

## **The Heritage House Terms and Conditions**

### **Contracts:**

An Event Form will be created at booking which will describe the event in detail. This form along with the Terms and Conditions becomes the Contract.

### **Vendors:**

We can arrange for all items and services needed for your event. We do have an approved vendor list, however, if you have a certain vendor that you would like to use we will be glad to work with you.

### **Rental Time:**

The starting and ending time for the event will be stated on the Event Form. The event time must include time for any decorating and cleanup. Penalty for failure to end on time is \$50.00 an hour, for any portion of an hour behind end time, which will be deducted from the damage deposit. The Heritage House reserves the right to require guests and related vendors to leave the premises at the contracted time.

### **Use of Facility:**

Areas to be used will be specified on the Event Form.

Main Level. If event is only on the main level, then access is not allowed upstairs.

Upstairs Level

Basement Level. No access to be allowed in basement level

**This is a non smoking facility indoors and out.**

### **Inclusion of Property:**

The Heritage House does not furnish refreshments, flowers, china, silver, glassware, linens, coffee makers, flatware or serving utensils, dishes, tables or chairs, unless specified. The Heritage House is not responsible for helping vendors with set-up, decorating and/or cleanup unless specified.

### **Kitchen:**

Use of kitchen to be specified on contract. If kitchen is used, all appliances must be cleaned inside and out, dishes removed from the sink and dishwasher and food removed from the refrigerator/freezer. Adequate cleaning supplies will be available.

Renter must provide their own dishes and utensils. Inventory in kitchen cabinet are property of The Heritage House and are not for use by renter or renters guests. Any items missing after rental will be deducted from the damage deposit.

**Housekeeping:**

All garbage to be removed from facility and placed in dumpster. The renter is responsible for removing all items brought to facility by renter and guests at the end of event. The Heritage House does not assume any responsibility for any items left by the renter, guests or vendors.

All doors and windows must be locked prior to leaving. Certain lights are to be left on, a list of which will be provided. All others must be turned off.

**Children:**

Children must be accompanied by a parent or guardian at all times. Children are not allowed outside of the area rented. Children are not to be allowed to climb the banks or be on the retaining walls and must stay out of landscaped areas. Damage to landscaping will be the responsibility of the Renter. The Heritage House is not responsible for injuries caused by or to children.

**Fire Prevention:**

Renter must comply with Georgia fire codes.

Renter must alert authorities if a fire is discovered.

**Music:**

Music is only allowed inside of facility. Music must be kept at a level so as not to disturb the peace. Music ending time to be specified on the Event Form. Violations to the above will result in forfeiture of damage deposit.

**Decorations:**

No staples, tacks or any item that can pierce a wall can be used. Tape is not allowed on sheetrock walls.

Candles are allowed but must be drip less and be in proper holders.

Any balloons must be secured.

No rice, birdseed, confetti or "silly string" to be used. Bubbles are allowed, outside only.

All decorations to be removed at the end of event. Failure to remove all decorations and securing devices will result in forfeiture of deposit.

Damage to facility will be repaired at Renter's expense.

**Alcohol:**

Beer and wine may be served and must be provided by the Renter. The Heritage House does not have a license to serve alcohol. Renter must provide a certified copy of a liquor liability policy for the event and add The Heritage House, Ed and Ellen Grant and their vendors as additional insured.

Alcohol must not be served to minors.

Alcohol only to be served and/or consumed inside facility.

All laws governing consumption of alcohol, public drunkenness and disorderly conduct apply and to be strictly enforced.

Alcohol may not be sold.

Use of alcohol will require one police officer for 50 people or less, and a 2<sup>nd</sup> officer for 50 to 100 people. The Heritage House will provide off duty officers. The cost will be added to the Event Form.

Inebriated persons, their status and safety, are the responsibility of the Renter. The Heritage House reserves the right to refuse service to anyone and guests exhibiting disorderly conduct will be asked to leave the premises.

Failure to comply with any of the policies regarding alcohol use will result in forfeiture of deposit and/or termination of event.

### **Parking:**

Parking is limited. A parking plan will be implemented for the event. Guests needing assistance may be dropped off and picked up at the upper driveway. In some cases, cars may have to be parked along the street. The Heritage House is not responsible for any damages or injury to vehicles in the parking area or along the street.

### **Deposits:**

A \$250.00 non refundable deposit is required to hold the date for weddings and events that will require use of The Heritage House for more than 4 hours.

A \$100.00 non refundable deposit is required for events using the facility for less than 4 hours.

Deposits will be applied to the total cost of the event unless violations are made that are listed in this document.

### **Payments:**

Payments must be made by check or certified funds payable to The Heritage House.

For weddings and larger events, 50% of the balance is due 60 days prior to the event. The remaining balance is due 30 days prior to the event.

For small events such as showers, 50% of the balance is due 30 days prior to the event and the remaining balance due 1 week prior to the event.

**Cancellation and Refunds:**

All deposits are non-refundable. Account balance minus deposit is 50% refundable up to 30 days prior to the event. No refund will be given within 30 days of event. Cancellations must be received in writing. Deposit may be applied to a future event within one year of the originally scheduled event. The Heritage House reserves the right to cancel an event with three months notice, with deposit being refunded.

I understand this agreement and will comply with all rules and regulations set out in this agreement. I agree to take full responsibility for any damages incurred during the rental period. The owners of The Heritage House are hereby relieved from any liability resulting from injury to persons, damage to or theft of personal property of Renter and/or Renter's guests while using the facility.

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