

***Phone 208-969-0784 or Phone 208-280-1071***

***email:*** ***mountainviewbarn@gmail.com*** ***website: mountainviewbarnidaho.com***

**Clients Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Date the contract was made between owner and client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Mountain View Barn will cater the event: YES\_\_\_\_\_\_\_\_\_\_\_ NO \* \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please note that if you do your own catering or have an outside caterer and use MVB kitchen, chaffers, glassware, tableware, etc., there will be a charge to be determined. A waiver will need to be signed to use the kitchen. The outside cater, whether it is you or someone you have catering your event, will be responsible for *all* clean up and all trash must be taken to the dumpster that is on property. If not done, there will be an additional fee for cleanup.**

**Please provide name and phone number of caterer for your event:**

**Number of people expected for event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The event shall occur between the hours of \_\_\_\_\_\_AM/PM and \_\_\_\_\_\_\_AM/PM**

**Ceremony time \_\_\_\_\_\_\_\_\_\_\_ Appetizer’s to be served at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dinner/Luncheon time to be served at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Catering menus are available for viewing on website under the catering tab.***

***Menu/Food Items:***

**Appetizers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Entrée \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dessert \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beverages: Iced Tea, Lemonade, Coffee, ($20.00 per canister) if provided by MVB**

**Sprite, Coke, Dt. Coke, and Dr. Pepper are available through the bar or you can bring your own pop.**

**Bar Services: *No outside alcohol is allowed on premises.* MVB is licensed to serve beer, wine and RTD (ready to drink) beverages when presented with proper ID. Alcohol must be purchased from/through MVB. It is the responsibility of the MVB to monitor safety and consumption. There is a $20.00 /hour charge for a bartender. A 15% tip will be added to the hosted bar.**

***Alcohol wanted for event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Event Space: The Event shall take place in the following areas at the MVB at the Premises (Initial applicable spaces):**

**\_\_\_\_\_\_\_ Spanbauer Loft (Referred to as Upstairs of MVB)**

 **\_\_\_\_\_\_\_ Main level restaurant and bar area**

 **\_\_\_\_\_\_\_ Jacobs Meeting Room**

**\_\_\_\_\_\_\_ Outdoor deck area immediately surrounding the barn**

**\_\_\_\_\_\_\_ Outdoor lawn on East side of MVB**

**\_\_\_\_\_\_\_ House Lawn southeast / southwest**

**\_\_\_\_\_\_\_ Bride’s room upstairs of MVB**

**\_\_\_\_\_\_ House Rental for\_\_\_\_\_\_\_ night/s**

**\_\_\_\_\_\_\_ All of the above**

**Table/Chairs/Linens: Client is responsible for setting up tables, chairs, and table cloths, for event. If you would like MVB to set up and take down table, chairs, and table cloths, there is a $150.00 inside fee or a $300.000 outside fee.**

**Table Linens are 12.00 each (This is price dry cleaner charges for cleaning).**

**The following items are provided by MVB for the Event.**

**3- 60” round tables \_\_\_\_\_\_, 11- 72” round tables, \_\_\_\_\_ 15- 8 foot banquet tables, \_\_\_\_\_ White folding chairs**

 **\_\_\_\_\_ Octagon Alter ($50.00 setup/take down fee)**

**Wedding decorations from MVB are available. It is the responsibility of the wedding party to clean items and put them away. If wedding party is unable to clean and put items away there will be a $40.00 cleaning and restocking fee.**

**List of decorations provided by MVB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Decorations: No glitter, confetti, glitter filled balloons, imitation pedals are to be used inside or outside the MVB or Van Wagner House. Burning candles are not allowed inside MVB or Van Wagner House but can be used in enclosed containers outside.**

**Wedding Planner name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MBV and Client intending to be legally bound herby execute and deliver this Event Confirmation as of the date first written above.**

**MOUNTAIN VIEW BARN, LLC**

**Owner’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Price Payment: Set forth below is the price for use of the Event Space and the other services and items to be provided by MVB for the Event:**

**Exclusive Friday and Saturday $3600.00. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This includes rental of MVB property, 7:00 AM Friday to 12:00 midnight Saturday and the rental of house from noon Friday to 10:00 Sunday.**

**Saturday Events : $2000.00 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Saturday hours are 7:00 AM to 12:00 AM**

**Sunday - Friday Events: $1500.000 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hours are 7:00 AM to 12:00 AM**

**Set up the evening before after 3:00 if available $500.00 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Quincineara: Same as weddings** $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Hours are the same as weddings)**

**Reception or large parties 75 + people**

**$800.00 (1 day Mon-Thursday) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Set up/take down ($150 inside/$300/outside) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**House rental ($200.00 per night) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Linens \_\_\_\_@ $12.00 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Octagon set up/take down $50.00 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Catering/Food $\_\_\_\_\_x \_\_\_\_\_guests $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beverages $20/per dispenser (Iced tea, lemonade, coffee) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hosted Bar $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bar Server $20/hr \_\_\_ hrs $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**15% bar server gratuity for hosted bar $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sales Tax 6% $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gratuity on food %18 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ten percent discount for Military $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Less Deposit (500.00 min to hold reservation) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total due $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Record of Payment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Credit Card** | **Check #** | **Cash** | **Receipt #** | **Total Due** |
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**Total Amount Due 30 days prior to event**

**Other information for event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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