

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 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.

\$500 Non-Refundable Down Payment & Contract by January 31st:

We must receive the \$500, non-refundable down payment with signed contract to secure your dates by January 31st the year of your wedding. When the check clears our bank account and we have a signed wedding contract we can 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 320th Street- Shevlin, MN 56676. OR DURING WINTER: 24407 Iodine Street Northwest-Saint Francis, MN 55070. If we have not received the down payment and contract, the date can be given to a different wedding party. The Name, Address and Contact info. of the individual responsible for paying for the wedding is considered the "renter" and is who signs this wedding contract. The credit card holder below 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 \$4,000, you the remaining owed will be \$3,500. A receipt can be sent upon request to the renter.

*****PRICE CHART CHANGES:** You may delete **certain** items on the price chart for a full refund of that item. Changes happen! This gives us time to cancel items without Black Lantern incurring a loss or possible fee. A bonfire must be deleted from the bill by Tuesday morning, the week of your wedding, for full refund of just the bonfire because we have to start harvesting the trees and building the fire depending on the weather. The number of people camping in the RV sites must be changed by 31 days before your reservation for a final headcount. After 31 days before your reservation you may not reduce the number of people staying because the outhouses will already be ordered. Add-ons from the price chart during the reservation will be billed after the reservation.

\$\$\$ The wedding contract must be paid in full by May 1st the year of your wedding. A receipt can be sent upon request to the address provided at the time the deposit was sent, and after the check clears our bank.

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/tables/etc. within the facility or on the grounds before the event, we cannot safely operate the skid steer or large vehicles during an event to move pic-nic tables, etc. Don't forget a ladder!
- B.** All activities at the Black Lantern/Berg Lake LLC in the venue area, must end and be completely done by 1:30 am. In the cabin lodging and in the designated RV sites the guests can stay up all night. Our forest roads, trails and the dock/lake area closes at sundown due to inefficient lighting. The entrance to the forest may be blocked by cones. All vehicle keys must be pulled and **no driving is allowed on the property after sundown.** The only exception is the guests who are handicapped and sober or guests staying at the Refuge cabin may drive directly to the Refuge cabin via dirt road 320th. We want everyone to stay safe and are VERY strict, serious and have ZERO tolerance on driving after sundown. Renter is responsible for notifying guests lodging of this rule. Guests who do not comply will be evicted, police called or their keys confiscated. Violating this policy will result in a \$500 fine to the renter. Drinking and driving is illegal and dangerous.
- C.** Vehicles must ONLY be parked on gravel trail, anywhere in RV Sites or anywhere in Parking Lot. **NO DRIVING/PARKING on lawn** ANYWHERE except listed above. All vehicles parked/driving on lawn/natural growth area (besides RV sites and parking lot) will be asked to leave/move or be moved/removed at owner's expense. Caterers or hired vendors may be given permission to drive though 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 and their guardians are responsible for keeping them off the boulder walls.
- 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 emailed to theblacklanterninc@gmail.com & in writing and mailed to 24407 Iodine Street Northwest Saint Francis, MN 55070. Enclose the address you want us to send any qualifying refund to and the name of the person you would like us to write the refund check out to.

B) **Cancellations 40 days or more before your reservation date:** All money is refunded less the NON-REFUNDABLE: \$500 down payment paid with the contract, a \$1,000 cancellation fee, plus the sales tax on the total cost for cancellation = \$1,500 plus sales tax for cancellation total. The cancellation fee is due immediately at the time of cancellation via check or debit/credit charge, or is retained from any payment/s made towards the venue contract reservation total. Your wedding date is nearly impossible or impossible for the Black Lantern to rebook with another event by the time we receive your contract and will result in loss of funds the Black Lantern can't recuperate. We can maybe rebook the lodging and recuperate those losses so the cancellation fee is less. The cancellation fee and down payment totals reflect and are FAR under the totals Black Lantern will lose by the renter's cancellation. There is ZERO flexibility with the non-refundable down payment and cancellation fee. The Black Lantern will bring Renter to court in Bagley, MN to collect any unpaid fees. Your refund, if any, will be sent via mail in check form.

C) **Cancellations 39 days or less of your reservation date:** All money is refunded less the NON-REFUNDABLE \$500 down payment made, a \$2,500 cancellation fee, plus the sales tax on both the fee and down payment. At this point it is unlikely and nearly impossible for Black Lantern to fill the reservation and recoup any monies including all revenue lost from not being able to book lodging as last minute bookings are not common for us. The cancellation fee and down payment accurately reflect and are under what revenue we depend on and would lose for the cancellation of the reservation. There is ZERO flexibility with the non-refundable down payment and cancellation fee. The Black Lantern will bring Renter to court in Bagley, MN to collect any unpaid fees. Your refund, if any, will be sent in the mail in check form.

D) 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. If cancellation of reservation is initiated by Black Lantern before your reservation, all money paid will be refunded.

