

# Wedding Contract & Info. On Booking Your Reservation and Event/Wedding at The Black Lantern Ranch & Retreat, Inc.

Call/Email to check available dates. 612-812-7309, [TheBlackLanternINC@gmail.com](mailto:TheBlackLanternINC@gmail.com) CALL to confirm your interest and notify that a deposit will be sent. This way we can take your information and mark your wanted dates as "pending". This way, we call you first before giving away the date to someone else.

We must receive the \$500, non-refundable down payment to secure your dates, when that clears our bank account with a signed wedding contract to officially secure the dates the wedding party wants at the Black Lantern. Checks can be made out to "Black Lantern Resort" and sent to (during Summer): 26844 320<sup>th</sup> Street- Shevlin, MN 56676. OR DURING WINTER: 24407 Iodine Street Northwest- Saint Francis, MN 55070. If we have not received the down payment, the date can be given to a different wedding party. Send Name, Address and Contact Info. of the individual responsible for paying for the wedding who is considered the renter and who will sign this wedding contract. Enclose or call us with a valid credit card number of the renter, for Black Lantern to keep on file in case of damages during the wedding. The credit card holder must be fully responsible for damages and/or fees, and sign below to agree to this policy. The down payment will be applied to the total bill. Ex: if total bill (plus tax) is \$3,000, you the remaining owed will be \$2,500. No deposit & we will not save the dates you want. When the deposit clears the bank and we receive this contract back filled out, we will save your date, and start a file for your wedding. We will file your receipt or send it to the address provided with the deposit.

You may alter/add/delete items on the price chart or your needs whenever you'd like. Changes happen! We will just alter the billing, so long as the total known bill owed is paid BEFORE the wedding. Add-ons or alterations during the reservation will be billed after the reservation.

The wedding must be paid in full before the wedding day. "Pay before play" If paying via check, we must receive the check at least 1 week before the wedding. A receipt will be sent to the address provided at the time the deposit was sent, and after the check clears our bank.

## ***\$500 Non Refundable Down Payment:***

### **Wedding Contract TERMS AND CONDITIONS:**

**A. Set up and breakdown times must fall within the total rental time period.** It is the responsibility of the Renter to move equipment within the facility or on the grounds before the event, we cannot safely operate the skid steer during an event to move pic-nic tables/spools/etc.

**B. All activities at the Black Lantern/Berg Lake LLC in the venue area, must end and be completely out by 1:30 am** Less the lodging in the designated RV sites where guests can stay up all night. Our forest roads and trails and the dock/lake area closes at sundown due to inefficient lighting. The entrance to the forest will be blocked by cones.

**C.** No parking any vehicle in the venue area or on the venue area grass. Vehicles must be parked in RV Sites or Parking Lot. Caterers or hired vendors may be given permission to drive through and drop off equipment. Have caterers call with questions.

**D.** No rice, confetti, or glitter.

**E.** Candles must be in holders that prevent wax from dripping on concrete/wood surfaces.

**F.** Children must always be supervised.

**G.** Any Christmas Lights and fires in the venue area must be/will be extinguished along with the tiki torches before 1:30 am or an earlier time if requested by the renter. Special Time request: \_\_\_\_\_

**H.** On-site Black Lantern staff/volunteers/officers has the authority to enforce contract rules. Black Lantern/Berg Lake LLC. Staff/volunteers/Officers can terminate rental if renter does not honor contract or local law, with ZERO refund.

Initial \_\_\_\_\_

**I. DJs/Bands/Musicians must sign our Vendor Contract prior to event.** Please respect that the Black Lantern is located near homes. Continued use depends upon the good will of our neighbors. Loud music will jeopardize our relationship with the community. *DJs/Bands/Musicians that abuse our usage rules will not be allowed back.* Music must stop at 12:00 Midnight.

**J. PROPERTY DAMAGE** After review of The Black Lantern, (including 2 days after event check for additional damage) If damage to Black Lantern property exists, Renter agrees to pay for, or replace, any object of Black Lantern property that is destroyed, damaged, or stolen during the event. Such payment or replacement must be made immediately upon receipt of notification from Black Lantern, notification will be given via email and/or through the mail. If payment is not made within two weeks of notification, the renter's credit card on file will be charged automatically.

