



# The HISTORIC PINECREST

106 Pinecrest Way - P.O. Box 525 (Mailing address), Palmer Lake, CO 80133

Phone: (719) 357-8613

## 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).

**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.

**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 self, guests or vendors. **A credit card is required to be put on file at the time of the final walkthrough.**

**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.

**Liquor:** Pinecrest allows it's clients to provide alcohol for events, however, all alcohol must be served from behind the bar by a contracted bartender, who is from the Pinecrest Recommended Vendor list.

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

**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 or sparklers indoors or outdoors at any of it's buildings. All candles must be battery operated. None of Pinecrest's décor is removable from its current building. Only Pinecrest staff are allowed to remove or alter 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.

**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.

**Event Time:** Arrival time on the day of the event for set up is 12:00pm. An early arrival time may be contracted at a rate of \$100 per half hour. **All events end at 9:00pm unless extra time is contracted at a rate of \$100 per half hour. The latest end time possible is 10:30pm.**

**Rehearsals:** Rehearsals are held the day prior to weddings and are scheduled at the time of contracting. Please note that weddings take precedence over rehearsals. Rehearsal times are subject to change.

\*See contract page for date and time.

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.

**Final Walk-Through:** Due to a high volume of weekend activities, final walk-throughs are held on Tuesdays. It is at this time that guest count, table set up, chapel decorations and event time line are due.

\*See contract page for date and time

\*A \$200 cleaning fee is due at the time of the final walk-through