

Historic Pinecrest Contract Terms and Conditions

Reservation & Payments: Historic Pinecrest (aka: Pinecrest) requires a 50% deposit from contracting party (aka: client(s)) in order to reserve an event. The remaining 50% (final payment) is due 90 days prior to the contracted event. Any additional charges will be due at the prescheduled *Final Walkthrough*. (See below). Pinecrest accepts cash, checks, *Visa, *Mastercard and *Discover. *Fees apply

Final payment: Final payment is due 90 days prior to the event. A 72 hour grace period is provided.

Cancellations: Pinecrest does not refund any deposits or payments. If an event is canceled at any time, for any reason, the contract becomes null and void and no remaining balance is due by client.

License, Zoning: The facilities are situated within the platted Pinecrest Subdivision, and are part of the Planned Unit Development. Certain aspects of conduct and operations are governed by our covenants, i.e., parking, lighting, noise and hours of operation.

Damages: Party understands that client will be held responsible for all damages and losses that Pinecrest incurs, including but not limited to theft, property loss or damages caused by client, guests or vendors.

- A \$300 damage deposit is required by the final walk-through.
- If no damages or property loss occur during the event, the entire deposit will be refunded within 14 days of the event.

Vendors: Pinecrest shall not be held responsible for any issues that might arise with any vendors that client contracts with. Any issues should be addressed with the vendor directly.

Catering: Pinecrest allows its clients to choose the caterer of their choice.

- The caterer is responsible for setting up and cleaning up their food and beverage lines and cleaning Pinecrest's kitchen upon completion of service.
- This includes cleaning all surfaces used in the kitchen, sweeping and mopping the kitchen floor and taking all the trash in the kitchen to the dumpster located at the southeast corner of the event center.

Liquor: Pinecrest allows its clients to provide alcohol for events.

- **All alcohol must be served from behind the bar by a contracted bartender, who is from the Pinecrest Recommended Vendor list.**
- The venue and bartenders have the right to refuse alcohol service to anyone or close the bar early if deemed necessary.
- Please encourage guests to use a shuttle service such as Uber or Lyft if they will be consuming alcohol.

Pinecrest's Duties: On or before the client's event, Pinecrest will ensure all guest tables and chairs have been set up according to the room diagram provided at the final walk through.

Insurance: By the time of your final walk through (approximately 10 days prior to your event) Pinecrest requires clients to provide a certificate of insurance for their event. The certificate shall name Historic Pinecrest as an additional insured and is required to have a minimum of \$1,000,000 in general liability. The licensee insurance will cover all vendors' liability. Event Helper <https://www.theeventhelper.com/#aE3J41> can meet this requirement, or clients may choose to provide the policy through their own source. If not received by the date of walkthrough, a certificate of insurance shall be taken out in the name of the contracted party and subsequently be billed \$250.00 that must be paid NLT 5 days before the scheduled event.

Music/DJ/Band: Music must be kept at a reasonable level (not to exceed 85 decibels) which will be monitored by a Pinecrest representative.

Smoking: Smoking, tobacco, marijuana, or other substances, is prohibited inside any of Pinecrest's buildings. Smoking of tobacco is only allowed outside in areas where proper butt and ash receptacles are provided. Marijuana, in any form, is strictly prohibited in any and all areas on the Pinecrest property.

Parking/ Traffic: Pinecrest offers onsite parking in designated lots only, one lot is unpaved. It is the client's responsibility to effectively communicate where vendors and guests are to park. Any person/vendor who disrupts the flow of traffic on Pinecrest Way will be held liable. Vehicles parked in any areas other than the designated lots, will be towed at the owner's expense.

Staffing Services

One Pinecrest venue manager will be present for all events and is included in the venue rental fee.

Decorations and Inventory: Clients will have access to choose from our current chapel inventory for the event at the time of the final walk through.

- No additional decorations can be nailed, glued or screwed into the walls of any of Pinecrest's buildings.
- Pinecrest does not allow glitter, confetti, rice, birdseed, sparklers or hay bales indoors or outdoors at any of its buildings.
- All candles used on any of Pinecrest's property must be battery operated.
- All flower petals, or any other decorations provided by client or vendor(s) must be removed by the client or their hired vendor(s) upon conclusion of the event. Only synthetic flower petals are allowed to be dropped on the chapel floor.
- None of Pinecrest's décor is removable from its current building.
- Only Pinecrest personnel are allowed to remove or alter existing décor.
- Clients are responsible for all cost that Pinecrest incurs due to client, guests, and/or vendors breaking or altering décor.

Property Updates and Changes: Pinecrest occasionally updates its properties (interiors and exteriors of Event Center, Chapel, Lodge and grounds). Clients should be aware that changes in and around the properties may occur from time to time.

Gifts/Decorations/Personal Affects: Please ensure that all items are accounted for prior to departure. Pinecrest is not responsible for any lost items or items left behind.

Pets: Pets are not allowed on Pinecrest Property including the Event Center, Chapel and Lodge. If a pet is found on the property, parties will be charged a \$250 cleaning fee per pet.

Event Time: Arrival time on the day of the event for a **wedding and reception** is 12:00 pm. Arrival time on the day of the event **for a reception only** is 3:00 pm. Early arrival time may be contracted at a rate of \$100 per half hour. Weddings may begin at 3:00 pm, 3:30 pm or 4:00 pm. If a reception only is contracted, receptions begin at 5:00 pm **All events end at 9:00 pm unless extra time is contracted at a rate of \$100 per half hour. The latest end time possible is 10:30 pm.**

Rehearsals: Rehearsals are scheduled from 10:00 am to 11:00 am the day prior to weddings. Please be aware that rehearsal times are scheduled for a one (1) hour time period. The rate past one (1) hour is \$60/per half hour. Please be sure to have wedding parties arrive on time.

Guest Count: Although Pinecrest ensures capacity for 200 guests, we understand that, occasionally, more people must be accommodated for. Any guest count over 200 guests will be assessed an additional charge of \$10 per person.

Final Walk-Through: Due to a high volume of weekend activities, final walk-throughs are held on Tuesdays. It is at this time that the following are due:

- Final guest count
- Room layout/diagram (provided by Pinecrest)
- Certificate of insurance
- Event timeline
- List of Vendors with contact information
- Final payment for linen rental or overage
- \$200 cleaning fee for chapel and event center usage
- \$150 cleaning fee for event center usage only