**K. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT** The Renter agrees to indemnify and hold the Black Lantern Resort & Berg Lake, LLC., its officers and agents harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property of chattels, on or about the Black Lantern/Berg Lake LLC., or to the property itself resulting from any act done, or omission by or through the Renter, its agents, contractors, employees, invitees, or any person on the premises of the Black Lantern/Berg Lake LLC. by reason of Renter's use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs and attorney fees incurred by the Black Lantern/Berg Lake LLC. owner and representatives in defending any such claim or action brought against the owner and representatives.

**L. PERSONAL AND ABANDONED PROPERTY** The Black Lantern Resort and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the event is over.

**M. CANCELLATION POLICY**

A. All cancellations must be in writing.

B. Cancellations by renter within 120 days of your reservation: All money paid is refunded less the NON-REFUNDABLE \$500 deposit and a \$500 cancellation fee. Total cost for cancellation=\$1,000

C. Cancellations by renter 121 days or more before your reservation: All money paid by renter is refunded except the Non-refundable \$500 deposit, there is no cancellation fee charged.

D. Cancellations by renter within 30 days of your reservation, you will be refunded 50% of your total owed.

E. If cancellation of reservation is initiated by Black Lantern before your reservation, all money paid will be refunded excluding the deposit. If cancellation of reservation is initiated by Black Lantern during your reservation because renter or anyone in renter's party has broken the law, our rules, or are posing a threat, refusing to comply- ZERO refund to renter will be refunded, all money paid by renter will be kept by Black Lantern.

F. WEATHER RELATED- If an entire wedding ceremony and/or entire reception is deemed unsafe by Black Lantern during your reservation due to weather or other unforeseen variables and is postponed/cancelled by the Black Lantern, know that Black Lantern can't control the weather and unforeseen variables and that the weather is a risk the renter agrees to take. In this case, Black Lantern will not refund any money because all of the work to set up the wedding for the week has been done. In the case of rain- renter can move ceremony and reception under their rental tent. If the Black Lantern advises that ceremony reception be cancelled/postponed due to lightning, Black Lantern is not liable for injury or death if the renter/guests do not comply. Black Lantern has the right to cancel any reservation/wedding for any reason at any time without being sued by the renter. Once your reservation has begun- we cannot control the weather and no refunds will be given because of weather because the work to prepare for the wedding for the week has already been done and cabins booked.

**N. ALCOHOL**

A. Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. Renter agrees to refuse to allow alcohol to be served to, or consumed by, any person who is visibly intoxicated or under 21 years of age. Renter shall monitor all service, if any, of alcohol and specifically acknowledges that Renter is solely liable for the consumption of any alcohol by any person on the Premises and that such liability shall extend to any aspect regarding the consumption of alcohol. Black Lantern may ask guests for identification to verify age and reserves the right to ask to the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests are belligerent. Contractors hired by the renter are responsible and held liable to distribute liquor legally.

B. If alcohol is **SERVED/SOLD** at an event, selling must cease at 12:45, any business contracted by you must have an "Off Premises Liquor License", "Liquor License". Any private individual serving/selling alcohol must understand that they are liable for related accidents and may be able to be covered by their homeowners insurance if that makes them feel comfortable.

C. Renter shall indemnify and hold Black Lantern Resort/Berg Lake LLC. harmless from all liability for improper use of alcohol.

D. No glass bottles allowed. Exception is wine/champagne bottles and glasses which are welcome.

O. The Black Lantern reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately. We reserve the right to refuse service to anyone at anytime.

**Agreement by Signature**

Signature indicates the Renter agrees to all terms and conditions stated herein. Renter Responsible for Wedding, has read, understands and agrees to this contract:

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print \_\_\_\_\_

Address \_\_\_\_\_

Contact # \_\_\_\_\_

To reserve dates at the Black Lantern CHECKING IN \_\_\_\_\_ CHECKING OUT \_\_\_\_\_  
 (Input the date the 1st person or vendor or materials pertaining to the wedding will show up, and the date all will be gone.)

Card on file for damages: Credit Card Type (circle one): VISA    MASTERCARD

Credit Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ / \_\_\_\_\_                      Number on back of Card \_\_\_\_\_

# of Guests Expected \_\_\_\_\_

Time of ceremony \_\_\_\_\_

DJ Company \_\_\_\_\_ Catering Company \_\_\_\_\_

Bar Hired \_\_\_\_\_

Any family members with physical mobility issues we should be aware of?

