



The HISTORIC PINECREST

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 to reserve your date. The remaining 50% is due 90 days prior to your event. Any additional charges will be due at your Final Walkthrough which will be scheduled 60 days prior to your event.

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.

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.

Event Time: Set up time begins at 10:00am, ceremonies are to begin between 3:00pm and 4:00pm. **All events end at 9:00pm unless extra time is purchased at \$100 per half hour. The latest event time possible is 10:30pm.**

Rehearsals: Rehearsals are held the day prior to your wedding and will be scheduled 60 days prior to your event. 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.

Final Walk-Thru: Your final walk-thru will be held approximately 10 days prior to your event and will be scheduled 60 days prior to your event. Final guest count, table set up, chapel decorations and linen order will be discussed with your Pinecrest Wedding and Reception Coordinator, as well as all details needed to ensure a successful event.

Package Inclusions: Wedding and Reception Coordinator; One hour rehearsal, to be held the day prior to your event; Pinecrest Chapel with bride's and groom's dressing rooms and sound system with 2 wireless lapel mics and 1 hand held, wireless mic; Event Center with tables and chairs (set up by Pinecrest personnel) and sound system with 2 hand held, wireless mics.

*Table linens can be added to your package for \$12 per table, or you may provide your own. If linens are provided by Pinecrest, we will set them up for you.

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 final 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.

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 Coordinator, 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 at any of our buildings. All candles must be battery operated. None of our décor is removable from its current building. Only Pinecrest staff are allowed to remove or alter décor. Parties 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 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.