

Reservation Request Form

Misty Morning Hounds at The Perry Plantation (352) 258-0317 Alexis Macaulay mmhounds@aol.com

Name of Bride: _____ Groom's Name: _____
 Address: _____
 Phone: _____ E-Mail address: _____

Contact Name : _____
 Address: _____
 E-mail: _____
 Phone: cell _____.

Alternate Contact Name : _____
 Phone: (____) _____
 E-Mail: _____

Details:
 # People: _____ Time of event: _____ +/- Exact time _____ set-up: Friday ?
 Description of Event: Wedding w/ dinner reception Date: _____
 Alcohol: _____ Band / DJ / none _____
 Time(s) of Day Needed: _____
 Horse & Carriage? maybe Photographer: _____ phone: _____ e-mail: _____
 Caterer being used: _____ Contact: _____ Phone: _____ E-mail _____
 Event Planner being used: _____ Contact: _____ Phone: _____ E-mail _____

Misc. Details: Facility use from 10:00 am until 11:00 pm . Prices shown apply up to 125 people. Add \$ 15 per person over 125 guests. Option of Rehearsal Dinner in Manor House (25 people or less) - \$500 with booking of English Manor House Weddings. \$800 for Local or Basic. Extra nights in Guest House \$500/night.

- English Manor House Luxury Wedding Package** - - Outdoor Wedding / Barn Reception (3 days) / 1½ hour Photo Shoot and Cocktail hour inside Manor House / use of Guest House & Groom bungalow for Bridal Party Preparation and 3 day- 2 night stay for up to 15 people/guest house— 4-6 people / groom bungalow.
- English Manor House - Local Wedding Package** - - Outdoor Wedding / Barn Reception (3 days) / 1½ hour Photo Shoot and Cocktail hour inside Manor House / Use of Guest House for Bridal Party Preparation & Groom Bungalow only on the day of the wedding (out by midnight — no overnight stay).
- Local Wedding Package** - — Outdoor Wedding / Barn Reception / Use of Guest House/Bungalow for Bridal Party Preparation only on the day of wedding (out by midnight — no overnight stay or use of Manor House).
- Basic Wedding Package** - — Outdoor Wedding / Barn Reception (3 days) / No Use of Guest or Manor House.

All decorations & remnants of event, including rental furniture, porta potties, trash, signage and accessories, to be re moved from premises by 4:00 p.m. the following day, unless otherwise approved. You may come as early as 10:00 a.m.

Tables & chairs are often provided by the caterer or event planner, but we do have the following available on site at no charge:

- 14 60' diameter round tables (seat 6-8)
- 6 30' x 96' rectangular tables (seat 8-10)
- 1 30' x 60' rectangular tables (seat 6-8)
- 1 24" x 48" rectangular tables (for misc purposes, gifts, cake, etc.)
- 160 + Green outdoor plastic chairs

30 + torches—if desired at \$5 @ - TPP Staff places, fills & lights

Trash removal or dumpster Client will remove all decorations, fill any holes, and likewise return the property, including the guest house, to it's previous state upon guest arrival. Client is responsible for trash removal. We recommend that you request this service from your caterer. Most provide this service at no additional charge, but you must specify it your contract with them. Any items left after the close of the event will be disposed of. Dumpster rental, if needed, would be negotiated directly with the rental service and paid by client. Please confirm location placement with us and delivery & pick-up dates.

Initial _____

Photo Shoots on days other than the 3 event days Outdoor photo shoot on day other than day of event. Included free with booking of a wed-

ding package, but must pay for the Event Insurance for that day. For other photo shoots independent of booking a wedding (i.e. fashion shoots, etc.) Up to 6 hours \$ 500. Use farm + interior of house for photo shoot \$ 1200. Prior booking and Certificate of insurance or event insurance required. (prob. run about \$150 additional—would be billed to you at exact amount). Payable in advance.

Terms & Conditions Misty Morning Hounds reserves the right to deny any event deemed unsuitable to the facility or inconvenient to our scheduling. (example: No fireworks or New Year's parties because of animals living on property & fire hazard of hay farm, conflicts with farm activities and current calendar, protest events, etc.)

Event insurance naming Misty Morning Hounds, The Perry Plantation, and Walter and Alexis Macaulay as co-insured will be coordinated by us on your behalf and billed to you at invoice cost unless you provide this through your own insurance company. Included in the insurance is Event Cancellation and Waiver of Subrogation coverage. This will be billed to you and payment due within 10 days. (Prob will run about \$200-400) You will be responsible for any deductible on any insurance claim related to your event.

Required permits from government agencies. The client is responsible for securing and purchasing any required permits, and also for paying any penalties incurred.