Any other topics to be brought to our attention. \_\_\_\_\_

*Please fill out Price Chart*

## Serviced Wedding: 500 max capacity

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Item/Service	Prices/Notes	Want us to Provide?	Total \$
BASIC FEE Wedding Venue- Thurs- Fri. Set up, Sat. Wedding/Recep, Sun. Take Down. Fri. and Sat. Night Lodging	See below this chart for a description/explanation of BASIC FEE \$2,800.00		
Ceremony Only- call for custom price since ceremony sizes vary.	\$Varies		
Lodging for the RV/ Tent Sites on Fri. & Sat. nights- this is included in the base fee, since the property is strictly yours. Except when over 46 people spend the night.	under 39 people covered by BASIC FEE 40 + people lodging add \$100 70 + people lodging add \$150 100 + people lodging add \$250	Yes    No	
Rustic Cabin - Fri. & Sat. nights included in Basic fee. Electric only	For additional nights beyond the included Fri. & Sat. nights is:	Yes    No	

& water spigot & privy outside	\$60.00/night. 2 person capacity.		
Bonfire to last till bar close (1am)	\$150/Bonfire, Fun Custom Shaped	Yes No	
Cabin Eleanor (Fri. & Sat. nights are included in basic fee as well) Additional nights are \$125.	\$125/ For each night, beds include 1 queen & 1 bunk for a total of 4 people.	Yes No	
Tables Only- (seat 8/table) 13 rectangle & 12 round available	\$8/table 5' diameter & 30"x8' rectangular	Yes No How Many	
Greeter/Guard At Check In (2 hrs surrounding ceremony included in basic fee)	\$20/Hr. For additional hours for welcoming guests at entry, and chauffeuring those in need.	Yes No	
Extra Chauffeur with Golf Cart	\$20/Hour, Fun for the guests.	Yes No	
Bouncy House	Inquire	Yes No	
Helpers for Anything!	\$20/Person/Hour	Yes No	
Refuge Cabin- NOT included in base price, MUST BE RENTED Fri. & Sat. or wedding couple assumes the cost.	\$200/night for 2 people, extra people are \$20/head/night. Max 10 people. 3 queen beds, 2 full futons. Have renter call and make reservation	\$400 plus any extra people & sales tax.	
		Subtotal	
All prices are subject to change.		Tax 6.875%	
We do payment plans too✍	Have an unusual idea? Just Ask!!!!	Total	

## What the \$2,800 “Base Fee” means and includes:

**Lodging:** Having cabin “Eleanor” for the wedding couple Fri . & Sat. nights. with a personal stone landscaped fire pit area. A full-length mirror and additional easel with a mirror for getting ready. A full kitchen to keep cupcakes and flowers:) All of our RV/Tent sites are available to your party since the property would be exclusively and privately yours, the RV/Tent sites are equipped with water, electricity, a fire pit, firewood and a central RV dump. The base fee covers 39 guests camping here. There are also picnic tables and fire pits with grills and a wood shed. 1-3 RVs can fit easily on each site and any number of tents. There is also one very cute tiny cabin the “Rustic” with a full-sized bed, TV/DVD, little stove, air conditioner, mini fridge and microwave, a loft and a porch. It has a water spigot outside and water jugs inside and a culligan machine, as there is no indoor plumbing. It also has a fire pit with a grill and picnic table. Guests staying in the Rustic use the same outhouses that the campers use. We provide maintained outhouses for the RV/Tent site guests. The wedding Party and RV/Tent site guests can stay till 2pm on Sunday. Many guests arrive early and stay later to make a longer event of it- sometimes morphing into family reunions and potlucks:) We have had guests set up

pop up canopies in the camping area with full bloody mary bars, powder rooms and some very creative gaming such as a kick ball area or corn hole and ladder games for their camping guests. Lots of additional lodging is available in the surrounding area in both hotel and rental cabin styles. The Refuge cabin is billed separately based on how many people lodge there.

