

THE HOUSE

Explore the Magic of Willow's Locket, an interactive Social House and Event Tent located at 302 Whitehead Street in Historic Downtown Wentzville. Our all-inclusive venue is the perfect spot for Instagram-worthy photos and unforgettable guest experiences. Rent the house, the tent, or both! Visit us at www.willowslocket.com. Schedule a tour willowslocket@gmail.com

What's in the SOCIAL HOUSE:

1800 SQ FT Historic House Max Capacity 40 ppl
Vintage Lobby Bar | Parlor Room | Cafe Seating for 24
Tom Foolery's Cigar Lounge with TV | Seats 8
Willows Attic: (4) Hollywood Light Vanity Tables, (2) Lounges, Dressing Loft
*6 ft Mirror Touch Photo Booth, Hat Rack, Dress Up Accessories
Multiple Photo Backdrops | Mounds of Florals
(2) Buffet Tables, Dessert Tower, Chafing Dishes
(2) Beverage Decanters, Keurig, Ice Buckets
Plates, Silverware, Glassware, Serving
Refrigerated Cooler, Microwave
Cold Beverage Party Barge
(2) TV's | Sonos Speaker System
Upleveled Decor, Tablescapes, Hospitality



Scan me

Rent the SOCIAL HOUSE:

\$600 for 4 hours | \$125 each additional hr.

ADD ONS:

Photo Booth, Hat Rack, Dress Up Accessories \$300
Add Grazing Table- starting at \$12/ pp
Hot Cocoa & Coffee Bar \$300
Optional Housekeeping: \$250

BEST DEAL! \$1975 for the day 8:00 am - 11:00 PM

Get the Photo Booth for FREE



THE TENT

Explore the Magic of Willow's Locket, an interactive Social House and Event Tent located at 302 Whitehead Street in Historic Downtown Wentzville.

Our all-inclusive venue is the perfect spot for Instagram-worthy photos and unforgettable guest experiences. Rent the house, the tent, or both!

Visit us at www.willowslocket.com.

Schedule a tour willowslocket@gmail.com

WHAT'S IN THE TENT & OUTDOOR SPACE:

2400 SQ FT EVENT TENT with Concrete Floor

Tables and Chairs for up to 100

(4) Bourbon Barrel High Tops

(3) Bourbon Barrel Buffet Tables

Campfire Corral w/ Log Benches

Giant Cowboy Cauldron for S'mores or Grilling

Backyard Party Bar | 2 Rolling Beverage Coolers

14 ft. Side-Swept Tree Arch | Giant Trees

Super Lush Greenery Wall

Champagne Rose Barndoor Backdrop

Speaker | Mobile Wi-Fi TV

Tons of Patio Seating | 3 Fire Pits | Yard Games

Swamp Fan | Giant Ceiling Fans | Heater

(4) Climate Controlled Clean Restrooms

Decor Sheds & Storage Bins stocked with candles, lanterns,

bud vases, signage, greenery, runners, and more! FREE to use!

*Caterer's Kitchen- refrigeration, freezer, various chargers, plates, silverware,

decanters, serving platters, table covers & linens.

RENT THE TENT, CAMPFIRE, YARD, PATIO

\$800 for 4 hrs. | \$150 each add hr.

*Add the Caterer's Kitchen \$300

UPLEVEL YOUR EVENT:

Stock the Firewood \$100

Add 4 Fire Tower Outdoor Gas Heaters \$150

Add Floral & Flicker Design Package \$TBD

Add Bouquets and Boutonnieres \$TBD

Add Grazing Table- starting at \$12/ pp

Add Campfire S'mores Experience \$300

Add Weenie Roast \$300

Add Hot Cocoa & Coffee Bar \$300

Add Day of Event Coordination \$900

Add a Private Yoga Class or Spa Party

Optional Housekeeping: \$250



Scan me

BEST DEAL! \$2450 for the day 8:00 PM - 11:00 PM

Get Caterers Kitchen for FREE

BEST • Day • EVER

WILLOW'S LOCKET
ALL INCLUSIVE, ALL DAY, SIGNATURE EXPERIENCE

PROMO \$5550 + TAX

Rent the Entire Venue 8:00 AM -11:00 PM

- 1800 SQ FT Social House **PLUS**
 - Willow's Attic: (2) Vanity & Dressing Lofts
 - Tom Foolery's Cigar Lounge
 - Mirror Touch Photo Booth with dress up accessories
- 2400 SQ FT Tent & Outdoor Space **PLUS**
 - Campfire Corral with HUGE Cowboy Cauldron for bonfires, smores, grilling
 - Decor Sheds stocked with candles, lanterns, vases, signage, greenery, runners
 - Caterer's Kitchen- refrigeration, freezer, various chargers, plates, silverware, decanters, serving platters, table covers, linens.
 - Firewood for firepits and Cowboy Cauldron
- Cocktail Grazing Table (snacks for up to 20 ppl)
- Tower of Treats (40-50 pieces)
- Hot Cocoa & Coffee Bar
- Campfire S'mores Experience
- Champagne Brunch for 8