Bartending service by an insured cater is required for any alcohol served, including beer & champagne. Please provide a letter from your bartender/caterer confirming. Our preferred Caterers are Chef Brothers Catering (352) 441-6258, Blue Water Bay (352) 234-0660, and Celebrations (352) 373-2002. All vendors are required to carry their own liability coverage of \$1.5 million, and to name Misty Morning Hounds, The Perry Plantation, and Walter and Alexis Macaulay on the COI. May all be included on one COI.

Wedding Planner and Supervision of Event: All weddings must be coordinated through a Wedding Planner. Our Preferred Wedding Planner is Julie Herman Events (352) 359-4828 or Keith Watson Events (352) 264-8814

Parking areas and signage need to be coordinated with Misty Morning Hounds staff. Who will be in charge of parking for that evening? _____ Cell Phone: _____ **Do we need to provide parking assistance** the day of the event? _____ There will be a **\$ 15 / hour / per assistant** fee charged for this service. How many parking attendants? _____ What time do you want them in place? _____ What time to leave? _____

A 50% non-refundable reservation deposit is required upon booking. PLEASE BE SURE OF YOUR DATE!!
Balance of payment is due 10 days prior to the event. Include any extra fees such as event insurance, clean-up, dumpster or any other equipment rental, etc.

Please make checks payable to Misty Morning Hounds. We accept Master Card & Visa.

An **\$1500 refundable deposit (\$ 800 if no use of Manor House)** is required **10 days prior to event** to cover minor damages, repairs outside of insurance claim, breakdown, or additional clean-up. **We prefer this is paid with a separate check so we can return it to you, pending inspection, after the event. Refunds issued within 7 days after event. PROPERTY MUST BE LEFT IN CONDITION IT WAS FOUND.** This includes removal of all trash, decorations, signage, etc. Rental of a dumpster is recommended.

Security must be provided for any events held inside the Manor House. Client will be billed these costs.

This reservation is for the use of specified areas of The Perry Plantation and includes a Social Membership in Misty Morning Hounds, Inc. Events held here are by invitation (not public events). Your signature authorizes The Perry Plantation and Misty Morning Hounds to use images (of you, your family and guests) to promote the events through various media including our website. By signing this agreement, you agree that the owners, managers, officers, employees, guests, or any other persons will not be held liable for any accidents, injuries or losses to you or your guests, or those attending your functions while on the premises. This document is meant to be a full and complete release from any and all liability that may arise during your participation in any and all activities by Misty Morning Hounds or The Perry Plantation. This release is given freely and voluntarily by the participant, whether any party is or is not found to be negligent, and is meant to remain in effect until revoked by Misty Morning Hounds, Inc. and/or The Perry Plantation, in writing. Equally, the above parties cannot be held responsible for acts of God, including, but not limited to hurricanes, storms, lightening, terrorist attacks, etc. In this event, the wedding will be re-scheduled for another date convenient to all parties, but deposits will not be refunded if full cancellation is chosen. If any part of this Agreement is found to be unenforceable by a court, such decision shall NOT affect the validity of the remaining portion, and the remaining portion shall be valid & remain in full force as if this Agreement had been executed with the invalid portion thereof eliminated. All monies collected are donations to Misty Morning Hounds, a FOR-profit corporation. Donations are NOT tax deductible.

Minors must be supervised at all times.

Only balloon drops can be released inside the barn. No confetti inside or out. Birdseed may be thrown at outside events (no rice, please). Because of the number of animals on the farm, we cannot permit fireworks, but sparklers may be coordinated with our Staff. Decorations (and their method of affixing) must be coordinated with the Staff. Nothing may be affixed to the walls or lighting fixtures, and no removal of any of the estate owner's personal items may be made without approval of Misty Morning Hounds Staff, or the owners. Some decorations may be tied to balconies, chairs, rafters, etc. **No stapling of decorations.** Any zip ties, tape, or nails used for decorations must approved by Staff. Please ask guests to contain smoking to their own vehicles, or on the barn porch in ash containers provided. All food related trash must be removed by the catering facility or private party unless otherwise arranged. Rental of a dumpster is recommended. All items left after the close of the event will be discarded .

We recommend that you include a copy of the map to TPP in your invitation. We also recommend that you place signage (i.e. arrows, balloons, name, etc.) at intersections the day of the event.

Date of Reservation Form: _____ This quote is good for 30 days.

I represent this event and agree to the terms stated on page 1 and 2 of this agreement. I am responsible for paying all costs associated with this event.

Signed: _____ Print Name: _____ Date: _____

MMH Acceptance: _____ Print Name _____ Date: _____ deposit rec'd: _____

The laws of the State of Florida govern this agreement.

Send reservation & deposit to: Misty Morning Hounds 9243 SE CR 2082 Gainesville, FL 32641 (352)375-0800 (352) 258-0317 cell or mmhounds@aol.com Alexis Macaulay, coordinator