



- **PAYMENT:** Upon reserving your date and signing your contract, half of your balance is due and it is non-refundable. Full balance of your contract must be paid in full **31 days prior** to your event.
- **SECURITY DEPOSIT:** Must be paid **31 days prior** to your event. The security deposit is *refundable* as long as the venue and its contents are clean, undamaged and all contract requirements are met.
- **EVENT INSURANCE:** All clients are required to purchase event insurance. You can use whatever company you prefer. On average, we see our clients spend \$75-\$200. Proof of insurance must be sent to Venue Director no later than 2 weeks before your event.
- **RESCHEDULING FEE:** Any event that is rescheduled within *7 days* of the date specified in contract will result in an **additional \$500.00** labor fee.
- **TRASH:** All clients are required to remove all trash from the premises by the end of their contract end time. *If you do not remove it, a \$150.00 trash removal fee will be charged.*
- **KIDS:** Clients are more than welcome to have children attend their events. All children 12 years old and younger must be accompanied by an adult at all times. Please keep in mind that any damages to venue landscaping, rentals, structures or anything else on the premises will be the financial responsibility of the client.
- **PETS:** We know that your pets are a part of your family. Our clients are welcome to include their pets in their big day. Please ensure all of your pet's *business* is cleaned up prior to exit time to ensure full return of deposit. Service animals are always welcome.
- **WIFI:** We *do not* have internet available. Please inform your vendors prior to your event so they can prepare accordingly.
- **QUIET HOURS:** County regulations require loud noise and music be turned off no later than 10pm each night.
- **ICE:** Clients will be responsible for providing all ice needed for their events. We do not have ice on-site.
- **SMOKING:** Smoking is allowed in designated areas only. Client is responsible for butts left anywhere on-site by their guests and will be charged a cleaning fee if any butts are found on-site following their event.



Q: What is your alcohol policy?

A: Clients are required to supply alcohol or make arrangements for a mobile bar service with a liquor license and safe serve certification. If you supply your own alcohol, you must also supply cups, bar napkins, straws, and ice. Glass bottles are not allowed. Additionally, you must hire Safe Serve Certified Bartenders for your event.

Q: How many bartenders do I need?

A: The types of alcohol served and the number of guests are factors in how many bartenders you should have on duty. We generally suggest you have 1 Bartender (0-75 guests), 2 Bartenders (75-150 guests), and 3 Bartenders (150-200 guests) if you are serving mixed drinks and beer/wine. Please ask us if you need help determining what would be best for your event.

Q: Do I have to hire a caterer or can I have a friend/family member provide the food at my event?

A: We do not require you to hire a caterer, however, whoever you have provide your food must sign a liability waiver. Food must be fully cooked before arriving on-site. We do not have an oven, stove or microwave. We do have a service room with counter space and industrial sink that can be used, however, it must be cleaned and in same condition you found it before exit time.

Q: Am I required to use specific vendors or can I hire any vendor I want?

A: No, you are not required to hire specific vendors, however, we do have a list of vendors we have great working relationships with and we would be happy to share their information. You must sign contracts with all individual vendors and all vendors must sign liability waivers and submit to Venue Director **2 weeks prior** to your event.