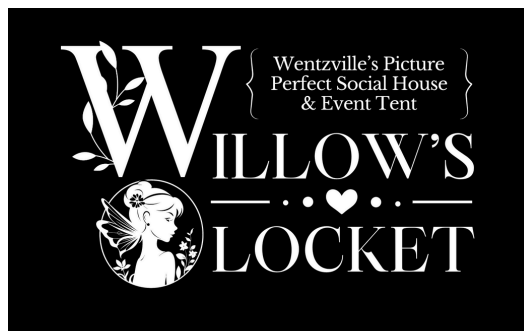
Scan me



ASK ABOUT ADDING OUR FLORAL AND FLICKER TABLESCAPE DESIGN PACKAGE.

Since we are in a residential neighborhood, music must be kept at a reasonable decibel and turned off at 10:00 PM. There is a \$500 optional housekeeping fee should you want a team to clean up during or after your event. To opt out of the housekeeping fee please leave the venue clean, picked up, with all trash in the bins. As you would your own home.

Thank you! Now let's plan an event!



RENT THE WEEKEND \$7500
FRI 2:00 PM - SUN 2:00 PM
REHEARSAL | WEDDING | SUNDAY BRUNCH

INCLUDES:

- 1800 SQ FT Social House
 - Willow's Attic: Vanity & Dressing Lofts
 - Tom Foolery's Cigar Lounge
 - Mirror Touch Photo Booth with dress up accessories
- 2400 SQ FT Tent & Outdoor Space
 - Campfire Corral with HUGE Cowboy Cauldron for bonfires, smores, grilling
 - Decor Sheds stocked with candles, lanterns, vases, signage, greenery, runners.
 - Caterer's Kitchen- refrigeration, freezer, various chargers, plates, silverware, decanters, serving platters, table covers, linens.
 - Firewood for firepits and Cowboy Cauldron
- Friday Rehearsal
 - Charcuterie Grazing Table: assorted meats, cheeses, fruit, vegetables, crackers, cold dips, nuts, olives, pickles, and sweets. Up to 20 ppl.
- Saturday Wedding
 - Mimosa Bar: champagne, juice, coffee, fruit, yogurt, & pastries. Up to 20 ppl.
 - Wedding Party Sandwich & Snack Platter. Up to 20 ppl.
 - Late Night Snack Campfire S'mores & Weenie Roast.
 - Add on: Cocktail Reception Grazing Table or Charcuterie Cups \$12 pp.
- Sunday Clean Up
 - Hangover Brunch: Bloody Mary Bar, Trashed Breakfast Casserole, Coffee & Juice Bar, Pastries. Up to 20 ppl.

Scan me



ADD FLORALS AND DECOR \$2000

- Add Floral and Flicker Custom Designed Tablescapes
 - Includes rental of up to 12 elevated floral tablescapes, head table design, lots of candles, set up and breakdown. Super lux designs may require extra cost.
- Custom designed real or "real touch" up to (6) bouquets and (6) boutonnières.

We CANNOT accommodate overnight stays. There are no beds or showers.

No outdoor music after 10:00 PM



OUR "ADD ON" EXPERIENCES

Explore the Magic of Willow's Locket, an interactive Social House and Event Tent located at 302 Whitehead Street in Historic Downtown Wentzville. Our all-inclusive venue is the perfect spot for Instagram-worthy photos and unforgettable guest experiences. Rent the house, the tent, or both! Visit us at www.willowslocket.com. Schedule a tour willowslocket@gmail.com

UPLEVEL YOUR EVENT



COCKTAIL GRAZE TABLE- STARTING AT \$12/ PERSON

Standard items include assorted meats & cheeses, crackers, fresh fruit, & nuts.

FULL GRAZE TABLE - STARTING AT \$14/ PERSON

Standard items include assorted meats and cheeses, fruit & vegetables, crackers & breads, 3 cold dip options, nuts, olives & pickles, and chocolate covered pretzels.

