

The Heights Event Center Pricing and Policies

2951 13th Avenue, Lindsborg KS 67456

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785-212-1345

Event center is open year-round but is subject to owner availability and discernment.

Wedding Receptions on Large Group Meetings:

We will provide tables and chairs for up to 400 people. The building comes complete with Christmas lights and white tulle on ceiling as decoration. Ceiling decorations are not to be changed unless given permission by owners. There is a bar available for your use (we do NOT supply or serve the alcohol).

The Venue is equipped with multi-stall men's and women's restrooms. There are 2 refrigerators/freezers, 5 large trash containers and an insulated storage room. We have many electrical outlets available throughout the building but talk with us before using roasters as if you plug them all into one wall it might trip the breaker.

We offer both a 1,000,000 BTU indirect fired heater and an evaporative water cooler fan (blows cool air) both available for rent. We recommend opening the doors in the summer to move some air and shutting the doors on cold days. We also recommend summer events to be late in the evening or early in the morning. While Kansas weather isn't always ideal, it should not affect the enjoyment of the event too much if the recommendations are followed! Renters are free to provide their own fans or additional portable ACs.

There are multiple spots on the property available for your outdoor ceremony. Most couples have taken advantage of setting up with Coronado Heights in the background. Many couples have chosen the South side of the shed just outside the doors, and others have chosen just in the yard. If the forecast does not look promising for your wedding day, you are more than welcome to have your ceremony AND reception inside!

Fees: Please "check" which package you would like

Note: Monday-Thursday wedding dates are $\frac{1}{2}$ of the price listed

_____ Reception only for 0-200 people	\$1000
_____ Reception only for 200-500 people	\$1500
_____ Wedding ceremony only rate	\$750
_____ Wedding ceremony <u>and</u> Reception for 0-200 people	\$1500
_____ Wedding ceremony <u>and</u> Reception for 200-500 people	\$2000

Optional Fees:

_____ Rental of basement for getting ready on event day	\$100
_____ BOSE Audio PA System w/ 2 mics	\$100
_____ Evaporative cooling fan OR heater rental for weekend	\$100
_____ Cleaning (We clean up after reception, deposit is not returned)	\$500
_____ Setting up more than 1 day before or cleaning up more than 1 day after	\$100/day

CHECKS ARE TO BE MADE TO: PETERSON FARM BROTHERS

Other potential services we do not provide (but you may bring your own):

A/V Tech/DJ	Uber/Taxi	Servers
Catering/Alcohol	Table/Wall Decorations	
Security Guards	Parking Directors	

Further details:

Can arrive no earlier than 7 AM the day before event and must be out by noon the day after the event. This time frame requires no additional fee. Additional time spent setting up prior to and tearing down after event: \$100/day

BrookeAnna Peterson will be your event liaison leading up to the event. If she is unavailable, Greg Peterson or a family member will assist you. Details of event (caterers/times/etc.) must be discussed with BrookeAnna.

No opened alcohol is allowed outside of building except for on concrete pads connected to building. Alcohol is permitted inside the building but is provided by renter. We do not provide alcohol or food. Smoking and tobacco usage are only allowed on the concrete slab connected to the building (NOT inside the building). Do not leave trash (including cigarette butts) in the grass. If this does occur, we reserve the right to withhold your deposit refund.

All trash bags are to be deposited into the bin on the North side of the building. Tables and chairs are to be returned to where you found them. Chairs are to be folded.
TABLES ARE NOT TO BE FOLDED BACK DOWN - PLEASE LEAVE THEM STANDING. If these rules are not followed, we reserve the right to withhold deposit refund.

The Heights will not be held liable for the injury of a guest. Children are not to wander around the property unsupervised. Drunk or buzzed driving is prohibited. The Heights is not liable for any alcohol related incidents. Client is required to ensure all guests leave once reception is over. If the cops must be called or similar actions must be taken against a guest, we reserve the right to withhold deposit refund, regardless of who is to blame for the situation. It is the client's responsibility to keep guests under control.

The reception must end by 11 PM.

We can give you an estimate of when certain crops around the property will be growing, but we cannot guarantee any crop will be growing for your wedding due to weather and other factors. Please check with us during the growing season of a crop for updates on what it looks like.

