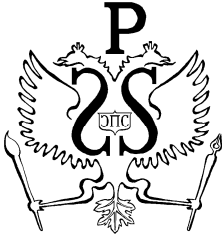


*RENTAL FEES ARE INDIVIDUALLY DETERMINED BY THE SPECIFIC NEEDS OF EACH WEDDING PARTY. BRIEF AND SMALL SCALE EVENTS MAY BE BOOKED WITH A SIMPLE MEMORANDUM OF UNDERSTANDING. PLEASE DISCUSS YOUR REQUIREMENTS WITH US.*



**Silver Poplar Studios LLC**  
1519 E. Door Bluff Road  
Ellison Bay, WI 54210  
Tel: 920-854-2106  
Fax: 920-854-7160  
look@silverpoplar.com

## WEDDING PARTY CONTRACT

### FOR RENTAL OF SPECIFIED HOUSING, ADJOINING GROUNDS, FACILITIES AND AMENITIES

This agreement is for the primary purpose of renting two cottages, to be used as temporary housing for the Wedding Party, as described below. As a condition of such cottage rental, certain other facilities, adjoining grounds and amenities shall be made available to the Wedding Party as described below. A map of the buildings and grounds of Silver Poplar Studios LLC further illustrates these descriptions, and is available.

Silver Poplar Studios LLC is situated in an unspoiled, wooded, residential area of Northern Door County, with historic buildings dating as far back as 1860. The facilities, while picturesque, are essentially rustic in character and set amid substantial but informal gardens, further surrounded by meadows and woods. The setting is ideal for a simple, country wedding and reception with a limited guest list and a quiet celebration.

The Owners, James and Carole Maronek, are committed to assisting in making the event a special, unique and positive experience, for the sake of both the Wedding Party and the reputation of Silver Poplar Studios LLC.

If the wedding ceremony will be performed on the property, please note that the Client is responsible for obtaining the marriage license and making all arrangements for the ceremony.

## **THE COTTAGES**

The cottages, decorated in Russian style, are intended for the quiet enjoyment of country, woodland living, and do not include TV or radios. The Wedding Party may find them useful for dressing, as well as overnight accommodations. Due to the sensitive nature of overloaded Door County septic systems, guests are asked to furnish their own bed linens, pillow cases and personal towels. Check in is 2:00 PM and check out is 10:00 AM unless other advance arrangements have been approved by the Owners. The cottages are for the exclusive use of the Registered Guests and the immediate Wedding Party only, and should not be used to entertain other wedding guests, or as public toilet facilities.

The cottage known as THE FIREBIRD (5 guest maximum) has a large living/dining room with seven French doors and windows. The bedroom has two single beds. The sleeping loft has three single beds. There are two full baths, including a tub. There is a fully-equipped, modern kitchen, whose use is restricted to only registered guests in the cottages and not to be used to prepare food for the wedding. Alongside the building is a patio and gazebo, with an outdoor fireplace. The cottage is centrally heated and air-conditioned for all-season use, and includes a gas fireplace.

The cottage known as THE GRANARY (4 guest maximum) is for seasonal use only. It has two double beds on the second floor, reached by a steep staircase, and a single day-bed on the first floor. A futon is also available as a single bed on the first floor. There is a screened porch and a bathroom with shower. Basic meal facilities are provided (microwave, mini refrigerator, toaster oven, coffee maker and BBQ).

Additional guests above the stated maximums are at the discretion of the Owners, and will incur an additional fee.

## **OTHER HOUSING**

Door County is a popular vacation and resort destination, and housing can be scarce during the summer. The Client is advised to make arrangements as early as possible for guests who will not be staying at Silver Poplar Studios LLC.

## **ADJOINING GROUNDS, FACILITIES AND AMENITIES**

The building known as THE BARN is architecturally splendid. It consists of several areas, of which THE BOLSHOI ROOM, THE GARDEN ROOM and THE SILO shall be available for the use of the Wedding Party. The room known as THE GALLERY, together with the CATWALK and BALCONIES, can only be made available through advance arrangement, and for an additional fee. THE BARN is a rustic building, and the furnishings and storage therein are not intended to be moved or removed, without advance arrangement and consent, and for an additional fee. Available are a sink, compact refrigerator, tables and carts in THE BOLSHOI ROOM, plus a double laundry sink, tables and carts in THE GARDEN ROOM. There is an upright piano of uncertain fidelity. These spaces are suitable for either, or both, a ceremony and a reception, with capacities to be determined with the consent of the Owners.

