



631 3<sup>RD</sup> AVENUE NE | STAPLES, MN 56479 | 218.894.4444

## Wedding and Event Rental Policy and Rate

### **Rental Rate**

Wedding Weekend Package: \$2,500

This rental package includes the services of an event host who will be dedicated to ensuring your event runs smoothly. The host will greet and assist your guests, oversee the serving and replenishing of food items, maintain the cleanliness of the bathrooms, and clear away plates and glasses. This is all part of our commitment to providing you and your guests with an exceptional experience. Our Wedding Weekend package covers Friday through Sunday. Please contact us for further information on rates and additional services that we offer.

### **Payment**

Renter shall pay the rental fee as follows: 50% of the base rental fee is due as deposit at the time of the signing of contract. The deposit is non-refundable. The balance of the rental fee is due one month prior to the day of the rental. Any additional sums due and owing are due seven days prior to the rental. The Landmark Inn 631 3<sup>rd</sup> Ave. NE Staples, MN 56479 218.894.4444

### **Cancellation**

The renter has the option to cancel the contract agreement up to six months before the event date. All cancellations must be submitted in writing to The Landmark Inn. Please note that irrespective of the timing of the cancellation, the deposit may be non-refundable under any and all circumstances. Additionally, it is important to understand that all rental agreements are strictly non-transferable.

### **Tables and Chairs**

The Landmark Inn will provide 3' x 6' rectangular tables for your event. Rental chairs are available from the local True Value Store. They also provide delivery and pickup.

## **Decorations**

The renter is required to obtain prior approval from The Landmark Inn for any decorations they wish to install. All decorations must be affixed in a way that does not cause damage to The Landmark Inn and must be completely removed after the event. Candles are permitted only if they are kept within enclosed containers at all times

## **Glitter, Confetti, and Flower Petals**

Please refrain from using glitter and confetti, as they are not allowed. It lingers everywhere far after you have gone. Flower petals are only allowed with the use of a runner.

## **All other decorations, tableware, glassware etc.**

The renter is responsible for providing all additional decorations, tablecloths, tableware, glassware, and serving pieces. However, I offer a comprehensive collection of glassware suitable for various occasions, which you are welcome to utilize for your event.

## **Alcohol**

Alcohol consumption is permitted at The Landmark Inn in moderation. However, keg beer is not allowed on the premises. Additionally, the sale of alcohol is strictly prohibited unless a valid liquor license has been obtained. Guests are also reminded that no alcoholic beverage containers are allowed to be taken outside the building.

## **Smoking and Vaping**

Smoking and vaping are permitted outside the building only. Please ensure all related waste is disposed of in the designated can located outside the front door. Renters are responsible for cleaning up any smoking or vaping remnants from the grounds after their event.

## **Pets**

The Landmark Inn does not allow pets. But the Four-Legged Lodge, 6 miles away, would be happy to host your pets during your event, pets love going there.

## **Children**

Children are welcome at events and as overnight guests at The Landmark Inn. However, it is the coordinator's responsibility to ensure that all parents are fully aware of the Inn's rules and expectations regarding children. Close supervision of children at all times is mandatory. Inside the building, excessive noise or running is not permitted, as it can lead to distractions and potential

injuries. Please note that The Landmark Inn is not childproof. Any damage to the facility caused by children is the responsibility of the renters and their parents.

### **Photographs and Publicity**

Renter on behalf of themselves and their guests, grants The Landmark Inn the right to photograph the event and any guests attending the event. The Landmark Inn has the right to utilize these photographs in any advertisement without compensation to Renter or Renter's guests. Renter agrees to hold harmless and indemnify The Landmark Inn for any claims resulting from the use of such photographs.

### **Accessibility**

At the rear of the building, accessible via the alley, there is a handicap accessible entrance that also serves as a loading and unloading zone. This entrance leads directly into the Butler's Pantry. If any of your guests need to use this handicap entrance, please inform your host in advance. It's important to familiarize yourself with the specific guidelines for using this entrance, especially since the adjacent parking area does not belong to The Landmark Inn. Informing the host about the use of this entrance will help in making necessary arrangements to ensure sufficient accommodation for your guests.

### **Parking**

The Landmark Inn will provide off-street parking for approximately eighteen vehicles. Please make your guests aware of winter parking rules, of even-odd beginning at midnight every night October 1 through May 1. The Landmark Inn's address ends with an odd number therefore parking is on the same side of the street as the Landmark Inn on odd-numbered days and on the even-numbered address side of the street on even-numbered days. 631 3rd Ave. NE.

Unloading | Loading: Use extreme care when unloading | loading. Park parallel to the building (see picture), DO NOT block the alley or the neighbor's garage or car, at any time. THERE ARE NO EXCEPTIONS. A cart is provided.

### **Clean up and departure**

The renter is required to implement a cleanup strategy and ensure that The Landmark Inn is returned to a state as close as possible to its condition upon arrival. This responsibility includes thoroughly disinfecting by wiping down all surfaces, including tables, countertops, refrigerators, and bathroom fixtures. Additionally, the renter must check the outdoor areas for any litter and ensure that all trash and recycling from the kitchen, bathrooms, bedrooms, etc., is emptied into the designated disposal bins located outside the back door, accessible through the butler's pantry. Sweeping the floors is necessary wherever required. Furthermore, all furniture should be rearranged back to its original positioning.

For weekend events, the renter agrees to remove all personal belongings from The Landmark Inn by 11:00 AM on the day following the event's conclusion.

**Damage and Liability**

The Landmark Inn is not responsible for any damage or loss of any merchandise, articles or valuables belonging to the hosts or to their guests located on the premise during or after any function. The client agrees to be responsible for any damages incurred to the Landmark Inn premises and or property by the host, his guests, independent contractors, or other agents that are under the client's control.

An additional security deposit may be required depending on the event.

*Thank you for spending time at the Landmark Inn! You are truly appreciated.*

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date