

Historic Pinecrest – Terms and Conditions

106 Pinecrest Way - P.O. Box 525, Palmer Lake, CO 80133 - Phone: (719) 357-8613

Reservation & Payments: Historic Pinecrest (aka: Pinecrest) requires a 50% deposit & online contract to reserve your date: The remaining 50% is due 90 days prior to your event. Any overage charges or additional add-ons will be due at your Walkthrough (see Reservation & Payment Agreement)

Payment Arrears: In the event that your balance payment is past due, unless other arrangements have been negotiated, your event date may be released without further notice and all monies received will be forfeited.

Overage: Our packages are based on a head count inclusion. For each person over this number, there is an additional per person overage charge. Your final head count (including the bride and groom) and any overage charges are due at your walkthrough.

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

Delays/Postponements: Weather, illness, acts of God, traffic. Pinecrest will do its utmost to accommodate a revised timeline to the best of our ability. If the event needs to be cancelled for reasons beyond the party's control, Pinecrest shall strive to provide an alternate date - rescheduling is dependent upon availability.

Rehearsals: Rehearsals are typically held between 9am and 10am 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 your wedding party arrive on time.

Ceremony Time: Ceremonies are to begin between 3:00pm and 4:00pm.

Damages: Parties understand that they 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 your walkthrough.

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

Food and Beverages: Parties understand that Pinecrest requires the use of a full service caterer and they must adhere to the following:

1. Must finalize set up of guest tables by placing napkins and flatware on the tables in a neat fashion.
2. Must provide, set up and replenish all food and beverage lines throughout the duration that food and beverages are being provided for the event. A catering captain or point

person must be present and in charge of food and beverage lines during the event and must attend the Final Walkthrough Appointment. Pinecrest does not provide beverage dispensers, coffee makers or chaffing dishes. Pinecrest can provide dinner and cakes plates, flatware, water, wine and champagne glasses for \$2 per person.

3. Cater must provide staff (ie: 1 busser per 50 guests) to buss tables throughout the event. This includes cocktail hour, dinner and cake service, **until the end of the event.** (ie: All plates, flatware, glassware, napkins, overlays and trash must be removed by the catering staff.)

Pinecrest provides an event manager. No other staff members are provided by Pinecrest.

Liquor: Pinecrest allows parties to bring in their own alcohol, however, it all must be served from behind the bar by a contracted bartender, who is from our preferred list.

Music/DJ/Band: Music must be kept at a reasonable level which will be monitored and determined by the Pinecrest Event Manager not to exceed 85 decibels.

Decorations and Inventory: Parties will have access to choose from our current chapel inventory for their 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. We do not allow glitter, confetti, rice, birdseed or sparklers indoors or outdoors. All candles need to be in a glass container with at least an inch above the flame. Most of our décor is not removable from its current location. Only Pinecrest staff, at our discretion, are allowed to remove or alter décor. Parties are responsible for all cost that Pinecrest incurs due to client, guests, and/or vendors altering décor.

Property Updates and Changes: Pinecrest occasionally updates it's 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.