BRUNCH GRAZE TABLE - STARTING AT \$12/ PERSON

Standard items include assorted bagels and spreads, croissants and whipped butter, muffins, fresh fruit and yogurt with granola topping.

Looking for more? We offer fully customized tables to match your theme and/or meet your needs and wants for your menu! As well as add on items like petite sandwich boards, fresh salads, & more. Inquire about a consult with our in-house charcuterie service.

TOWER OF TREATS \$300

A cute charcuterie like display of cakes, cookies, brownies, cheesecake, chocolate truffles, candies, fruits, and bite size yum yums. Something for everyone! 40-50 pieces.

HOT COCOA & COFFEE BAR \$300

Super cute display of Hot Cocoa, Keurig coffee, marshmallows, whipped cream, caramel sauce, creamers, chocolate truffles, candy bits, biscotti, and seasonal decor. Serves up to 40.

CAMPFIRE S'MORES EXPERIENCE \$300

Gather your guests around the Campfire Corral featuring a MASSIVE 42" Cowboy Cauldron, surrounded by (4) 8-foot benches made from fallen trees. A rustic setting for a raging bonfire, storytelling, and toasting the perfect marshmallow. Includes firewood, graham crackers, marshmallows, chocolate, roasting sticks & blankets. Bring your own hotdogs for a late-night snack.

DAY OF EVENT COORDINATOR \$900

Willow's is a "Do it Yourself" venue meaning we provide the venue, you run your own event. If you want to relieve stress and hire a professional, we can help with day of event logistics, event set up, vendor management, run of show, and break down of the event.

PRICING WORKSHEET

DATE: _____ TIME: _____

TYPE OF EVENT: _____

RENT THE TENT: INCLUDES TENT, BAR, CAMPFIRE CORRAL, PATIO, YARD GAMES, FIREPITS

\$ _____ BY THE HOUR: \$800 FOR 4 HRS, \$150 EACH ADD HR.

\$ _____ BEST DEAL: BY THE DAY 8:00 AM-11:00 PM (\$2450)

(INCLUDES CATERING KITCHEN FOR FREE)

\$ _____ UNLOCK THE CATERERS KITCHEN (\$300)

\$ _____ STOCK THE FIREWOOD (\$100)

\$ _____ ADD 4 FIRE TOWER GAS HEATERS (\$150)

\$ _____ OPTIONAL HOUSEKEEPING: (\$250)

RENT THE HOUSE: INCLUDES LOBBY BAR, 2 PARLOR ROOMS, CAFE, CIGAR LOUNGE

\$ _____ BY THE HOUR: \$600 FOR 4 HRS, \$125 EACH ADD HR.

\$ _____ BEST DEAL! BY THE DAY 8:00 AM-11:00 PM (\$1975)

(INCLUDES PHOTO BOOTH FOR FREE)

\$ _____ ADD PHOTO BOOTH, HAT RACK & DRESS UP ACCESSORIES (\$300)

\$ _____ OPTIONAL HOUSEKEEPING: (\$250)

RENT THE ENTIRE VENUE

\$ _____ BY THE DAY 8:00 AM-11:00 PM (\$4000)

\$ _____ ALL INCLUSIVE SIGNATURE EXPERIENCE (\$5550)

\$ _____ ALL INCLUSIVE WEDDING EXPERIENCE (\$7550)

\$ _____ FLORAL AND FLICKER TABLESCAPE DESIGN PACKAGE \$2000

\$ _____ OPTIONAL HOUSEKEEPING: (\$500)

UPGRADES

\$ _____ GRAZING TABLES (BY CONSULT)

\$ _____ TOWER OF TREATS (40-50 PIECES) (\$300)

\$ _____ HOT COCOA & COFFEE BAR (\$300)

\$ _____ CAMPFIRE S'MORES EXPERIENCE (\$300)

\$ _____ WEENIE ROAST (\$300)

\$ _____ DAY OF EVENT COORDINATOR (\$900)

\$ _____ YOGA CLASS OR SPA DAY (TBD)

\$ _____ GRAND TOTAL \$ _____ 50% NONREFUNDABLE DEPOSIT TO SECURE THE DATE.

WILLOW'S LOCKET CONTRACT

"Client" (_____) wishes to hire "Provider" (Willow's Locket) for services relating to a (TYPE OF EVENT) _____ on _____

Services:

Client is renting the _____ at 302 Whitehead St. Wentzville, MO 63385 and has access to the property from (time) _____. Rental time must include set up and break down.

Rental Fee: The total cost is (_____), 50% deposit (_____) is due day of booking, remaining 50% shall be paid in full by date (_____). 30 DAYS BEFORE THE EVENT.