Outside THE BARN is a raised, brick TERRACE available to the Wedding Party. There are exterior electric outlets and lighting fixtures.

The extensive lawns and gardens are available to the Wedding Party. Certain areas are suitable for the erection of tents and the placement of temporary floors, but these shall be located with the supervision and consent of the Owners in order to avoid subterranean utilities and delicate plantings. The features of the gardens are a major attraction, but shall remain untouched and undisturbed. This includes flowers, seeds, decorative artifacts, and rocks. Guests of the Wedding Party shall confine themselves to existing garden paths.

Floral arrangements created from the gardens of Silver Poplar Studios LLC can be made available to the Wedding Party for an additional fee.

### **SEATING**

Some seating (benches and chairs) can be included, however the Client may wish to rent tables and chairs from an outside vendor. The Owners can provide a limited number of Parisian bistro tables and chairs for an additional fee.

### **PARKING**

Parking arrangements will be determined by the number of cars expected, with the consultation and consent of the Owners. There are designated parking spaces, adjacent to the cottages, to accommodate only the overnight guests in the cottages. All other guests shall use the gravel parking lot behind THE BARN. This lot is reached by a single-lane, gravel road off of East Door Bluff Road. If this lot is not sufficient, additional off-site parking will need to be arranged. Extensive parking on Door Bluff Road, a residential country road, is to be discouraged. The Client shall be responsible for parking and traffic management. Any signage, either on the property or on Door Bluff Road, shall be the responsibility of the Client with the supervision and consent of the Owners. A fire lane shall be kept open at all times.

### **HEAD COUNT**

The Client shall advise the Owners of the number of overnight guests who will be occupying each of the cottages. Such guests shall be required to pre-register by furnishing their names, addresses and phone numbers prior to occupancy. There is a limit to the number and distribution of overnight guests, determined by the number and location of available beds. The Owners reserve the right to set such limits.

In addition, the Client shall furnish to the Owners the final total number of invited guests, and an estimate of the number of cars involved in their participation. These head counts shall be furnished no later than one month prior to the Beginning Date of this contract.

## **MUSIC AND ENTERTAINMENT**

Silver Poplar Studios LLC has a long and proud history of musical creation and performance, as well as cabaret entertainment. Serious acoustic music and intimate performances are encouraged. Due to the residential nature of the neighborhood, and the tradition of quiet respect for the north woods environment, instruments, vocals, or entertainment which are excessively loud, are not permitted. Amplified music shall be restricted to the inside of the BARN after dusk. There is a 11:00 PM curfew for music and exterior activity. (See "EVENING SHUTDOWN.")

## **NO SMOKING OR FIRES**

Silver Poplar Studios LLC is comprised of antique, wood buildings. Therefore, smoking in any building is strictly prohibited. Outdoor ashtrays will be provided and must be used. There shall be no indoor candles or oil lamps or outdoor fires.

## **CATERERS AND VENDORS**

We will work with professional Wedding Planners, whom we can recommend if requested, and in addition, we can furnish names of individuals and businesses with related services. The Client is responsible for informing all caterers and vendors that they must make an appointment with Silver Poplar Studios before visiting the property or delivering products.

Items that are rented from a vendor are the responsibility of the vendor and should be clearly marked to indicate ownership.

Caterers and vendors may deliver their products to the property on the Beginning Date of this contract, between the hours of 9:00 AM and 5:00 PM only, unless advance arrangements have been made with the Owners. Their vehicles may park only in the gravel parking lot behind THE BARN. Their products and services shall be subject to the supervision of the Owners, who will cooperate with the Client to promote the desired results while insuring that all of the provisions of this contract are observed. The Client, however, shall be ultimately responsible for all decor, equipment, furnishings, and services provided by caterers or vendors. The Client shall insure that caterers and vendors assume responsibility for any damages they may cause to the property of the Owners, and shall communicate all relevant provisions of this contract to all individuals and businesses involved.