**Lake/Dock/Property:** Your party has access to all boats & dock absolutely free of charge. There is a little dock shed with life jackets, paddles and random fishing gear. There are paddle boats, kayaks, canoes, and a john boat to float around on. The banks to the lake are steep so there is no access for putting in boats brought from guests. There is a lake 1 mile down the road that has an access but can't take big boats. Enjoy lots of walking, hiking and trails to ATV on. We encourage guests to bring their ATVs or golf carts as the property is large. Cruising around on golf carts is a ton of fun too. 200 acres to roam and adjoining county forest provides 100's more acres.

**Lighting:** All the Tiki torches ablaze on Sat. night (we provide the fluid & fill) and light as the sun falls, the tikis will last the entire evening. The pavilion is illuminated with strings of white lights.

**Tables:** 7- 8 foot picnic tables. The wedding party can move the picnic tables wherever they wish. There is also a stationary picnic table 32' long.

**Maintenance:** All garbage cans/bags/servicing of garbage will be completely taken care of. Your party can start setting up as early as Thurs. for wedding and may stay as late as needed on Sunday to pack up. Wedding parties are responsible for picking up all of their own decorations and items they have rented.

**Areas to Highlight:** Use of our 25x36 foot pavilion with electricity, great for DJ's to set up under for shelter this area has the most suitable dance floor for heels; it is also great for Sunday gift opening for guests to meander up to as they start to wake up to grab brunch. Some parties have had a potluck brunch there in the shade. The outdoor stage is at the base of the big boulder hill, caterers can use its electricity if needed and a band can set up there as well. The ceremony site/arches can be used if chosen for the ceremony and can be decorated to your liking. A greeter at the front gate at a little building to welcome & aid your guests arriving for the ceremony or reception by giving rides to those unable to walk, assisting with heavy gifts to the gift table, answering questions etc. There is a playground for the children.

**Us:** We will stay out of sight come ceremony time so we distract in any way. But stay close enough in case we are needed. We cherish being a part of such an important time and are grateful to our wedding parties.

***\$500 Non Refundable Down Payment DUE when you would like to reserve your weekend dates. Your dates will be saved only when your down payment has been made.***

**\*\*\*\*\*Other POSSIBLE financial considerations/vendors to hire outside of the Black Lantern:**

**DJ/Live Band/Stereo, etc.** must stop by 12:00 Midnight- \$ \_\_\_\_\_

**Food caterers, pot luck, pig roast, any vendor you want to hire- your choice as well –**

\$ \_\_\_\_\_

**Bar with Bartenders if needed-** We know GREAT businesses that we are happy to recommend. You can provide your own as well, there are just a couple rules we have to follow to ensure safety so inquire. They provide a full bar with tenders, all liability, great people.

\*\*\*\*\*Recently the state of Minnesota made a new law that the vendor catering your alcohol must also cater a portion of your food. Our health inspector is checking to see what we can do. This new law forces our wedding couples to choose only from vendors that can do both alcohol AND food. That drastically reduces wedding couple's choices. We are doing what we can to remedy the new law we do not agree with. We favor guests being able to use ANY food caterer they want- not based on who can also serve alcohol. \*\*\*\*\*

**Party Tent /Tables/Chairs Rental-** A party/event tent is a great place to dine in the shade for the party, great for a back-up space in case of a little or a lot of rain too. If you require tables and chairs beyond what we can provide with our picnic tables, the local tent rental companies provide these as well. -\$\_\_\_\_\_

**Outhouses & Water @ the Venue** – Down in the venue area we have no plumbing besides a hose to extinguish a bonfire. If water is needed for coffee and such, parties use water jugs, which can be filled right in the RV sites. We have a certified, tested public water source. All caterers we have had, have been able to easily plan accordingly, and providing water bottles for guests goes a long way too, whether provided by you or the caterer/bartender. Due to the different sizes of each party, outhouses must be rented each time for the venue area. Port-Able John in Bemidji is the company we love, they have regular outhouses, handicapped accessible, and they even have pretty ones that are fully equipped bathrooms! Just provide them with the number of guests and length of stay – even ballpark, and they will figure on a price. Their number is 218-751-9453, you are also free to choose a different vendor as well. 2 to 4 outhouses are typical depending on the size of your party.

\$\_\_\_\_\_

**Officiate-Pastor-Priest**

\$\_\_\_\_\_

These above items should complete a HUGE chunk of a wedding checklist.

We hope this helps! Call with any questions, anytime. -612-812-7309