Deposit Date: (_____) Final Date to be Paid: (_____)

BY PAYING THIS INVOICE YOU AGREE TO ALL TERMS AND CONDITIONS BELOW.

50% non-refundable deposit is due to reserve the date. Full payment is due 30 days before event. Full nonrefundable payment is due for any event booked within 30 days.

The first payment is a non-refundable retainer. Client agrees that the retainer fee fairly compensates Provider for committing to provide the Services and turning down other potential clients. If payment is not paid in full 30 days before the event, the event will be cancelled, and no refund will be issued.

Cancellation, Rescheduling of Services or No-Show Client: If Client wants to cancel or reschedule Services, or if it becomes impossible for Provider to render Services due to the fault of the Client or parties related to Client, such as failure to show up, Client shall provide notice to Provider or Event Manager as soon as possible. Client is not refunded any payments made for cancelled Services, rescheduled Services, or failing to show up. Reschedules may be considered if requested a minimum of 90 days prior to the event. Subject to availability.

Optional Housekeeping Fee \$250: We are "Do it Yourself" venue so you are responsible for set up, breakdown, and leaving the venue in good condition. We don't expect you to deep clean, but you must put trash in bins, clear any food and beverages, remove decorations, and put all dirty dishes in bus tubs. For tent rentals please put bus tubs in catering kitchen sinks. If you would like, we have onsite housekeepers that will clean up after your event for an additional fee of \$250 (\$500 FOR ENTIRE VENUE).

Music: We are in a residential neighborhood so music must be kept at a reasonable decibel and turned off at 10:00 PM. No large bands. Friendship Brewery is steps away and happy to entertain an after party.

Security: There are cameras inside and outside the property.

Parking: there is a public parking lot just past the house on the right. Please advise your guests to park there and not along the streets.

Client Initials: _____ Date: _____

CONTRACT

Damages, Equipment, Furniture and Decor: rearranging or removing furnishings and large decor such as couches, lounge chairs, canopy tree arch, greenery walls, backdrops, photo booth, hat rack, giant vases, etc. is strictly prohibited. Client will be held liable and charged a full replacement fee should there be any damages to anything on or to the property. Provider is not held liable for any injury obtained on the property. Contact us to discuss removal or adjustments to event setting.

Indemnification: Client agrees to indemnify, defend and hold harmless Provider and its affiliates, employees, agents and independent contractors for any injury, property damage, liability, claim or other cause of action arising out of or related to Services and/or product(s) Provider provides to Client or guest of client. Provider is not held liable for any injury obtained on the property.

Force Majeure. Either party may be excused from contract in the event of a disastrous occurrence outside of either parties control, such as but not limited to, a natural disaster, hazardous situation, pandemic, or act of terrorism.

Failure to Perform Services. In the event Provider cannot perform its obligations due to an occurrence out of its control, Provider will immediately give notice to Client; and reschedule, issue a credit or refund if a resolution cannot be reached. Please allow up to 10 days for a refund.

Guest Conduct: The Client(s) expressly agree(s) to take best efforts to provide [Provider] and Provider's staff with safe and appropriate working conditions. In the event of circumstances deemed by either [Provider] or a bystander to present a threat or implied threat of injury or harm to [Provider] staff, property, or equipment, the [Provider] reserves the right to cancel all services remaining under this Agreement. If the [Provider] shuts down an event early due to any offending behavior, the Client(s) expressly agrees to relieve and hold [Provider] harmless as a result of incomplete event coverage, or for a lapse in the quality of the [Provider's] work. The Client(s) will not be issued a refund.

Things to know:

- Unless part of a package, LINENS, TABLECLOTHES, NAPKINS, and PAPER PRODUCTS are not provided.
- NO GLASSWARE IS ALLOWED IN THE TENT FOR THE SAFETY OF YOUR GUESTS. Broken glass can injure someone and potentially ruin a party. Please provide plastic cups for wine and cocktails, cans for beer and soda. Glassware from the house should not be brought outside. We are not liable for any injury.
- If you rented the tent and plan to use our decor: Decor is AS IS. You may need to buy candles for pillar vases and/or batteries for our battery-operated candles. You are welcome to use them but be mindful the batteries might need to be changed. Amazon bulk is most cost effective for AAA and C batteries.

BY PAYING THIS INVOICE YOU AGREE TO ALL TERMS AND CONDITIONS.

Client Signature: _____ **Date:** _____

Willows Representative: _____ **Date:** _____