## **PORTABLE TOILETS**

The bathrooms of the two cottages, and their sensitive septic systems, are not designed to accommodate more than their overnight guests. Consequently, the Owners shall provide one temporary, portable toilet adjacent to THE BARN for the use of the Wedding Party guests, and this service shall be included as a part of this contract. Additional portable toilets may be required, at the client's expense, as determined by the number of guests, and as negotiated with the Owners. Costs, which are subject to increasing fees, will be determined and added to the contract closer to the Wedding Date. Clients often elect to decorate the units and surrounding area festively.

## **EXCLUDED AREAS**

All properties adjoining Silver Poplar Studios LLC are privately owned, and the privacy and peace of neighboring lands shall be respected. For recreational hiking, there is a public hiking path to the nearby Door Bluff Headlands County Park, overlooking Death's Door (which can also be reached by car).

Silver Poplar Studios LLC includes the residence of the Owners as well as several out-buildings which are not included in the facilities available to the Wedding Party. Only those areas and facilities specifically enumerated in this contract, subject to the described limitations, are available to the Wedding Party.

## **EVENING SHUT-DOWN**

Please clean up and/or report any spills, accidents or damage promptly. The Client shall be responsible for insuring that all lights, doors, and appliances are shut down and secured after the last guest has departed or retired, no later than midnight.

## **POST EVENT CLEAN-UP AND DEPARTURE**

Trash and recyclable receptacles are available for use only by registered guests in the cottages, and are insufficient to accommodate the residue of the Wedding Party, nor will the local garbage service accept such residue from the property. Consequently, the Client shall be responsible for the removal of all property brought onto the premises, plus all trash and recyclables, of either the Wedding Party or its caterers and vendors, on the Ending Date of this contract. If the Ending Date falls on a weekend, then the following business day shall be available for pick up of property by vendors. In any event, trash and recyclables must be removed by the Ending Date, and may be transported to, and disposed of, at the local garbage facility.

Caterers and vendors shall have access to the property between the hours of 9:00 AM and 5:00 PM only, unless advance arrangements have been approved by the Owners.

The cottages shall be vacated by 10:00 AM on the Ending Date of this contract and shall be left in a clean and orderly condition.

Any failure to observe these provisions, or to vacate as specified above, shall result in an additional charge and/or rental fee, as determined by the Owners.

## **LIABILITY**

The Client is advised to plan for inclement weather with the provision of tents and/or indoor seating arrangements. Inclement weather shall not be a cause for refund of any monies paid, nor the relief from payment of any monies due. In the event that Silver Poplar Studios LLC shall be prevented from completing performance of its obligations hereunder by any occurrence whatsoever beyond its control, then it shall be excused from any further performance of its obligations and undertakings. The Client shall be responsible for the cost of repair or replacement of any damages in excess of those covered by the Security Deposit.

**COTTAGES RENTAL FEES**

The base Rental Fee for the COTTAGES, as described in this contract, is \$\_\_\_\_\_ plus taxes. Occupancy of the cottages begins at 2:00 PM on the Beginning Date until 10:00 AM on the Ending Date. These Dates shall have been previously agreed upon between the Client and the Owners. Any services which incur an additional fee, known when the Rental Fee is due, shall be added to the Rental Fee.

The entire COTTAGES Rental Fee, plus 5.5% sales tax and 5.5% room tax, is due and payable according to the Installment Schedule below. The Security Deposit is a separate sum, not a part of the Rental Fee.

**BARN AND GROUNDS USE FEES**

The base Use Fee for the BARN and GROUNDS, including the facilities and amenities described in this contract, is \$\_\_\_\_\_ plus tax. Access to THE BARN and GROUNDS shall be from 9:00 AM on \_\_\_\_\_ until 5:00 PM on \_\_\_\_\_. Any services which incur an additional fee, known when the Use Fee is due, shall be added to the Use Fee.

The entire Use Fee, plus 5.5% sales tax, is due and payable according to the Installment Schedule below. The Security Deposit is a separate sum, not a part of the Use Fee.

**SECURITY DEPOSIT**

A Security Deposit, in the amount of \$\_\_\_\_\_, to insure compliance with any and all of the provisions herein, shall be made concurrent with the third and final Total Fee Installment. The Security Deposit shall be returned to the Client within ten business days after the Ending Date of this contract, minus any amount withheld for non-compliance, or repair or replacement of damages incurred as a result of the Wedding Party, its guests, or its caterers or vendors.

