

## Historic Pinecrest – Terms and Conditions

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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, which will be detailed on the Reservation and Payment Agreement. 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, prior to 90 days before your event date, 75% of all monies received to date shall remain as a credit on account towards a future event with Pinecrest and the other 25% will be forfeited. We allow up to 12 months following your date of cancellation for a rescheduled event date. An event can only be rescheduled once. All rescheduled events are re-quoted at current pricing when re-booked. The contracted party shall not be held liable for any remaining balance due unless rescheduled. If an event is not scheduled within the designated timeframe then all monies are forfeited.

If you cancel your event, for any reason, 90 days or less prior to your event, all monies are forfeited.

Credits on account are non-transferrable.

- **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:** We do our best to schedule your rehearsal the day prior to your wedding; however, exceptions periodically need to be made. Rehearsals are typically between 11:30-12:30pm or 12:30-1:30pm. 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. Parties are aware that all wedding ceremonies take precedent and rehearsal times may need to be adjusted accordingly.
- **Ceremony Time:** Parties understand that morning ceremonies are to begin at 10:00am. Afternoon ceremonies are to begin between 4:00pm and 5:00pm. Ceremonies are scheduled according to the rules and regulations of the Homeowners Association and are final.
- **Additional Events:** Please be aware that additional events may be taking place on property in the day of, and/or around the same time, as your event.

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Updated 01/27/2016

At Historic Pinecrest's Website you have selected  
"I have read and agree to the terms of this contract"

Any verbal promise, or guarantee, not written herein, shall not be construed as a valid part of this agreement.

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- **Damages:** Parties understand that they will be held responsible for all damages and losses that Pinecrest incurs, including but not limited to theft, property lost 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 following by anyone providing food and/or beverages at any event, whether self-catered or catered by a full service caterer:
  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. Pinecrest does not provide beverage dispensers or chaffing dishes. Pinecrest does provide dinner and cakes plates, flatware, water, wine and champagne glasses.
  3. Client or Cater must provide staff (ie: 1 busser per 40 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 a reception coordinator/event manager and (in most instances) a dishwasher. 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 Reception Coordinator.
- **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.

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- **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.

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