



THE GARDENS
AT MONJI

MLC Events, LLC Policies & Procedures

Hereafter, MLC Events, LLC / The Gardens at Monji shall be referred to as “MLC”.

Confirmation/ Security Deposit

A security deposit of \$2,500.00 is required to secure space/time for your event & will be collected with this signed agreement. This deposit shall only be refunded after your event, provided that MLC’s property has not been damaged in any way.

Payment Schedule

Once the details of your event are finalized, a final statement of estimated Venue Fees will be provided to you. 50% of the estimate is due upon approval of said estimated costs. Full prepayment of your event’s Venue Fees is required no later than (30) days prior to your scheduled event. MLC also requires a major credit card on-file along with your final payment to guarantee any additional charges incurred, should your costs exceed the estimated bill.

Payments may be made by check or credit card. Checks may be written to **MLC Events, LLC**.

Cancellations/Refunds

If you wish to cancel your event for any reason, understand the following:

- Your security deposit will not be refunded.
- If you cancel your event less than (30) days prior to its scheduled date, your Venue Fees are also non-refundable.

If you wish to reschedule your event for any reason, understand the following:

- Your security deposit will not be refunded, & a separate security deposit for your event’s new date will be due unless MLC is able to rebook your original date with a similar level event.

Vendors

All vendors must maintain a business license & maintain a minimum of a one-million-dollar liability insurance policy. All vendors must be contracted with MLC’s approval no later than (30) days prior to the event. Vendors must also be willing to sign a copy of the Vendor Policies & Procedures & comply with all the stated provisions. MLC reserves the right to deny property access to those vendors not in compliance with said policies.

Timetable

Events are limited to a time of (6) hours. There is a mandatory charge of \$400.00 per every half hour or fraction thereof beyond the set time. Events must conclude at 10PM. The premises must be completely vacated by 11PM, unless otherwise agreed to by MLC.

CLIENT INITIAL _____

Vendor Deliveries/Set-Up

Vendors must pre-arrange all deliveries/set-up in advance with MLC's designated Venue Coordinator.

Production Policies

- The following items are prohibited from use during events on MLC property: rice, confetti, glitter, silly string, & bird seed.
- All decorations/event displays must meet fire safety codes.
- A basic cleaning fee is included in your rental fee, if additional cleaning services are required these fees shall be billed to the client's on-file credit card/deducted from the Security Deposit.
- MLC is not responsible for any items brought onto MLC property or its facilities. MLC does not provide storage facilities, all items for your event must be brought in & removed.
- No fires, fireworks or open flame devices are allowed on MLC property. BBQ grills & all open flame devices are prohibited, unless otherwise approved by MLC.
- Candles can be used at MLC's venue as long as they meet the following guidelines: only flameless candles are allowed for decoration, ceremonial candles must be dripless & are required to be contained, & votive candles are permitted as long as they are contained.
- Decorations must be removed at the end of the event. MLC will not be responsible for any items left after an event.

Catering

MLC will provide you with a list of approved caterers for your event. Clients are required to use MLC approved food/beverage vendors/caterers. Suggested menus shall also be provided, but a client may discuss additional options with their selected caterer. These discussions are by appointment. Contracts regarding your food services are made solely between you, the client, & your selected caterer & are in no part the responsibility of MLC.

Alcohol

All alcoholic beverages for the event must be provided by the client at their cost. This cost is not included in the overall event estimate. All clients are required to utilize the bartending services provided by or approved by MLC. MLC will provide bartender services for your event at a rate of \$45.00 per bartender/per hour. This includes 1.5 hours set-up, 1 hour breakdown & 3.5 hours active bartending at your event. Additional hours are available at \$75.00 per bartender/per hour. There will be (1) bartender per 100 guests, therefore if the event is over 100 guests, a second bartender will be required. There will be a \$12.00 corking fee for each wine bottle. There will be a \$75.00 "tapping" fee for each keg.