**INSTALLMENTS OF FEES**

The Rental Fees and the Use Fees, as determined above, shall be combined into the TOTAL FEE. The installment payments below are due and payable upon the signing of this contract, or upon the dates specified, whichever is later.

Upon signing of this contract, one-half of the TOTAL FEES shall be due and payable. Half of this payment shall be refundable only in the event of cancellation of the Wedding prior to the second installment, or on \_\_\_\_\_ (date).

Six months prior to the Beginning Date, or on \_\_\_\_\_(date) an additional one-quarter of theTOTAL FEES shall be due and payable. Half of this payment shall be refundable only in the event of cancellation of the Wedding prior to the third installment, or on \_\_\_\_\_ (date).

Three months prior to the Beginning Date, or on \_\_\_\_\_(date) the final one-quarter of the TOTAL FEES shall be due and payable. This payment shall not be refundable in the event of cancellation of the Wedding. All Taxes and the Security Deposit shall also be payable on this date.

The Client's failure to meet the above payment schedule shall be considered a cancellation of the Wedding.

### BALANCE DUE

Any balance, as a result of services incurred after the payment of the TOTAL FEES, and any sum in arrears, shall be due and payable prior to the departure of the Client on the Ending Date of this contract. A service charge of 2% per month will be added to all accounts 30 days past due. This results in an annual percentage rate of 24%. The parties agree that all reasonable costs and attorneys' fees incurred in the enforcing of the terms of this contract will be added to the account, and shall be paid by the Client.

### INFORMATION AND SIGNATURES

Client's name (please print): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Client's relationship to Wedding Party: \_\_\_\_\_  
Name of Bride: \_\_\_\_\_  
Name of Groom: \_\_\_\_\_  
Beginning Date of Rental: \_\_\_\_\_ Ending Date of Rental: \_\_\_\_\_

Invalidation of any term of this contract shall not invalidate the other terms. I have read the above contract, and the policies and stipulations therein, all of which constitute a part of this contract, and I agree to the terms and conditions. I am authorized to represent the Wedding Party described herein.

Please sign and return with the first TOTAL FEES Installment (one-half of the TOTAL FEES).

Client signature: \_\_\_\_\_  
Date: \_\_\_\_\_

This Contract is valid only when counter-signed by an Owner of Silver Poplar Studios LLC. A completed, signed copy will be returned to the Client.

Owner's signature: \_\_\_\_\_  
Date: \_\_\_\_\_

See also MEMORANDUM OF UNDERSTANDING, a part of this agreement.

Silver Poplar Studios LLC  
1519 E Door Bluff Rd, Ellison Bay WI 54210  
Phone: 920-854-2106 Fax: 920-854-7160  
www.silverpoplar.com

**MEMORANDUM OF UNDERSTANDING**

TO: \_\_\_\_\_ Responsible Party (please print)

FROM: James and Carole Maronek, Owners  
Silver Poplar Studios LLC

Silver Poplar Studios LLC is located in a rural, residential neighborhood which treasures peace and quiet. Your basic Contract already prohibits unsuitable noise and music levels, and exterior activity past the hour of 11:00 PM. This memorandum will establish your sole and full responsibility for prevention of the actions listed below, by your family, your guests and/or any persons associated with them, during the rental period \_\_\_\_\_ through \_\_\_\_\_ while occupying the property of Silver Poplar Studios LLC..

Underage drinking of alcoholic beverages,  
Intoxication over the legal limit,  
Use or influence of controlled substances, or  
Unruly or destructive behavior.

You agree to:

- Take all reasonable precautions, and intervene as necessary, to prevent and/or cease the above actions.
- Promptly notify the Owners of any instances of the above actions which you observe or attempt to prevent.
- Hold the Owners harmless from any and all injuries and damages which may occur as a result of the above actions.
- Compensate the Owners for any damages, including legal fees, to Silver Poplar Studios LLC and/or the Owners, as a result of the above actions.

If this memorandum fairly sets forth your understanding, please so indicate with your signature below.

Signed: \_\_\_\_\_ Responsible Party

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

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

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Owner(s)