' does not discount for any part of linens brought in from outside suppliers. **6.** We, the tenant, understand, that we are responsible to inform our outside linen company of set-up and removal deadline. **7.** Should outside linen company deliver linens late or not place linens on tables, tenant will compensate Wellers for additional labor and/or time needed to complete set up of the room/tables.

**DECORATING & PROPERTY RESTRICTIONS** **1.** Florists may not assemble arrangements on-site the day of event **2.** Nothing may be taped, nailed or stapled to any structures including command strips. **3.** All decorations must be removed within 45 minutes of the bar closing time. **4.** We the tenants are responsible for placement of party favor, centerpieces, placecards. **5.** No more than three candles per table. **6.** No Chinese sky/fire lanterns, helium balloons, marbles, confetti, glitter, dance dust, bubbles, fogging, haze/smoke machines or fireworks. **7.** No rose petals thrown on walk ways or in fountain w/the exception of the flower girl for ceremony. **8.** No rice thrown. Birdseed only. **9.** Seating diagrams are fixed according to the seating diagrams posted online. **10.** If furniture is moved at the Hospitality House and not returned to original position moving fees will be incurred. **11.** If heavy furniture is moved at hospitality house and not put back there will be a \$50 fee to move back. **12.** All guests must vacate indoor and outdoor areas no more than one hour after bar closing. **13.** Gates will be locked at closing time. **14.** No popcorn/candy tables or favors that require additional cleaning of room are allowed. If additional cleaning is required it will be deducted from security deposit @ \$50/hr **15.** No smores at outdoor fire pit.

**OUTDOOR CEREMONIES & THURSDAY REHEARSALS:**

1. Wellers provides a Ceremony Worksheet. Wellers staff is not present nor manages rehearsals or ceremonies.
2. Rooms are not open during rehearsals. A restroom is available at the rear of the Carriage House during rehearsals.
3. There are no rehearsal options for Friday or Saturday.
4. We understand no catered food or beverages may be brought in during rehearsals. No alcoholic beverages may be supplied or consumed during rehearsals.
5. Wellers is not responsible for ambient noise from City Park property, Michigan Avenue traffic or guests/music on property.

**OUTDOOR CEREMONY RAIN PLAN OPTIONS**

1. Wellers does not move floral arrangements, sound equipment etc. from outdoor ceremony to indoor ceremony. Please make arrangements as needed.

**Carriage House**

1. If Wellers is given **24 hour** notice prior to ceremony Wellers will set up 150 chairs in gazebo at no charge
2. If Wellers is given **24 hour** notice, sets up 150 chairs and then tenant changes back to outdoor ceremony tenant will be charged \$1.50 per chair
3. If Wellers is given less than **4 hours** Wellers will set up 24 chairs for family in front of other guests who will stand for ceremony.

**Raisin River Room**

1. Wellers will set up chairs up to 24 chairs on dance floor area for family to create an aisle. All other guests sit at their tables. No charge.

**CHANGES IN GUEST COUNT AFTER PAYMENT:**

- Additional guests and/or services may be added as late as the Thursday prior to event and paid for with a separate check prior to the start of the event.
- Guest counts may not be reduced after final payment is made.

**LATE SERVICE OF DINNER:** Confirm your timeline with photographers to make sure your timeline allows adequate time for photos. To ensure food quality you will be billed \$50 for every 15 minutes dinner is delayed.

**BRINGING IN DESSERTS:** Wellers offers desserts. If you want to forego Wellers desserts and bring from another vendor there will be a \$100 vendor fee. No cooler/freezer space is provided for any outside desserts. Wellers kitchen may not be used to tray up desserts by vendors. Desserts must arrive and ready to serve.

**PAYMENT OF INVOICE:** **Personal check or cashiers checks are required for payment.**

1. **Two-thirds payment** of invoice is required at the 90-day meeting and will be based on estimated guest count and selected options
2. **Final balance** and **bartender charges** must be paid at final meeting one week prior to event. Any payment of unbilled items must be paid prior to event
3. **No food or beverages will be served unless** invoice is paid in full. .

**UNDERSTANDING OF CONTRACT:**

We, the contracting parties, are the undersigned, and are over the age of 18, have read, understand, and agree that we are moving our date because of the affects of the Corona Virus outbreak as follows:

We understand our Security Deposit will transfer to the new date we have chosen. We further understand that any payments made prior to this amended contract will be applied to the new date. We also agree to abide by the above conditions set forth in this contract. Any arrangements made beyond the terms of this contract must be in writing and signed by Wendy Weller. Wellers' is not liable to honor verbal or here-say arrangements made with any other agent or employees of Wellers' Inc.

Bride's Signature \_\_\_\_\_ Print Bride's Name \_\_\_\_\_ Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Print Groom's Name \_\_\_\_\_ Date \_\_\_\_\_

Name of person paying for bill (If not bride or groom) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Security Deposit Transferred \$ \_\_\_\_\_ Hospitality House Deposit \$ \_\_\_\_\_ Received By \_\_\_\_\_ Check # \_\_\_\_\_ Date Received \_\_\_\_\_