E) **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 such as a forest fire and that the weather is a risk the renter agrees to take. The Black Lantern will not refund any money due to weather because all of the work to set up the wedding has been done and the weekend booked many months in advance. In the case of rain- renter can move ceremony and reception under their rental tent. The Black Lantern advises that ceremony reception be evacuated off the property and cancelled/postponed due to lightning, Black Lantern is not liable for injury or death if the renter/guests do not comply with our evacuation policy when lightning is happening, it is the renter's responsibility to know and act on that all guests must leave. A DJ is great for announcing your alternate plans to your guests. 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. When it rains at the black Lantern the gravel becomes wet and muddy, some areas collect running and standing water many inches deep, and grass can also become mushy and muddy. There is no safe severe storm/storm shelter on property, guests must be advised by the renter or renter's spokesperson to leave in the case of lighting, tornado, high winds in excess of 30 mph, forest fire or other deadly event.

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 or renter's hired server 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 and/or serving 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 any person/persons at any time.

P. NO PETS IN ANY CABIN, NO EMOTIONAL SUPPORT PETS IN ANY CABIN, renter is responsible for letting their guests know to leave their pets at home if they are lodging in the cabins. Pets are welcome in the RV sites and on the property. \$100 fine/fee to renter per cabin for pets allowed in. Service pets are welcome so long as we receive proof of their papers via email. We will check.

Q. Renter agrees to leave the venue as they found it when they arrived, free of garbage and debris on the ground. Renter will be charged \$20/hour/person for additional clean up. **R.** ALL extra uneaten FOOD must be removed from the venue before leaving the venue area on Saturday night. If arranged ahead of time we can allow you to store it in our maintenance shop, we also suggest just backing up a vehicle and loading up coolers of food and such. We are surrounded by forest and do not want ANY bears or other wild animals attracted to Black Lantern Property.

R. THE RENTER, and BRIDE & AND GROOM must read and understand this entire contract and sign below.

Agreement by Signature

Signature indicates the Renter/Bride/Groom agrees to all terms and conditions stated herein. Renter Responsible for Reservation, has read, understands and agrees to this contract in its entirety:

Renter Signature & Print _____ Date _____

Bride Signature _____ **Groom Signature** _____

Address _____

Contact # _____ Bride # _____ Groom # _____

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 listed below to be on file for damages/fees: **Credit Card Type: VISA MASTER AMEX DISC**

Credit Number: _____ Exp: _____ CVV: _____

of Guests Expected _____ Time of ceremony _____

DJ Company _____ Catering Company _____

Bar Hired _____ Emergency contact #'s of responsible up to date guests we can call (NOT bride/groom) in case of questions or issues arising we don't want to interrupt if not necessary. (uncle, sister, etc.)

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

Please fill out Price Chart & Return with Contract

Serviced Wedding: 500 max capacity

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 \$3,000.00		
Ceremony Only- call for custom price since ceremony sizes vary.	\$Varies		
Lodging for the RV/ Tent Sites on Fri. & Sat. nights- Under 39 people camping is included in the base fee.	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 & water spigot & privy outside	For additional nights beyond the included Fri. & Sat. nights is: \$60.00/night. 2 person capacity.	Yes No	
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) 5 rectangle & 5 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-begins 1.5 hrs. before ceremony)	\$20/Hr. for additional hours for greeting/monitoring guests at entry.	Yes No	
Extra Chauffeur with Golf Cart/UTV Basic fee includes 2hrs of chauffeur.	\$20/Hour/cart or UTV, Fun for the guests. 1 chauffeur included for two hrs.	Yes No	
Bouncy House	Inquire	Yes No	
Helpers for Anything! MUST notify of need 1 month in advance so we can prepare.	\$20/Person/Hour	Yes No	
Refuge Cabin- NOT included in base price, MUST BE RENTED Fri. & Sat. or wedding couple assumes the cost. Sleeps 10	\$360/night -3 queen beds, 2 full futons. Have renters call and make reservation. Usually renters pitch in a breakdown of the cost per head for the weekend. Often used for close family, guests to get ready, or bridal party.		
		Subtotal	
All prices are subject to change.		Tax 6.875%	
	Have an unusual idea? Just Ask!!!!	Total	

What the \$3,000 “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 taken care of by us. You can start setting up as early as Thurs. in the venue and may stay as late as needed in venue on Sunday to clean. Wedding parties are responsible for picking up all of their own decorations and items they have brought & rented and debris left by guests.

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 also 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.

*******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. *****

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 \$_____

***MUST NOTIFY ALL GUESTS that this is an outdoor wedding. Usually on the invite/webpage.

***Please furnish your guests lodging with us with a link to our lodging so they have a foggy idea of what they are getting in to.

***Upon Request you will be furnished with all employee's telephone numbers on site so you can forward the numbers to all of your guests who are helping at the wedding in case they need something.

***Upon Request- you will be furnished with a particular text (based on which cabin) to forward on to each guest lodging so they have directions and information for the cabin stay and checking in so they do not need to call you non-stop with questions about what cabin, when and where, etc. Will make your lives much easier avoiding the extra questions when you are busy setting up.