The bar must close 30 minutes prior to the scheduled end of your event. Guests may be "cut off" or be refused service by MLC's bar staff. Vendors are strictly prohibited from consuming alcoholic beverages. Any issues that arise from guests in relation to the alcohol consumption, may result in the bar closing. There shall be no refund on services should this occur.

CLIENT INITIAL _____

Rental Items

All upgraded rental items must be procured & paid for thru MLC, unless otherwise approved. Such items include, but are not limited to: linen, chairs, tables, china, & glassware upgrades.

Photography

For promotional purposes, MLC reserves the right to take a limited number of royalty-free photographs of the client's activities in the venue. Photographs taken by MLC or its agents, shall be MLC's sole & exclusive property for the full copyright term & MLC shall have the right to copy, exhibit, display, & otherwise use such photographs by any means & media.

Sound/Music

MLC mandates that all events strictly adhere to local sound ordinances. MLC's Venue Coordinator may request that sound levels be tempered should they extend beyond a reasonable level. Failure to accommodate this request may result in music shut down. Music must cease at 10PM.

Final Guarantee

Confirmation of the number of guests attending your event will be due (10) business days prior to your event. If MLC's Venue Coordinator does not receive your guaranteed count, the minimum number of guests stated on your initial wedding agreement will be assumed as the guaranteed count. If attendance exceeds the final number of guests guaranteed, the client shall be responsible for the balance at the conclusion of the event. These charges shall be charged directly to the clients' on-file credit card unless other arrangements have been made with MLC.

Personal Effects

It is the responsibility of your event's group to make their own arrangements for the storage of their personal possessions & gifts during their event. All items are expected to be removed from the property, by the client, immediately following your event. MLC does not assume any liability for any property, equipment or gifts brought into & left in any areas of MLC's property. MLC does not assume responsibility for lost, stolen, or damaged items.

Safety & Security

MLC reserves the right to require the client, at the client's expense to hire security for their event. Security is billed additionally at \$75.00/per guard. Security is required for all events, unless otherwise agreed to by MLC. MLC requires (1) guard for 100 guests or fewer, (2) guards for 101 – 149 guests, (3) guards for 150 – 199 guests, & (4) guards for 200 – 250 guests. MLC also reserves the right to require the client, at the client's expense to hire additional security personnel for their event should MLC determine it would be helpful to ensure the safety of the event. For the safety of the clients & guests of the client, guests are permitted to have access to the contracted use space only. Any non-contracted spaces are off-limits at all times. **Guests may not, under any condition, enter the kitchen area or any other Employee Only spaces. Children must be supervised at all times. MLC will not be responsible for personal property, displays, exhibits, equipment, or other items lost, stolen, or damaged on MLC's property or around MLC's property.**

Smoking

Smoking is strictly prohibited in all of MLC's interior spaces. This includes, but is not limited to: The Grand Hall, Bridal Suite, Groom's Lounge, & restrooms.

Tents

All tents/tent arrangements must be approved by MLC.

CLIENT INITIAL _____

General Liability

Clients must secure an independent insurance policy for the day of their event. The policy must have a minimum of \$1,000,000.00 in general liability & \$2,000,000.00 in general aggregate. The policy must also name the following as additionally insured:

The Gardens at Monji

MLC Events, LLC

Monji Landscape Companies

Dan Monji, Mary Gundry

Clients must also agree to & sign a provided hold-harmless agreement. The independent insurance policy & the hold-harmless agreement must be provided to MLC by the client no later than (30) days prior to their event’s date. If the client fails to purchase said policy within the given timeline, an independent policy will be purchased by MLC. This additional cost shall be the responsibility of the client & charged to the client’s on-file credit card.

The client is responsible for all damages, expenses, & losses including theft & property loss caused by any person attending or providing services connected with the client’s use of MLC’s facilities. These costs shall be charged to the client and/or deducted from the client’s Security Deposit.

CLIENT INITIAL _____

With my signature below, I affirm that I have read, understood, & agree to all the terms stated in this document.

Client Name:

Client Signature:

Date: _____