SET UP INSTRUCTIONS

- If Heights property is not respected (kids walking on tables or jumping on chairs, tables being dragged, etc.) we will deduct the amount we deem fair from your deposit refund.
- Move tables with 2 people by lifting them up. Do not drag them on the concrete.
- Trash bags are located in the storage room for your use.

DURING YOUR RECEPTION

- Assign a parking attendant or two to ensure parking space is maximized for your guests
- You may dispose of full trash bags into the bin on the North side of the shed
- Trash bags are located in the storage room for your use

CLEAN UP INSTRUCTIONS:

- Do NOT disassemble/fold down tables
- Fold up chairs
- Put half of the tables and chairs on the East side and half on the West side of the shed (inside)
- Chair covers are located in storage room. If you use them, please pile them on the counter by the fridge upon clean up
- Please have your DJ/emcee/etc. announce the basement bathroom and porta-potties are the available restrooms. Only bridal party and handicapped guests are to use the restroom in the shed. To get to the basement bathroom, follow the lights toward the house. There is only one in the basement so those waiting will have to wait outside.
- If Heights property is not respected (kids walking across tables or chairs, tables being dragged, etc.) we will deduct the amount we deem fair from your deposit refund.

Continue to next page for contract signature

IN ORDER TO RECEIVE YOUR FULL DEPOSIT REFUND, YOU MUST:

- Clean up the shed exactly how you found it
 - Trash taken out
 - Fridges cleaned out
 - Swept
 - Tables wiped down AND left standing and chairs folded up
- Clean up yard – DO NOT leave trash (paper/cans/bottles/cigarette butts/etc.) in the yard
- Leave tables STANDING and UPRIGHT
- Turn off lights/AC/other things plugged in (leave fridges plugged in)
- Respect tables, chairs and other Heights property (do not allow children to stand/walk across tables or chairs, do not drag the tables instead of picking them up, etc)
- Basement must be somewhat cleaned up. We will vacuum but muddy shoes should NOT go into past the bathroom. Mud on the carpet will result in deposit not refunded.
- DO NOT drive/park over crops.
- DO NOT leave the ceremony area, shed and yard around the shed. Guests are not to be in the front or back yard of house, only the side with the basement entrance. Children are not allowed to play in the yard surrounding our house. Children are not allowed to wander unsupervised.
- If you're worried if your clean-up warrants a full deposit refund, we will inspect it before you leave.

A \$500 refundable security deposit is paid upon signing the contract. The total fee must be paid at least 10 days prior to the event. Clients are expected to clean up all trash/spills and return everything to its original layout as specified. If tables/chairs are broken, you do not clean up or the contract is broken, damage cost will be deducted from refund amount. If the property is left clean and put together, the full deposit will be refunded to you after your event. If you need to cancel your reservation MORE than 6 months prior to your date, we will refund you \$250 back from your security deposit. If you must cancel LESS than 6 months prior to your date, will not offer a deposit refund.

_____ Reception only for 0-200 people	\$1000	_____ Rental of basement for getting ready on event day	\$100
_____ Reception only for 200-500 people	\$1500	_____ BOSE Audio PA System	\$100
_____ Wedding ceremony only rate	\$750	_____ Evaporative cooling fan OR heater rental	\$100
_____ Ceremony <u>and</u> Reception for 0-200 people	\$1500	_____ Cleaning (We clean up after reception)	\$300
_____ Ceremony <u>and</u> Reception for 200-500 people	\$2000	_____ Extra day set up or tear down	\$100/day

By signing below, I agree to all prices and policies established by The Heights Wedding Reception Venue in this document. I agree to include the \$500 security deposit with this document and then pay the total fee at least 10 days prior to my event date.

CHECKS ARE TO BE MADE TO: PETERSON FARM BROTHERS LLC

Event Date	Contact Phone Number	Emergency Contact Number (for day of)
Client Signature		Date Signed
Owner Signature		Date Signed

"Under Kansas law, there is no liability for an injury or death of a participant in a registered agritourism activity conducted at this registered agritourism location if such injury or death results from the inherent risks of such agritourism activity. Inherent risks of agritourism activities include, but shall not be limited to, the potential of you as a participant to act in a negligent manner that may contribute to your injury or death and the potential of another participant to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this registered agritourism activity."

PETERSON FARM BROTHERS LLC - Lindsborg, KS